

## **Change Version-ILA Progress and Final Report Templates**

### **Request for Non-substantive Change**

**ICR 0560 - 0318**

**April 29, 2026**

Please find below the change version of ILA progress and final report templates. This change version implements the proposed changes indicated on the document entitled, "Current Version-ILA Report Templates," of this ICR 0530-0318 non-substantial Request Change.

Page 2: Clean Version of Quarterly Progress Report Template

Page 7: Clean Version of Final Report Template

AGREEMENT #

# Quarterly Performance Report

## REPORT INFORMATION

<b>Report Type:</b>	Enter the Type of Quarterly Report (e.g., 1 <sup>st</sup> Quarter, 2 <sup>nd</sup> Quarter).			
<b>Date Report Submitted:</b>	Enter Date.			
<b>Reporting Period:</b>	<b>Start Date:</b>	Enter Date.	<b>End Date:</b>	Enter Date.

## PERFORMANCE NARRATIVE

### ACTIVITIES PERFORMED

Address the below sections as they relate to this reporting period.

#### STATUS OF PROJECT

Comparing the schedule of work to what has been completed, is the project ahead of schedule, on schedule, or behind schedule? If behind schedule, please discuss the barriers in the section below.

#### RISKS, BARRIERS, AND DEVELOPMENTS

Provide any risks, barriers, issues, or changes to the existing risk to the completion of your project or any positive developments outside of the project's original intent that you experienced during this reporting period. If those risks or developments resulted or will result in corrective actions and/or changes to the project, include those in the space below.

#	Risk, Barrier, or Development	Corrective Action or Project Change
1		
2		
3		
4		

#### OUTCOME AND INDICATOR RESULTS TO DATE

Provide an update on the progress achieved during the time period covered by the quarterly report.

#	Outcome/Indicator	Metrics	Quarterly Progress
1			
2			
3			
4			

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## STEPS

*Please enter the steps your project will take to achieve the outcomes you listed in the Outcomes section. List all major steps that you can identify.*

## TRAINING OR EDUCATIONAL MATERIALS

*If you have an electronic copy of the training or educational materials, please submit a copy to [land.access@usda.gov](mailto:land.access@usda.gov).*

*Some materials may not be available to submit by email. If the material is available on a website provide a web link to the document, which means that you should **provide** the URL which will allow viewing of the material. If it is a CD-ROM/DVD, describe how it will be made available.*

## Promotional Materials

***Provide** the title or description of any promotional material developed and the purpose/audience. Write a brief description of the promotional material, including whether it is a brochure, website, press release, etc., and how it will be used to promote the program.*

*If you have an electronic copy of the promotional materials, please submit a copy to [land.access@usda.gov](mailto:land.access@usda.gov).*

## Evaluations and Reports

*Projects must describe methods and resources for documenting and evaluating their outcomes and impacts. **Please submit all evaluations and reports not captured elsewhere on the report to [land.access@usda.gov](mailto:land.access@usda.gov).***

Number of Underserved Producers Served

Performance Metric	Number of Individuals Served this Quarter
Increased access to farm ownership opportunities	
Increased access and improved results for heirs' property and fractionated land	
Increased access to markets and capital that affect the ability to access land	
Increased land ownership	
Increased land succession planning	
Increased business planning	
Started farming	
Increased farm size or capacity	
Increased farm profits	
<p>Underserved producers who sought and participated in USDA programs</p> <ul style="list-style-type: none"> <li>a. Natural Resources Conservation Service programs</li> <li>b. Farm Service Agency farm loan programs               <ul style="list-style-type: none"> <li>1. Applied for a loan</li> <li>2. Received a loan</li> </ul> </li> <li>c. Farm Service Agency farm programs, other than loans</li> <li>d. Rural Development loan or grant programs</li> <li>e. Any other programs or services administered by USDA</li> </ul>	

## DELIVERY

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This section captures all meetings, webinars, website visits, online courses, and one to one meetings that have been conducted within the reportable quarter. **Please fill out the below tables**

**Total Meetings:**  
**Total Meeting Participants:**  
**Total Meeting Participant Hours:**  
**Total Webinars:**  
**Total Webinar Participants:**  
**Total Webinar Participant Hours:**  
**Total Website Visits:**  
**Total Online Course Participants:**  
**Total One-to-one Meeting Entries:**  
**Total One-to-one Meeting Participants:**

Date	City	State	Number of Attendees	Meeting length (hours)	Topic

## SUCCESS STORIES/QUOTES

*Enter any stories, examples, or quotes you collected that help describe the program's impact on participants. Please include any participant quotes you have. Participant quotes are particularly valuable as a means of helping others understand the value and results of the program.*

## DISCUSSION OF ACTIVITIES PERFORMED (IF NEEDED)

*Provide any additional information that has not already been covered by Accomplishments, Challenges, and/or Outcomes sections. This section is not required.*

**PROJECT EXPENDITURES TO DATE**

**EXPENDITURES**

Provide the approved amounts and the actual expenditures by cost category.

