

FY26 School-Based Food Assistance Grant Program

Performance Reporting Requirements

The **required reporting metrics** for this program outlined in the table below. Please note that successful applicants will be required to submit **one mid-cycle and one end-cycle Programmatic Report for each school** that they are “matched” with during each 12-month performance period. All reports should be submitted through the OFSR online reporting platform (https://bit.ly/SB_FY26) following the schedule below. The required metrics for each Programmatic Report are listed in the table below:

| Section | Metrics |
|----------------------------------|--|
| Participation and Implementation | <p>School Name</p> <p>Total receiving food assistance (duplicated counts):</p> <p>Total number of households</p> <p>Total number of students</p> <p>Total number of households served, grouped by household zip codes</p> <p>Total receiving food assistance (unduplicated counts, actuals or estimates):</p> <ul style="list-style-type: none"> • Total number of households • Total number of students |
| Food Service | <p>Service Format (include all that apply)</p> <p>Family Market or Choice Pantry - (total pounds)</p> <p>Pre-Packaged Box/Bag (Household Size) - (total pounds)</p> <p>Pre-Packaged Box/Bag (Household Size)- (total box/packages)</p> <p>Pre-Packaged Box/Bag (Individual Size) - (total pounds)</p> <p>Pre-Packaged Box/Bag (Individual Size)- (total box/packages)</p> <p>Pre-Packaged Snack Bag- total bags</p> <p>Prepared Meals- (total meals)</p> <p>Gift Cards - (total dollar amount)</p> <p>Other</p> <p>Food Type Offered (include all that apply): Shelf-stable, Meat/Dairy/Eggs, Produce, Prepared food/meal, Other</p> |
| Narrative Feedback | <p>Narrative feedback about the implementation or experience facilitating this program, including unexpected challenges and/or success stories.</p> <p>Narrative feedback about the grantee’s efforts to ensure cultural proficiency, inclusivity of underserved community members, and the use of a racial equity lens in providing services.</p> |

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| | <p>Narrative feedback about the grantee's efforts to ensure high nutritional quality of foods offered.</p> <p>Narrative description of the grantee's efforts to incorporate satisfaction survey feedback from school-based contacts, students, and households into program implementation. <i>Please note that grantees will be required to distribute a satisfaction survey created by OFSR to program participants at least once during the grant period.</i></p> |
| File Uploads | <p>Upload a copy of each Memorandum of Understanding (MOU) established with each assigned school.</p> <p>Upload at least one photo that documents the type and quantity of food distributed by your school-based food assistance program. Additional materials that document your program activities may also be uploaded, such as flyers, outreach materials, or other communications that show how your program engages with the school community.</p> |

The **recommended metrics** for each Programmatic Report are outlined in the table below.

| | |
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| Photo Upload | <p>Upload any additional photos that highlight the impact and success stories of your program.</p> <p>These materials may be used in OFSR communications (including website and social media) highlighting the work of grantees. <i>By uploading to this section, you confirm that you have obtained appropriate permissions and photo releases from individuals depicted and that the content is cleared for public use and sharing.</i></p> |
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In addition, grantees must submit **one mid-cycle and one end-cycle Financial Report** for each 12-month performance period, including the metrics below:

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| Budget and Sourcing Metrics (Required) | <p>Total amount (\$) of the grant award spent to date, including:</p> <p>Total amount (\$) of the grant award spent to date on staffing costs;</p> <p>Total amount (\$) of the grant award spent to date on food purchases;</p> <p>Total amount (\$) of the grant award spent to date on other operating costs;</p> <p>Total amount (\$) of the grant award spent to date on indirect costs.</p> <p>Narrative feedback about the total amount of the grant award spent to date, including strategies used to source food at a reasonable cost,</p> |
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| | <p>partnerships leveraged to source food or supplies, details regarding the use of funds for staffing or other operational costs, as well as other challenges and opportunities related to award management during the reporting period.</p> <p>Percentage of food purchased directly from a Montgomery County farm and/or a Washington Metropolitan/DMV region farm representing an underserved community</p> <p>Percentage of food purchased from a Washington Metropolitan/DMV region-based retailer, wholesaler, and/or distributors that sources from County or Washington Metropolitan/DMV region farms</p> <p><i>(End-Cycle Report Only)</i> Total dollar value of in-kind resources by type:</p> <p>Food for distribution (recovered and/or donated)</p> <p>Volunteer hours</p> <p>Other</p> <p><i>(End-Cycle Report Only):</i> Percentage of total program budget funded with:</p> <p>Non-SBFA Grant Montgomery County government funding</p> <p>Non-Montgomery County government funding</p> |
| Financial Uploads (Required) | Receipts, Proof-of-Payment, and/or other relevant proof of project costs incurred |

Reporting Schedule:

Reports are required at both the mid-cycle and end-of-cycle points of the grant period. The mid-cycle report covers activities completed during the first half of the grant. **The end-of-cycle report covers the full reporting period**, from the start of the grant through its end date.

| Report | Reporting Period | Due Date |
|---|-------------------------|-----------|
| Mid-Cycle Programmatic and Financial Report | 08/25/2025 - 1/31/2026 | 2/20/2026 |
| Final Programmatic and Financial Report | 08/25/2025 - 06/30/2026 | 7/21/2026 |