

## Reporting and Evaluation Requirements FY24 Food as Medicine Grant Program

### A. Programmatic Reporting:

The Grantee is expected to submit programmatic reports as outlined in *Section L. Reporting and Payment Schedule* on page one (1) of the Grant Agreement. All reports should be submitted through the reporting platform provided by OFSR (link [here](#) or at [bit.ly/fam\\_fy24](https://bit.ly/fam_fy24)) on or before the report due dates listed below.

- Mid-Cycle Performance Period: March 29, 2024 - July 31, 2024
- Mid-Cycle Reporting Deadline: August 16, 2024
  
- End-Cycle (Final) Performance Period: March 29, 2024 - November 30, 2024
- End-Cycle (Final) Reporting Deadline: December 31, 2024

The OFSR will be providing the grantee with a “Pre- and Post-Intervention Evaluation Survey” that all program participants must be invited to complete\*. This survey will include demographic questions as well as questions related to eating habits and food choices.

\*Program Participants’ demographic data and responses to the Evaluation Survey may be provided by a parent or guardian if the patient is unable to adequately provide this information.

The reports must include the **required metrics** outlined in the table below.

Section	Metrics
Participation and Demographic Data	Healthcare office name and primary address  Food assistance location address (if different)  Total number of children ages 0-18 (duplicated counts): Screened for food insecurity Screening positive for food insecurity Referred for food assistance Participating in nutrition/food education programs  Total number of households with children 0-18 (duplicated counts): Referred for food assistance

Attachment 6: FY24 Food as Medicine  
Grant Program

	<p>Participating in nutrition/ food education programs</p> <p>Pre- and Post- Intervention Evaluation Survey Report, including a summary of quantitative and qualitative findings of the surveys (file upload).</p>
Food Distribution	<p>Service Format (include all that apply)</p> <p>Choice Style Market or Pantry - (total pounds)</p> <p>Pre-Packaged Box/Bag - (total pounds)</p> <p>Pre-Packaged Box/Bag - (total Box/Packages)</p> <p>Other</p>
Food Security Screening	<p>Number of food security screenings conducted.</p> <p>Percentage of screened patients ages 0-18 identified as food insecure using evidence-based tools (e.g. Hunger Vital Sign).</p>

The reports may also include the **recommended metrics** outlined in the table below.

Section	Metrics
Participation and Demographic Data	<p>Mobile Clinic locations (if applicable)</p> <p>Total number of households served, grouped by household zip codes (duplicated counts)</p> <p><i>Data collected from participants receiving an intervention through the program:</i></p> <ul style="list-style-type: none"> <li>• Languages spoken in the household of participants served (provided by program participants*)</li> <li>• Total Number of Individuals Served, by Race (provided by program participants*)</li> <li>• Total Number of Individuals Served, by Ethnicity (provided by program participants*)</li> </ul>
Food Security Screening	<p>Number of patients screening positive for food insecurity referred to additional food assistance resources, including application assistance for federal nutrition programs (Number)</p>

**B. Financial Reporting:**

The Grantee must submit a mid-cycle and end-of-cycle financial report following the timeline outlined below. All reports should be submitted through the reporting platform provided by OFSR on or before the report deadline listed below.

- Mid-Cycle Performance Period: March 29, 2024- July 31, 2024
- Mid-Cycle Reporting Deadline: August 16, 2024
  
- End-Cycle (Final) Performance Period: March 29, 2024 - November 30, 2024
- End-Cycle (Final) Reporting Deadline: December 31, 2024

The Financial Reports should include receipts, proof-of-payment, and/or other relevant proof of project costs incurred; these costs should align with the final submitted budget and should indicate the amount of the total project budget spent during the relevant Performance Period.

Additionally, the Financial Reports should include a narrative description of the use of grant funds for activities and expenditures related to the project, and should include the financial metrics outlined in the “Budget and Sourcing” table below:

<b>Financial Document Uploads</b> (Required)	Receipts, Proof-of-Payment, and/or other relevant proof of project costs incurred Financial Progress Report (template provided by the Office of Grants Management) Financial Report Narrative
<b>Budget and Sourcing Metrics</b> (Required)	Percentage of the grant budget spent to date. Please provide additional comments on the percentage spent. Percentage of food sourced from County farms, DMV-region farms owned by people of color, and/or locally owned retailer(s) Total value of food sourced from County farms, DMV-region farms owned by people of color, and/or locally owned retailer(s) Total value of food distributed through program (including in the form of a voucher, store credit, CSA membership, etc.)