



United States Department of Agriculture

A vibrant collage of fresh produce, including cherry tomatoes, a large green cucumber, a head of garlic, a peach, yellow squash, and potatoes, set against a dark background.

Farmers Market Promotion Program Awardee Orientation

Carmen Humphrey

FMPP Program Manager and Staff

USDA Agricultural Marketing Service

October 16, 2014

Housekeeping Details...



Technical difficulties?

- Call 800.843.9166, or
- E-mail help@readytalk.com.

Have a question?

- Use “Chat” on your screen. Type your question – we will answer as many time permits in today’s webinar.

Want to hear and view this later?

- Recorded webinar & MS PowerPoint will be posted on the FMPP website.

FMPP Overview



2014 Farm Bill Farmers Market Promotion Program (FMPP) grants

- **Farmers Market Promotion Program (FMPP)** – no match; direct marketing grants

Purpose: Increase domestic consumption and create new marketing opportunities, by providing outreach, training, and technical assistance to and developing and expanding direct producer-to-consumer market opportunities.

FMPP Eligible Projects



Direct marketing projects that:

- **Develop and expand producer-to-consumer marketing**
 - Market start-up, operation, infrastructure
 - Vendor and customer recruitment

- **Increase domestic consumption** and access to agricultural products
 - Product introduction or improvement, value adding, branding
 - Advertising and promotion

- **Develop outreach, training, and technical assistance**
 - Farmers, ranchers, managers training and education
 - Market outreach

Awardee Assignments



Signed and emailed to FMPP:

- Grant agreement and approved budget

Please read:

1. Regulations pertaining to receipt of FMPP grant
 - [2 CFR Part 200 – all grantees / administrative requirements](#)
 - [FAR, 48 CFR Part 31.2 – for-profit costs](#)

The documents above are also available via the FMPP website at <http://www.ams.usda.gov/FMPP>

Awardee Assignments



Please read:

2. OMB circulars can also be found at www.whitehouse.gov/OMB/circulars_default
3. [2014 FMPP Announcement](#)
4. [FMPP General Terms and Conditions](#)

The documents above are also available via the FMPP website
at www.ams.usda.gov/FMPP

FMPP General Terms and Conditions



General Terms and Conditions Overview

Important – Read and Adhere To All Sections

- **Assurances and Certifications**
- **Grantee Standards and Responsibilities**
- **Allowable and Unallowable Costs**
- **Grant Management Guidance**
- **Compliance**

Amendments, Payments, and Reporting follow....

Amendments



During the project implementation awardees might have the “need” to amend either the scope of the project or the project budget:

1. **Project Scope Amendment** – change in goals and objectives
2. **Budget Amendment** – change in budget line-items or line-item amounts (**total awarded amount must remain the same**)

Note: Amendments (greater than 10% of the total approved budget) must have FMPP approval ***prior to*** implementing the change.

Amendments: Project Scope



To amend the **Project Scope**, the awardee must provide FMPP with a written request that includes:

- The project original goal and objectives,
- An in-depth explanation of new scope rationale, and
- What will be the final impact upon the project metrics and results.

Amendments: Budget



To amend the **budget** awardee must provide FMPP with a written request that includes:

- Description of the Change
- Justification of the Change
- Impact upon the project's goals and objectives
- Copy of the most recent approved Excel budget spreadsheet
- Signature of the grant representative.

Amendments: Budget



Example:

Project awarded.....	\$66,784
Awardee reimbursements received	<u>\$28,133</u>
FMPP could consider to amend the remaining ..	\$38,651

FMPP will only be able to **amend the project’s current available balance** and not the original awarded amount.

Payments



FMPP handles two types of payment requests:

1. **Advances** – expenses that have not yet incurred
2. **Reimbursements** – expenses that have been paid by the organization

NOTE: Your organization “must be current” in the registration with the System of Award Management (SAM.gov) and must have submitted **all the FMPP Progress and Financial Reports** in order to receive Federal government funds. Your SAM.gov registration must also be ***updated annually***.

