

Reporting and Evaluation Requirements  
FY24 SNAP Outreach 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/SNAP\\_FY24](http://bit.ly/SNAP_FY24)) on or before the report due dates listed below.

- Mid-Cycle Performance Period: April 12, 2024 – October 31, 2024
- Mid-Cycle Reporting Deadline: November 16, 2024
  
- End-Cycle (Final) Performance Period: April 12, 2024 – March 31, 2025
- End-Cycle (Final) Reporting Deadline: April 30, 2025

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

Section	Metrics
Participation	<ul style="list-style-type: none"><li>• Total number of households engaged through SNAP outreach activities (including: pre-screens and application sessions)</li><li>• Total number of households supported through outreach, with children (ages 0-18) in household</li><li>• Total number of households supported through outreach, with children (ages 0-5) in household</li></ul>
Outreach	<ul style="list-style-type: none"><li>• List of languages spoken during outreach efforts</li><li>• Total number of pre-screens (unduplicated)</li><li>• Total number of contacts at outreach events (duplicated)</li><li>• Total number of SNAP applications submitted (unduplicated)</li></ul>
Support for Applicants	<ul style="list-style-type: none"><li>• Total number of first-time applicants (unduplicated)</li><li>• Total number of repeat applicants due to previous denial (duplicated)</li><li>• Total number of recertifications (unduplicated)</li><li>• Total number of support sessions provided (technical assistance provided directly to applicants) (unduplicated)</li></ul>

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

Section	Metrics
Participation	<ul style="list-style-type: none"> <li>Total number of households served, grouped by household zip codes (unduplicated counts)</li> </ul>
Trainings (for partner organizations, volunteers, etc.)	<ul style="list-style-type: none"> <li>Total number of trainings (including training for case managers or staff, or any educational activity for non-applicants) (unduplicated)</li> <li>Total number of individuals trained (duplicated)</li> </ul>
Additional Impacts	<ul style="list-style-type: none"> <li>Total number of households referred to additional community-based food assistance resources or services (unduplicated)</li> <li>Total number of referrals received by Community-Based Organization (grantee) from partner organizations (list all organizations) (duplicated)</li> </ul>

The OFSR will be providing the grantee with a “Satisfaction Survey” that all program participants must be invited to complete. This survey is intended to obtain information on the quality of service, strengths, and improvements of the overall SNAP outreach efforts.

#### 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: April 12, 2024 – October 31, 2024
- Mid-Cycle Reporting Deadline: November 16, 2024
- End-Cycle (Final) Performance Period: April 12, 2024 – March 31, 2025
- End-Cycle (Final) Reporting Deadline: April 30, 2025

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:

Attachment 6: FY24 SNAP Outreach  
Grant Program

<b>Financial Document Uploads</b> (Required)	<ul style="list-style-type: none"><li>• Receipts, Proof-of-Payment, and/or other relevant proof of project costs incurred</li><li>• Financial Progress Report (template provided by the Office of Grants Management)</li><li>• Financial Report Narrative</li></ul>
<b>Budget and Sourcing Metrics</b> (Required)	<ul style="list-style-type: none"><li>• Percentage of the grant budget spent to date. Please provide additional comments on the percentage spent.</li></ul>