

Reporting and Evaluation Requirements
 FY24 School-Based Food Assistance 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 on or before the report due date listed. **A separate Programmatic Report must be submitted for each school where the organization provides services funded through this grant award.**

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

Section	Metrics
Participation and Implementation	School Name Total receiving food assistance <i>(by the mid-cycle report and at the end of the grant period)</i> Total number of students (duplicated counts) Total number of households (duplicated counts)
Food Service	Service Format (include all that apply) Family Market - (total pounds) Choice Pantry - (total pounds) Pre-Packaged Box/Bag - (total pounds) Pre-Packaged Box/Bag - (total Box/Packages) Prepared Meals- (total quantities) Gift Cards - (total dollar amount) Other Food Type Offered (include all that apply): Shelf-stable, Meat/Dairy/Eggs, Produce, Prepared food/meal, Other Do you accommodate cultural or medically-tailored diets? (Y/N)
Narrative Feedback	Narrative feedback about the implementation or experience facilitating this program, including unexpected challenges and/or success stories. 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.

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

Participation and Implementation	Total receiving food assistance (<i>by the mid-cycle report and by the end of the grant period</i>): <ul style="list-style-type: none"> ○ Total number of students (unduplicated counts) ○ Total number of households with children 0-5 (duplicated counts) ○ Total number of households with children 0-5 (unduplicated counts) ○ Total number of households (unduplicated counts) ● Total number of households grouped by household's zip codes
Communication and Partnership	Self-assessed score (1-10): how would you rate the effectiveness of communication and collaboration with the school? (<i>This answer will NOT be shared with any schools</i>). Please provide additional comments on your score provided.

B. Financial Reporting:

The Grantee must submit a mid-cycle and end-of-cycle financial report following the timeline 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 on or before the report due date listed.

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:

Budget and Sourcing Metrics (Required)	<ul style="list-style-type: none"> ● 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)
Financial Document Uploads (Required)	<ul style="list-style-type: none"> ● Receipts, Proof-of-Payment, and/or other relevant proof of project costs incurred ● Financial Report Narrative