<b>Cost Category</b>	<b>Amount Approved in Budget</b>	<b>Actual Expenditures</b>
<b>Personnel</b>		
<b>Fringe Benefits</b>		
<b>Travel</b>		
<b>Equipment</b>		
<b>Supplies</b>		
<b>Contractual</b>		
<b>Construction</b>		
<b>Other</b>		
<b>Total Direct Charges</b>		
<b>Indirect Charges</b>		
<b>Totals</b>		

**PROGRAM INCOME (IF APPLICABLE)**

<b>Source/Nature</b>	<b>Amount Approved in Budget</b>	<b>Actual Amount Earned</b>
<b>Total Program Income Earned</b>		

**Use of Program Income**  
*Describe how the earned program income was used to further the objectives of this project.*

**SUBAWARDED PROJECTS**

If project contains subawards, please list your subawards and indicate their progress on subawarded activities. Are they on schedule, behind schedule, or ahead of schedule? Please explain any variances from approved award, including changes in personnel or other risks that may have developed during the reporting period.

Are there any recent, pending, or proposed changes to your subawards?

**LESSONS LEARNED**

*Provide recommendations or advice that others may use to improve their performance in implementing similar projects. Also include recommendations and barrier identification for USDA to improve underserved producers' access to USDA programs and services.*



# Final Performance Report

This report should be more comprehensive than interim quarterly reports.

AGREEMENT #:

## REPORT INFORMATION

<b>Report Type:</b>	Final
<b>Date Report Submitted:</b>	Enter Date.

## PROJECT SUMMARY

Enter a project summary you wrote when you submitted your application. When reporting, you will usually need to change your summary from future “we will” tense to past tense, “we did.” You may also want to specifically describe what your project accomplished. USDA may make this project summary publicly available to let anyone who is interested know what your project accomplished.

### OBJECTIVES

#	Objective	Objective met, Yes, No, or NA if objective was not selected at time of project initialization	Number of Producers who benefited
1	Increased access to farm ownership opportunities.		
2	Increased access and improve results for heirs' property and fractionated land.		
3	Increased land ownership, land succession, and agricultural business planning.		
4	Increased access to markets and capital that affect the ability to access land.		

*\*If no is selected for any of the listed objectives, you must expand upon this in the challenges and lessons learned sections.*

### CHALLENGES AND LESSONS LEARNED

*Provide recommendations or advice that others may use to improve their performance in implementing similar projects. Also include recommendations and barrier identification for USDA to improve access to programs and services.*

## Underserved Producers Served

Performance Metric	Number of Individuals Served
Increased access to farm ownership opportunities	
Increased access and improved results for heirs' property and fractionated land	
Increased access to markets and capital that affect the ability to access land	
Increased land ownership	
Increased land succession planning	
Increased business planning	
Started farming	
Of those that started farming, those who are currently farming	
Increased farm size or capacity	
Increased farm profits	
Underserved producers who sought and participated in USDA programs <ul style="list-style-type: none"> <li>a. Natural Resources Conservation Service programs</li> <li>b. Farm Service Agency farm loan programs               <ul style="list-style-type: none"> <li>1. Applied for a loan</li> <li>2. Received a loan</li> </ul> </li> <li>c. Farm Service Agency farm programs, other than loans</li> <li>d. Rural Development loan or grant programs</li> <li>e. Any other programs or services administered by USDA</li> </ul>	

## FEDERAL PROJECT EXPENDITURES

### EXPENDITURES

*Provide the approved amounts and the actual expenditures by cost category.*

Cost Category	Amount Approved in Budget	Actual Expenditure
Personnel		
Fringe Benefits		
Travel		

Cost Category	Amount Approved in Budget	Actual Expenditure
Equipment		
Supplies		
Contractual		
Construction		
Other		
<b>Total Direct Charges</b>		
<b>Indirect Charges</b>		
<b>Totals</b>		

PROGRAM INCOME (IF APPLICABLE)

Source/Nature	Amount Approved in Budget	Actual Amount Earned
1.		
2.		
3.		
<b>Total Program Income Earned</b>		

Use of Program Income
<i>Describe how the earned program income was used to further the objectives of this project.</i>

ADDITIONAL INFORMATION

SUCCESS STORIES/QUOTES

*Enter any stories, examples, or quotes you collected that help describe the program's impact on participants. Please include any participant quotes you have. Participant quotes are particularly valuable as a means of helping others understand the value and results of the program.*

LESSONS LEARNED

*Provide recommendations or advice that others may use to improve their performance in implementing similar projects. Also include recommendations and barrier identification for USDA to improve underserved producers' access to USDA programs and services.*

*Provide additional information available (i.e., publications, websites, photographs) that is not applicable to any of the prior sections, including where the deliverables will be stored or can be accessed?*

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**Public Burden Statement (Paperwork Reduction Act):** Public reporting burden for this collection is estimated to average 14 hours per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection or FSA may not conduct or sponsor a collection of information unless it displays a valid OMB control number of 0560-0318.