Payments: Documentation



Four (4) documents are required to process a payment request:

1. A **cover letter** (email) indicating the for what and/or how the payment will be used.
2. A copy of the MS **Excel budget** with a column showing the reimbursements amounts
3. A completed and signed **SF-270 [Request for Advance or Reimbursement](#)**
4. A completed and signed **SF-425 [Federal Financial Report](#)**

Payments: Cover letter



- A) The **cover letter** (email) must identify the organization:
- Name,
 - Sender, and
 - FMPP agreement number
- B) Briefly include the funding purpose and the total amount requested

Payments: Excel Budget



- A) The **Excel Budget** (spreadsheet) must identify the organization name and grant agreement number.
- B) Use the (FMPP provided) budget with the grant agreement face sheet. Leave in the MS Excel format.
- C) A new column for each payment request showing budget line-item the funding amount will be drawn from.
- D) FMPP will not accept a PDF file or another Excel format (FMPP provided the correct format).

Payments: Excel Budget, Cont'd.



Organization Information: 14-FMPPX-AL-0XXX Alabama Farmers Market, Awardee, Phone, and Email							
ITEM:	FMPP Approved Budget	REIMBURSEMENT REQUESTS					
		FIRST	Balance	SECOND	Balance	THIRD/ FINAL	Final Balance
Equipment:							
1. Walk-in coolers	\$18,950		\$12,750	\$12,750	\$0		
2. Rental - ref. truck	\$18,300	\$18,300	\$0				
Supplies:							
1. Paper - photocopier	\$150		\$150		\$150	\$150	\$0
2. 100 "Buy Fresh" posters	\$450		\$450	\$150	\$300	\$300	\$0
3. Newsletter printing	\$1,350	\$450	\$900	\$450	\$450	\$450	\$0
4. Signage	\$3,978	\$1,625	\$0				
Personnel:							
1. 3/4 FTE Position 9 mths @ \$17.31/hr. *2,340 hrs	\$20,250	\$6,750	\$13,500	\$7,500	\$6,000	\$6,000	\$0
2. Fringe Benefits	\$1,549	\$516	\$1,033		\$1,033	\$1,033	\$0
Travel:							
1. Mileage -56¢/mile *1,200	\$672	\$492	\$8,733	\$3,816	\$4,533	\$4,533	\$0
2. Workshop registration	\$150		\$150		\$150	\$150	\$0
Other:							
1. Storage rental	\$985		\$985		\$985	\$985	\$0
Total:	\$66,784	\$28,133	\$38,651	\$24,666	\$13,601	\$13,601	\$0

Payments: Excel Budget, Cont'd.



Organization Information: 14-FMPPX-AL-OXXX Alabama Farmers Market, Awardee, and Email

ITEM:	FMPP Approved Budget	REIMBURSEMENT REQUESTS			
		FIRST	Balance	Amendment < 10%	Amendment > 10%
Equipment:					
1. Walk-in coolers	\$18,950		\$12,750	\$10,000	\$7,750
2. Rental - ref. truck	\$18,300	\$18,300	\$0	\$0	\$0
Supplies:					
1. Paper - photocopier	\$150		\$150	\$150	\$150
2. 100 "Buy Fresh" posters	\$450		\$450	\$450	\$450
3. Newsletter printing	\$1,350	\$450	\$900	\$900	\$900
4. Signage	\$3,978	\$1,625	\$0	\$2,750	\$5,000
Personnel:					
1. 3/4 FTE Position 9 mths @ \$17.31/hr.*2,340 hrs	\$20,250	\$6,750	\$13,500	\$13,500	\$13,500
2. Fringe Benefits	\$1,549	\$516	\$1,033	\$1,033	\$1,033
Travel:					
1. Mileage -56¢/mile *1,200	\$672	\$492	\$8,733	\$8,733	\$8,733
2. Workshop registration	\$150		\$150	\$150	\$150
Other:					
1. Storage rental	\$985		\$985	\$985	\$985
Total:	\$66,784	\$28,133	\$38,651	\$38,651	\$38,651

Need prior approval

Payments: SF-270, Cont'd.



