

Local Food Promotion Program Interim Performance Report

The interim report provides a status update regarding the progress made toward the objectives of your grant proposal. Particularly, recipients are expected to provide both qualitative and quantitative results to convey the activities and accomplishments of the work.

The report is limited to 6 pages and is due every 6 months during the project performance period. You have **30 days** from that date to provide the report (meaning the interim reports will usually be due April 30 for both planning and implementation grants, and again October 31 for implementation grants).

Provide answers to each question below, or answer “not applicable” or “no results available yet” where necessary. It is recommended that you email or fax your completed performance report to your assigned LFPP grant specialist to avoid delays. Should you need to mail your documents via hard copy, contact LFPP staff to obtain mailing instructions: Phone: 202-720-2731; Fax: 202-720-0300

Report Date Range: <i>(e.g. October 1-March 31, 20XX)</i>	
Today's Date:	
Authorized Representative Name:	
Authorized Representative Phone:	
Authorized Representative Email:	
Recipient Organization Name:	
Project Title as Stated on Grant Agreement:	
Grant Agreement Number: <i>(e.g. 14-LFPPX-XX-XXXX)</i>	
Year Grant was Awarded:	
Project City/State:	
Total Awarded Budget:	

1. Summarize the community need for the grant work:

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. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, or familial status, parental status religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

2. State the goals/objectives of your project as outlined in the grant narrative and/or approved by LFPP staff. If the goals/objectives from the narrative have changed from the grant narrative and have been approved by LFPP staff, please highlight those changes (e.g. "new objective", "new contact", "new consultant", etc.). You may add additional goals/objectives if necessary. For each item below, qualitatively discuss the progress made toward each one and indicate the impact on the community, if any.
 - i. Goal/Objective 1:
 - a. Progress Made:
 - b. Impact on Community:
 - ii. Goal/Objective 2:
 - a. Progress Made:
 - b. Impact on Community:
 - iii. Goal/Objective 3:
 - a. Progress Made:
 - b. Impact on Community:
3. Quantify the overall impact of the project on the intended beneficiaries, if applicable. Include further explanation if necessary.
 - i. Number of direct jobs created:
 - ii. Number of jobs retained:
 - iii. Number of indirect jobs created:
 - iv. Number of markets expanded:
 - v. Number of new markets established:
 - vi. Market sales increased by \$insert dollars and increased by insert percentage%.
 - vii. Number of farmers/producers that have benefited from the project:
 - a. Percent Increase:
4. Did you expand your customer base by reaching new populations such as new ethnic groups, additional low income/low access populations, new businesses, etc.? If so, how?
5. Discuss your community partnerships.
 - i. Who are your community partners?
 - ii. How have they contributed to the results you've already achieved?
 - iii. How will they contribute to future results?
6. Are you using contractors to conduct the work? If so, how has their work contributed to the results achieved thus far?
7. Have you publicized any results yet?
 - i. If yes, how did you publicize the results?
 - ii. To whom did you publicize the results?
 - iii. How many stakeholders (i.e. people, entities) did you reach?
8. Have you collected any feedback thus far about your work?
 - i. If so, how did you collect the information?
 - ii. What feedback have you collected thus far (specific comments)?
9. Budget Summary:

- i. Were there revisions to the budget during the reporting period? (As a reminder, budget changes that are substantive (e.g. changes in line items or amounts that exceed 20% of the original request) must be submitted via separate documentation by contacting LFPP staff. Changes indicated below are not approved until you have obtained prior approval.)
 - a. If so, briefly describe the reasoning if the budget line item changed by more than 20%:
 - b. Provide the date that LFPP staff provided prior approval for the revisions of a budget line item that changed by more than 20%, if applicable:
- ii. Total amount spent during reporting period:

Personnel:	
Contractual:	
Equipment Purchases:	
Travel:	
Supplies:	
Other:	
Indirect Costs:	
TOTAL:	

- iii. Amount of matching funds/in-kind contributions used during the reporting period:
- iv. Did the project generate any income?
 - a. If yes, how much was generated and how was it used?

10. Summarize unexpected delays or problems (if applicable).

- i. State the issue(s) and the reasoning behind its/their occurrence:
- ii. How did the issues affect timelines?
- iii. How did the issues affect the measureable results?
- iv. How did the issues affect the budget?
- v. How did your organization resolve the issue(s)?

11. What grant activities/impacts do you hope to accomplish in the next six months? In other words, what do you plan to include in your next report to LFPP staff (interim or final)? For example, if you have not made progress toward all of your goals and objectives or sections of your work plan, how will you work towards accomplishing them before the next report? Include information about community impact and outreach, anticipated increases in markets and/or sales, estimated number of jobs retained/created, and any other information you'd like to share about the future of your project. If there are any changes or issues that were not covered under questions #9 or #10 above, please provide that information here.