

INTERIM PERFORMANCE REPORT

AWARD YEARS 2016 FORWARD

An Interim Performance Report must be received within 90 days after the end of the first year of the date of the signed grant agreement and 90 days after the end of each subsequent year until the expiration date of the grant period. You are required to report on the administration of the agreement and each project approved within the agreement.

COVER PAGE

Provide the following information in the order requested:

- Name of State Department of Agriculture
- Name of State Point of Contact
- USDA AMS Agreement Number
- Type of Report (First **or** Second Annual Performance Report)
- Date Report is Submitted

GRANT ADMINISTRATION

- If funds were used for grant administration, indicate the amount of funding that has been expended from the beginning of the grant to the end of the reporting period covered by this report. Also, indicate the amount charged as indirect expenses versus the amount charged as direct expenses.

INTERIM PROJECT REPORT TEMPLATE

Interim Performance Reports must illustrate the progress made toward the completion of each project within the grant agreement. Each project shall be outlined as separate project profiles. You will report on projects in the same order they were submitted in the approved State Plan and subsequent amendments.

If a project is completed at the time of Interim Performance Report submission, the project report should be submitted in Final Performance Report format.

PROJECT TITLE

Provide the project's title. (Must be the title used in the approved State Plan or amendment.)

FEDERAL PROJECT EXPENDITURES TO DATE

EXPENDITURES

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Personnel		
Fringe Benefits		
Travel		
Equipment		
Supplies		

Cost Category	Amount Approved in Budget	Actual Federal Expenditures (Federal Funds ONLY)
Contractual		
Other		
Direct Costs Sub-Total		
Indirect Costs		
Total Federal Costs		

PROGRAM INCOME

Source/Nature (i.e., registration fees)	Amount Approved in Budget	Actual Amount Earned
Total Program Income Earned		

ACTIVITIES PERFORMED

Address the below sections as they relate to this period of performance.

ACCOMPLISHMENTS

Estimate the Total Percentage (%) of Work Completed on the Project.....Enter Percent%

List your accomplishments for this period of performance and indicate how these accomplishments assist in the fulfillment of your project's objective(s), outcome(s), and/or indicator(s).

Accomplishment	Relevance to Objective, Outcome, and/or Indicator

CHALLENGES AND DEVELOPMENTS

Provide any challenges to the completion of your project or any positive developments outside of the project's original intent that you experienced during this period of performance. If those challenges or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

Challenges or Developments	Corrective Action and/or Project Change(s)

SOLELY ENHANCING THE COMPETITIVENESS OF SPECIALTY CROPS

If the project has the potential to benefit non-specialty crop commodities, describe the activities that were conducted to ensure that grant funds were used to solely enhance the competitiveness of specialty crops.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0240. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing

instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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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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