# Template Last Updated 03/08/2024

**Note: A performance report is required for each project statement and each period of performance.**

# Grant & Project Statement Details:

|  |  |
| --- | --- |
| Grant Title and SAP/PO (FBMS) #: |  |
| Project Statement Title: |  |
| Period of Performance (Pop) Start Date: |  |
| Period of Performance (Pop) End Date: |  |

# Performance Questionnaire

1. What progress has been made towards completing the objective(s) of the project? (Required)

|  |
| --- |
|  |

1. Please describe and justify any changes in the implementation of your objective(s) or approach(es). (Required)

|  |
| --- |
|  |

1. If applicable, please share if the project resulted in any unexpected benefits, promising practices, new understandings, cost efficiencies, management recommendations, or lessons learned.
	* Not Applicable
	* If applicable, enter below:

|  |
| --- |
|  |

1. *For Survey projects only:* If applicable, does this project continue work from a previous grant? If so, how do the current results compare to prior results? (Grantees may elect to add attachments such as tables, figures, or graphs to provide further detail when answering this question).
	* Not Applicable
	* If applicable, enter below:

|  |
| --- |
|  |

1. If applicable, identify and attach selected publications, photographs, screenshots of websites, or other documentation (including articles in popular literature, scientific literature, or other public information products) that have resulted from this project that highlight the accomplishments of the project.
	* Not Applicable
	* If applicable, enter below:

|  |
| --- |
|  |

1. Is this a project you wish to highlight for communication purposes?
	* Yes
	* No

Optional Comments:

|  |
| --- |
|  |

1. *For CMS States only (final period of performance):* If the grant is a CMS, has the state submitted an update report every 3 years detailing that the CMS components 1) inventory and scanning; 2) strategic plan; 3) operational plan; and 4) evaluation and control have been reviewed and summaries included which provide detailed review results and recommendations?

|  |
| --- |
|  |

#  Report on Each Objective:

**Fill out the information below for each objective (copy and paste as needed) and attach to the appropriate project statement.** See the Matrix and Fact Sheets on the Training Portal (TRACS Training menu > [Job Aids and Resources](https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1) page). Refer to your Grant Proposal PDF to see the objectives set up for this grant.

1. Enter the objective details below (Strategy, Objective, Activities):

|  |
| --- |
|  |

1. For this objective, is there any progress to report for this period of performance?Note: This question encompasses all activities included in the objective, so answer “No” when there is no progress to report (zero values) for all activities within the objective.
	* Yes (skip to step 3)
	* No – fill out explanation below and skip to step 6.

|  |
| --- |
|  |

1. Activity Report for (list the activity here): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For this activity, do you have a quantifiable result to report?

* 1. Yes (skip to step 4)
	2. No – fill out explanation below and skip to step 7.

|  |
| --- |
|  |

1. If this activity has a quantifiable result, enter the unit of measure completed during this period of performance (refer to Performance Matrix for metrics to include for the selected activity, such as total number of fish stocked).

|  |
| --- |
|  |

* For Real Property Acquisition, a real property record will need to be entered into TRACS once the property has been acquired. Complete the Real Property Record template available on the Training Portal (TRACS Training menu > [Job Aids and Resources](https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1) page).
* For Facility Construction, Renovation or Acquisition, a facility record will need to be entered into TRACS once the facility has been completed. Complete the Facility Record template available on the Training Portal (TRACS Training menu > [Job Aids and Resources](https://wsfrtraining.fws.gov/mod/page/view.php?id=216&forceview=1) page).
1. Optional - Select the geographic location of the activity during this POP:
	1. Statewide
	2. Specific counties or Wildlife Management Areas (please specify below)
	3. Other (e.g. research or management area location details, please specify below)

Optional: Add additional location details below and include any attachments.

|  |
| --- |
|  |

1. List Targeted Species and/or Habitat Types and enter more detailed units of measure if applicable (such as number of fish stocked by species or acres by habitat type).

|  |
| --- |
|  |

1. Fill out questions 3-5 for each additional activity (copy and paste as needed).
2. Fill out questions 1-7 for each additional objective in this project statement (copy and paste as needed).