REQUEST FOR ADVANCE OR REIMBURSEMENT (See instructions on back)		OMB APPROVAL NUMBER 0348-0004		Page 1	of pages 2
		1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="radio"/> ADVANCE <input type="radio"/> REIMBURSEMENT b. "X" one or both boxes <input type="radio"/> FINAL <input checked="" type="radio"/> PARTIAL	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED USDA- AGRICULTURAL MARKETING SERVICE		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 14-FMPPX-AL-0XXX		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST # _____	
6. EMPLOYER IDENTIFICATION NUMBER 9 DIGIT EIN Employer Identification Number	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST			
		FROM (month, day, year) September 30, 2014	TO (month, day, year) MM-DD-YYYY		
9. RECIPIENT ORGANIZATION Name: Number and Street City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street City, State and ZIP Code:			

Select only one

Day of the request

NOTE: **AL** was selected as state for demonstration purposes only.

Payments: SF-270, Cont'd.



Request of either an Advance or First Reimbursement for \$28,133

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES➡		(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)		\$28,133	>>>>>>	>>>>>>	\$28,133
b. Less: Cumulative program income					
c. Net program outlays (Line a minus line b)		\$28,133	>>>>>>	>>>>>>	\$28,133
d. Estimated net cash outlays for advance period					
e. Total (Sum of lines c & d)		\$28,133	>>>>>>	>>>>>>	\$28,133
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e		\$28,133	>>>>>>	>>>>>>	\$28,133
h. Federal payments previously requested					
i. Federal share now requested (Line g minus line h)		\$28,133	>>>>>>	>>>>>>	\$28,133
j. Advances required by month, when requested by federal grantor agency for use in making preschedule advances	1st month				
	2nd month				
	3rd month				

Payments: SF-270, Cont'd.



Form SF-270

Type in requested amount in row a. Rows c. and e. automatically populate. Then copy the amount from row e. to row g.

Once you complete entering the pairs of numbers in row i, then proceed by skipping: row j. and box 12.

Turn form to the second page, go to box 13. Sign the form, type or print your name, and enter today's date. FMPP will accept electronic signatures, also.

Repeat these steps for your second and subsequent requests...



Payments: SF-270, Cont'd.



Form SF-270

13. CERTIFICATION		
I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	DATE REQUEST SUBMITTED MM / DD / YYYY
	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (AREA CODE, NUMBER, EXTENSION)
This space for agency use		

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Payments: SF-270, Cont'd.



Request for **Second/Subsequent** Payment of **\$24,666**.

First Drawn down of **\$28,133** plus current request for **\$24,666 = \$52,799**.

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES⇒		(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)		\$52,799	>>>>>>	>>>>>>	\$52,799
b. Less: Cumulative program income					
c. Net program outlays (Line a minus line b)		\$52,799	>>>>>>	>>>>>>	\$52,799
d. Estimated net cash outlays for advance period					
e. Total (Sum of lines c & d)		\$52,799	>>>>>>	>>>>>>	\$52,799
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e		\$52,799	>>>>>>	>>>>>>	\$52,799
h. Federal payments previously requested		\$28,133	>>>>>>	>>>>>>	\$28,133
i. Federal share now requested (Line g minus line h)		\$24,666	>>>>>>	>>>>>>	\$24,666
j. Advances required by month, when requested by federal grantor agency for use in making preschedule advances	1st month				
	2nd month				
	3rd month				

Payments: SF-270, Cont'd.



Request for **Final Payment of \$13,985.**

First and Second Drawn down **\$52,799** plus current request **\$13,985 = \$66,784.**

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES⇒	(a)	(b)	(c)	TOTAL
a. Total program outlays to date (As of date)	\$66,784	>>>>>>	>>>>>>	\$66,784
b. Less: Cumulative program income				
c. Net program outlays (Line a minus line b)	\$66,784	>>>>>>	>>>>>>	\$66,784
d. Estimated net cash outlays for advance period				
e. Total (Sum of lines c & d)	\$66,784	>>>>>>	>>>>>>	\$66,784
f. Non-Federal share of amount on line e				
g. Federal share of amount on line e	\$66,784	>>>>>>	>>>>>>	\$66,784
h. Federal payments previously requested	\$52,799	>>>>>>	>>>>>>	\$52,799
i. Federal share now requested (Line g minus line h)	\$13,985	>>>>>>	>>>>>>	\$13,985
j. Advances required by month, when requested by federal grantor agency for use in making preschedule advances	1st month			
	2nd month			
	3rd month			



