OMB No. 0581-0240

FSMIP recipient:

Thank you for the successful completion of your FSMIP project. We look forward to reading your final report. This final report is due no later than 90 days after the grant ending date.

Final reports are required to fulfill the terms of the grant agreement, and they are an important vehicle for sharing research findings with federal and state agencies and the public. Although a subrecipient or another third party may prepare the final report, it is nevertheless the recipient's responsibility to review and approve the report before forwarding it to FSMIP. The final report will be posted on the FSMIP website.

Sometimes, a project will result in a large study completed by a subrecipient or third party. If the report completed by the subrecipient or third party does not address the points listed above, the recipient is responsible for providing a document that discusses each point and including the study prepared by the subrecipient or third party as an attachment.

Please complete the final report using the template provided below. Fill in the information highlighted in blue for your particular project.

Thank you.

The FSMIP Staff

Federal-State Marketing Improvement Program
Final Performance Report
For the Period of [month, day, year – month, day year]

Date: *Date of report*
Recipient Name: *Organization Name*
Project Title: *From the grant agreement*
Grant Number: *From the grant agreement*
Project Location: *State*
Amount Awarded: *$ Amount*
Match Amount: *$ Amount*

Project Contact: *Name/Telephone/Email*

An Outline of the Issue or Problem: Provide enough background information for the reader to understand the importance or context of the project. This section may draw from the background and justification contained in the approved project proposal.

Goals and Objectives: Describe the goals and objectives of the project and how the work was accomplished.

Contribution of Project Partners: Identify the project partners and briefly describe their contributions to the project.

Results, Conclusions, and Lessons Learned: Summarize the project results and conclusions. Lessons learned during the project may have influenced the direction/decisions, helped to improve the process, and/or optimized the results. Sharing these experiences may be helpful to other states seeking to learn from your experience. If applicable, some questions to consider when discussing lessons learned include:

- What unanticipated challenges were encountered?
- What unexpected positive results occurred?
- "If I had it to do over, I would have…"
- What advice do you have for others taking on a similar project work?

Evaluation: Include a discussion of how the project was evaluated and whether or not it met project objectives. To the extent possible, include measurable results. If applicable, include at least one quantifiable metric that reflects the change in status of the project from initiation to completion.

Current or Future Benefits/Recommendations for Future Research: Describe the current and/or future benefits resulting from this project. If applicable, outline next steps or recommend new research ideas that might advance the project goals.

Project Beneficiaries: Describe the groups that have benefitted from the project including the number, type and scale of producers, processors, businesses, consumer groups, etc.

Additional Information: Include publications, presentations, websites and other materials or information generated by the project. Provide as attachments or Internet links.

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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

2) fax: (202) 690-7442; or

3) email: program.intake@usda.gov.

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