**FSMIP Interim Performance Report**

**Report Number/Period: (for example: #1 Sept 29, 201x – Mar 31, 201x)**

**Date: Today’s Date**

**Recipient Contact: Name/Telephone/E-mail**

**Recipient Name:** Organization Name

**Project Title: As it appears on the G**rant Agreement

**Grant Number:** 1X-FSMIP-State-Grant Number

**Total Awarded Budget:** $ Amount

**Total Match:** $ Amount

### Although a subrecipient or another third party may prepare performance reports, it is nonetheless the recipient’s responsibility to review and approve them before forwarding them to FSMIP.

### MAJOR ACTIVITIES COMPLETED - Summarize activities performed and milestones achieved for each objective or sub-element of the narrative. Also discuss:

* + Are goals being accomplished as anticipated in the proposed timeline?
  + Have there been any project changes (personnel, administrative, stakeholder involvement, etc.) that may be impacting the pace and success of the project? If yes, explain.

### UNEXPECTED DELAYS - Note unexpected delays or impediments as well as favorable or unusual developments. **Explain what the organization did to resolve or address these issues.**

### NEXT STEPS - Outline work to be performed during the next 6-month period; and

### FINANCIAL SUMMARY- Comment on the level of grant funds and matching contributions expended to date on the project. **Note the reasons for budget revisions, if made, and when FSMIP approval was granted. Report any program income generated, if any, and how it was utilized.**

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