Payments: SF-425



Preparing form SF-425:

Boxes 1-9

FEDERAL FINANCIAL REPORT (Follow form instructions)					
1. Federal Agency and Organizational Element to Which Report is Submitted USDA – AMS – Farmers Market Promotion Program		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 14-FMPPX-AL-0XXX		Page 1	of pages 1
3. Recipient Organization (Name and complete address including Zip code)					
4a. DUNS Number 9 digit id. number	4b. EIN 9 digit id. number	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) N/A	6. Report Type <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year) September 30, 2014		To: (Month, Day, Year) September 29, 2016	9. Reporting Period End Date (Month, Day, Year) MM-DD-YYYY		

NOTE: **AL** was selected as state for demonstration purposes only.

9. This date should correspond to the Reporting Date provided on box #8 of the SF-270 (period covered).

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Cash

Request of either an Advance or First Reimbursement for **\$28,133**

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	\$0.00
b. Cash Disbursements	\$0.00
c. Cash on Hand (line a minus b)	\$0.00

<p>Received to date:</p> <p>\$0.00</p>
--

Row:	Cumulative
a. Enter amount of federal funds drawn down.....	\$x.xx
b. Enter amount of federal funds paid out to date.....	\$x.xx
c. Should be \$0.00	\$x.xx

Awardee should not have drawdown any funds greater than that expected.

If line 10c. is greater than \$0.00 an explanation must be provided.

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Expenditures

Request of either an Advance or **First** Reimbursement for **\$28,133**

10. Transactions	Cumulative
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$66,784
e. Federal share of expenditures	\$0.00
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum lines e and f)	\$0.00
h. Unobligated balance of Federal funds (line d minus g)	\$66,784

<p>Received to date:</p> <p style="font-size: 2em;">\$0.00</p>

Row:	Cumulative
d. Enter total award approved funding	\$66,784
e. Enter cumulative amount of federal funds spend at the end of the reporting period usually same amount as in box 10b.	\$0.00
f. Outstanding amount owed to sub-recipients, contractors/vendors at the end of this reporting period, if any, otherwise enter zero...	\$0.00
g. Enter sum of line 10e. plus line 10f.	\$0.00
h. Enter subtraction of line 10d. minus line 10g.	\$66,784

Payments: SF-425, Cont'd.



SF-425: Box 10 – Program Recipient Share and Income

To be completed with every request

10. Transactions	Cumulative
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	\$0.00
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

Row:

Cumulative

i., j., and k. should be left blank

l. enter total program income earned to date \$X,XXX,000

FMPP rules allow awardee organizations to keep this money, but must be reported here.

m., n. and o. should also be left blank.

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Cash

Request for Second Payment of **\$24,666**

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	\$28,133
b. Cash Disbursements	\$28,133
c. Cash on Hand (line a minus b)	\$0.00

<p>Received to date:</p> <p>\$28,133</p>
--

Row:	Cumulative
a. Enter amount of federal funds drawn down.....	\$28,133
b. Enter amount of federal funds paid out to date.....	\$28,133
c. Should be \$0.00	\$0.00

Awardee should not have drawdown any funds greater than that expected.

If line 10c. is greater than \$0.00 an explanation must be provided.

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Expenditures

Request for Second Payment of **\$24,666**

10. Transactions	Cumulative
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$66,784
e. Federal share of expenditures	\$28,133
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum lines e and f)	\$28,133
h. Unobligated balance of Federal funds (line d minus g)	\$38,651

<p>Received to date:</p> <p style="font-size: 1.5em;">\$28,133</p>

Row:	Cumulative
d. Enter total award approved funding	\$66,784
e. Enter cumulative amount of federal funds spend at the end of the reporting period usually same amount as in box 10b.	\$28,133
f. Outstanding amount owed to sub-recipients, contractors/vendors at the end of this reporting period, if any, otherwise enter zero...	\$0.00
g. Enter sum of line 10e. plus line 10f.	\$28,133
h. Enter subtraction of line 10d. minus line 10g.	\$38,651

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Cash

Final Payment Request

First and Second Drawn down **\$52,799** plus current request \$13,985 = \$66,784.

