Farm Production and Conservation Business Center
Grants and Agreements Division

OMB Control Number: 0565-NEW
OMB expiration date: 00/00/0000

Performance Progress Report

Add Attachments

*indicates a required field

1. Agreement Number*

2. Recipient*

3. Recipient Contact*

4. Recipient Contact Email*

5. Agreement Start Date*

6. Agreement End Date*

7. Reporting Period Start Date*

8. Reporting Period End Date*

9. Reporting Frequency:* Quarterly ◯ Semi-annual ◯ Annual ◯ Final ◯ Other ◯

10. Total Budget*

11. Goals and Objectives:* *What are the major goals and objectives of this project?*

12. Work Done:* *What work was done during this reporting period that contributes to achieving the goals and objectives of this project? When were major tasks or activities completed?*

13. Milestones:* *Compare any key milestones achieved during this reporting period to the key milestones planned in the agreement. Provide dates to show if milestones are behind schedule, on time, or ahead of schedule. Highlight any differences and provide reasons and possible solutions, if applicable.*

14. Accomplishments:* *What was achieved during this reporting period? Also provide a comparison of any accomplishments to the original goals, objectives, and deliverables of the project. Highlight any differences and provide reasons and possible solutions, if applicable.*

15. Expenses*

16. Budget Expended 0 %

17. Subrecipents:* *List all subrecipient monitoring activities that were completed during this reporting period. If this award does not include any subrecipients, enter "n/a."*

18. Problems:* *Describe any problems, not previously mentioned, that are having a negative impact on the project, such as difficulty receiving or expending funds and completing work, along with any possible solutions. If none exists, enter "n/a".*

19. Changes:* *Describe any pending or proposed changes to the agreement, including to the project scope, schedule, budget, sub-awards, contracts, principal investigators, or primary points of contact. If none exists, enter "n/a".*

20. Next Reporting Period:* *What are you planning to accomplish during the next reporting period? What are the key tasks, activities, and milestones scheduled?*

Instructions for Completing the Grants and Agreements Division Performance Progress Report

This progress report was created for recipients of agreements from the following USDA agencies: Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA), Risk Management Agency (RMA), the Commodity Credit Corporation (CCC), and the FPAC Business Center. Refer to the agreement's terms and conditions for any additional or specific reporting requirements. In the case of any conflict between language on this form and the agreement's terms and conditions, the provisions of the agreement's terms and conditions will control. Refer also to your agreement's terms and conditions for sending the completed progress report to the agency. Use the attachments tool at the top of page one to add any relevant figures, charts, graphs, photos, etc. If you are unsure how to answer a specific question, use your best judgment or notify your agency program contact for assistance. For final reports, answer the questions in relation to the entire agreement period. To complete the progress report, open the form in a fillable PDF program, such as Adobe Acrobat (not a web-browser PDF application), answer the questions, add any attachments, then save the completed form.

1. Enter the federal agreement number assigned by the federal awarding agency. This number is listed in block 1 of the Notice of Award.

2. Enter the name of the recipient for this agreement, also known as the recipient organization. The recipient is listed in block 6 of the Notice of Award.

3. Enter the first and last name of the person completing the progress report.

4. Enter the email address of the person completing the progress report.

5. Enter the agreement start date. The agreement start date is listed in block 3 of the Notice of Award.

6. Enter the agreement end date. The agreement end date is listed in block 3 of the Notice of Award. If the agreement was extended, enter the revised end date.

7. Enter the start date of this reporting period. The reporting period start date is the first day this progress report represents. Determine the reporting period start date by referring to the agreement Statement of Work and applying the reporting frequency. If this is a final progress report, enter the start date of the agreement instead.

8. Enter the end date of this reporting period. The end date is the last day this progress report represents. Determine the reporting period end date by referring to the agreement Statement of Work and applying the reporting frequency. If this is a final progress report, enter the end date of the agreement instead.

9. Select the radio button that matches the required reporting frequency for this agreement. The reporting frequency refers to how often progress reports are required to be submitted to the agency. This information can be found in the agreement Statement of Work. Quarterly is every 3 months. Semi-annual is every 6 months. Annual is every 12 months. If this is a final report, select final. If no radio buttons apply, select other.

10. Enter the total budget for this agreement. Include any matching contributions, if applicable.

11. List the major goals and objectives listed in your agreement. The goals and objectives represent the overarching reasons for undertaking the project. Identifying the goals and objectives of the project provides context for the remaining questions in the report and assists in evaluating project success.

12. "Work done" is used by the agency to confirm what work was performed during the reporting period and assists in approving payment requests. A description of work also provides context to the milestones and accomplishments provided in the other answers.

13. The agency uses a comparison of achieved milestones to planned milestones to determine if the project is on schedule. If large differences exist, the agency may be able to provide assistance. Use the attachments tool as needed.

14. "Accomplishments" include the results of your work and show whether the project is achieving its intended purpose. If large differences exist, the agency may be able to provide assistance. Use the attachments tool as needed.

15. List the total project expenses to date, including all direct and indirect expenses, cost share, and any payments made for contractual services and to subrecipient(s).

16. No entry is required for this question. The "budget expended" reflects the percentage of project funds spent to date and allows the agency to compare expenses to work done. The "budget expended" is automatically calculated based on information provided in number 10 and number 15.

17. For subrecipient monitoring, include the reporting of any subawards to fsrs.gov, approving subaward progress reports and financial reports, and implementing any corrective actions, as needed, to help subrecipients to be successful and remain in compliance with 2 CFR 200 and the agreement.

18. Include in your answer any issues or risks related to your organization, staffing, equipment, or supplies.

19. Include in your answer any potential changes to the project that you are considering.

20. Communicating your plan for the next reporting period helps the agency monitor the project and provide support where needed.

Public Burden Statement (Paperwork Reduction Act): According to the Paperwork Reduction Act requirement, 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 0565-XXXX. This collection is voluntary. The time required to complete this information collection is estimated to average 45 minutes 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden by emailing to: askusda@usda.gov (OMB NO. 0565-XXXX).