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	\$52,799
b. Cash Disbursements	\$52,799
c. Cash on Hand (line a minus b)	\$0.00

Received to date:
\$28,133
<u>\$24,666</u>
\$52,799

Row:	Cumulative
a. Enter amount of federal funds drawn down.....	\$52,799
b. Enter amount of federal funds paid out to date.....	\$52,799
c. Should be \$0.00	\$0.00

Awardee should not have drawdown any funds greater than that expected.
If line 10c. is greater than \$0.00 an explanation must be provided.

Payments: SF-425, Cont'd.



SF-425: Box 10 – Federal Expenditures

Final Payment Request

First and Second Drawn down **\$52,799** plus current request \$13,985 = \$66,784.

10. Transactions	Cumulative
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	\$66,784
e. Federal share of expenditures	\$52,799
f. Federal share of unliquidated obligations	\$0.00
g. Total Federal share (sum lines e and f)	\$52,799
h. Unobligated balance of Federal funds (line d minus g)	\$13,985

Received to date:
\$28,133
<u>\$24,666</u>
\$52,799

Row:	Cumulative
d. Enter total award approved funding	\$66,784
e. Enter cumulative amount of federal funds spend at the end of the reporting period usually same amount as in box 10b.	\$52,799
f. Outstanding amount owed to sub-recipients, contractors/vendors at the end of this reporting period, if any, otherwise enter zero...	\$0.00
g. Enter sum of line 10e. plus line 10f.	\$52,799
h. Enter subtraction of line 10d. minus line 10g.	\$13,985

Payments: SF-425, Cont'd.



SF-425: Boxes 11, 12, and 13

1. Typed or print authorized certifying official name and title, telephone, email, and date of the report
2. Sign the completed form. An electronic signature will be accepted.

Payments: SF-270, Cont'd.



- a. **Cover letter**
- b. **Excel budget (must be the FMPP spreadsheet)**
- c. **SF-270**
- d. **SF-425**

Email all four documents to:

USDAFMPPPayments@ams.usda.gov

Payments: Examples and Steps



All forms, examples, and payment steps are also available via the FMPP website at:

- **SF-270** - [Request for Advance or Reimbursement – SF-270 \(PDF\)](#)
- [Payment 1](#)
- [Subsequent Payment\(s\)](#)
- [Final Payment](#)

Payments, Cont'd.



FMPP staff processes each request as follows:

- A) Checked (paperwork) for accuracy and completeness against the FMPP awardee database.
- B) Analyzed (budget) to verify that the reimbursement request corresponds to the FMPP approved budget items.
- C) Approved and sent to the AMS Budget Office for processing.
- D) Transferred (monies) electronically to the banking account registered in SAM.gov.

Payments: Delay/Resubmittal



FMPP staff will delay your payment (s) and request resubmittal if:

- A) Required (4) payment documents are missing or incorrect.
- B) Performance and/or financial reports are missing.
- C) Updates and additions for performance and/or financial reports have not been received.

Reporting: Performance



Performance Reports – provide FMPP information about project implementation, collected metrics (quantitative and qualitative outcomes), problems or issues, and impact results (significant findings and outcomes) that can be shared with the general public

- **Interim Reports** – Required every six months from the start of the grant

Submit all reports to: USDAFMPPPayments@ams.usda.gov

Reporting: Interim Performance



Reporting Periods and Due Dates:

2 Grant Years 2014-2016	Interim Performance Report Covers Grant Period	Submission Due to FMPP ON or BEFORE
Report #1	September 30 – March 30	April 30
Report #2	April 1 – September 30	October 30
Report #3	October 1 – March 30	April 30
Final Report	The entire 2 years	December 30

If provided a time extension, a 4th performance report covering April 1 - September 30 is also due and will be considered an “interim report.” See next slide for dates.

Reporting: Interim Performance



Time Extension Reporting Periods and Due Dates:

2.5 Grant Years 2014-2017	Interim Performance Report Covers Grant Period	Submission Due to FMPP – On or Before
Report #1	September 30 – March 30	April 30
Report #2	April 1 – September 30	October 30
Report #3	October 1 – March 30	April 30
Report #4	April 1 – September 29	October 30
Final Report	The entire 2.5 years	June 30

Time (no cost) extensions will not be provide beyond 2.5 years.

Reporting: Interim Performance



Interim Report details:

Reporting Period:

Date: Today's Date
Contact: Name/Telephone/E-mail
Recipient Name: *Organization Name*
Project Title: *From Grant Agreement*
Grant Number: *14-FMPPX-XX-XXXX*
Project Location: *City, State*
Grant Award Period: September 30, 2014 thru September 29, 2016
Total Awarded Budget: \$ *Amount*

- **Objective:**
- **Summary of Activities:**
- **Performance**
- ***Baseline Information:***
- ***Project results/accomplishments:***
- **Problems and Delays:**
- **Financial Summary:**

Reporting: Final Report



The **Final Performance Report** – must summarize the **entire 2-year (or 2.5-year) project implementation**, all metrics (quantitative and qualitative outcomes) gathered, and all impact results (significant findings and outcomes).

- **Final Reports** – Required to FMPP no later than 90 day after the grant end date
- The report will be **posted on the FMPP website** for the public AT www.ams.usda.gov/FMPP

Submit all reports to: USDAFMPPPayments@ams.usda.gov

Reporting: Final Performance



Final Performance Report Details:

The Final Report covers the period of September 30, 2014 – September 29, 2016

Date: Today's Date
Recipient Name: Organization Name
Project Title: From Grant Agreement
Grant Number: 14-FMPPX-XX-XXXX
Project Location: City, State
Amount Awarded: \$ Amount
Contact: Name/Telephone/E-mail

- **Goals and Objectives:**
- **Activities:**
- **Accomplishments:**
- **Beneficiaries:**
- **Lessons Learned:**

Reporting: Final SF-425



The **Final Financial Report** – The Final SF-425 provides the status of all Federal funds since the last payment (draw down) and is required to close-out the grant.

- An **SF-425** is required with the every payment request.
- A **Final SF-425** is required (along with the Final Performance Report) **no later than 90 days after the grant end date.**

The final SF-425 is also an affidavit indicating there are no FMPP funds remaining in awardee's bank account.

If the awardee has a balance, the funds must be de-obligated or returned by a check made payable to the “U.S. Treasury.”

Grant Close-Out



To close-out the grant, FMPP MUST have the following documentation that has been accepted and approved by the Staff:

- All project and/or grant deliverables
- All interim and Final performance reports
- All interim and Final financial reports
- Any written notification of deobligation
- Any refunded check to U.S. Treasury

Upon receipt of the FMPP close-out letter, the awardee may apply again for another FMLFPP grant.

Correspondences with FMPP



- FMPP email address for all correspondences:

USDAFMPPPayments@ams.usda.gov

- Include your grant number **(14-FMPPX-AL-XXXX)** in *Subject line* of ALL emails. Failure to include this number delays responses.

FMPP Contacts



Carmen Humphrey, Program Manager

Carmen.Humphrey@ams.usda.gov

Staff assigned to monitoring your grant project and progress:

Lee Cliburn

Karl Hacker

Earlene Henderson-Samuels

Ricardo Krajewski

Camia (Mia) Lane

Awardee States and FMPP Contacts



State	FMPP Staff Contact
AL, AR, FL, GA, KY, LA, TN, TX	Earlene Henderson-Samuels
AZ, CA, CO, IN, KS, NM, MT, OR, WA, WY	Karl Hacker
ID, MA, NJ, NY, NV, PA, SD, UT, WV, VA	Lee Cliburn
AK, CT, DC, HI, ME, MD, MI, NH, OH, RI, VT, and U.S. territories: AS, GU, MP, PR, VI	Mia Lane
DE, IL, IA, MN, MS, MO, NC, NE, ND, OK, SC, WI	Ricardo Krajewski

FMPP Contacts



- Email and all submissions to FMPP employees:
USDAFMPPPayments@ams.usda.gov
This is the official email address for all correspondences and tracking; please do not attempt to email FMPP staff directly.
- FMPP Website: www.ams.usda.gov/FMPP
- Phone: 202-720-0933 Fax: 202-690-4152

Questions?



- Please type your questions in the “Chat” screen.
- We will answer as many as time permits today.
- Additional questions can be submitted to FMPP Staff via USDAFMPPPayments@ams.usda.gov