# FY24 School-Based Food Assistance Program

**Reporting Platform Instructions** 



## Reporting Notes – Required and Recommended Fields

**Required Fields** will have a red asterisk symbol (\*) next to a question



**Recommended Fields** will not have a red asterisk symbol (\*) next to a question

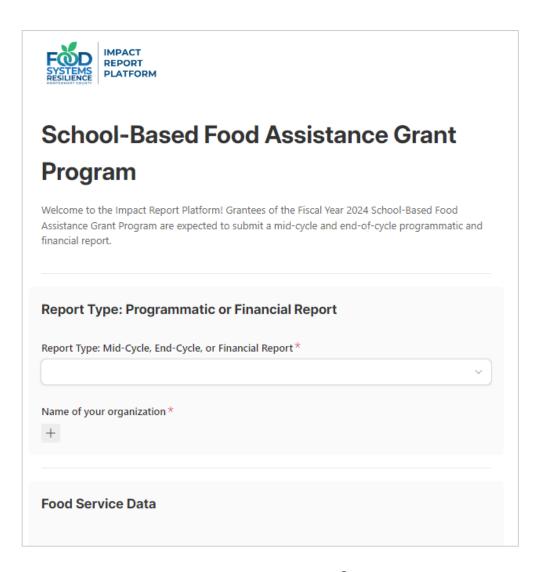
Total # of Households (unduplicated)	

## Reporting Notes – Duplicate vs. Unduplicated (aka: unique)

**Duplicated:** the total number of units your organization served over a specified time-period.

**Unduplicated:** the total number of *unique* units your nonprofit served over a specified time-period.

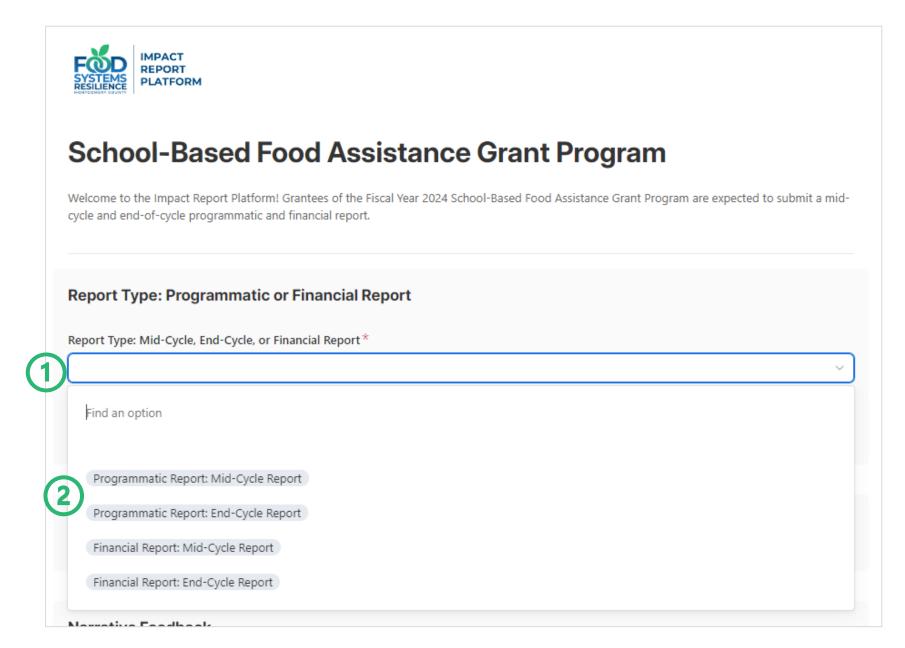
With duplicated counts, you might count the same person or household more than once, but with unduplicated counts, you count them only once, even if you serve them numerous times in a month.



## Access the reporting platform here: <a href="mailto:bit.ly/sb\_fy24">bit.ly/sb\_fy24</a>

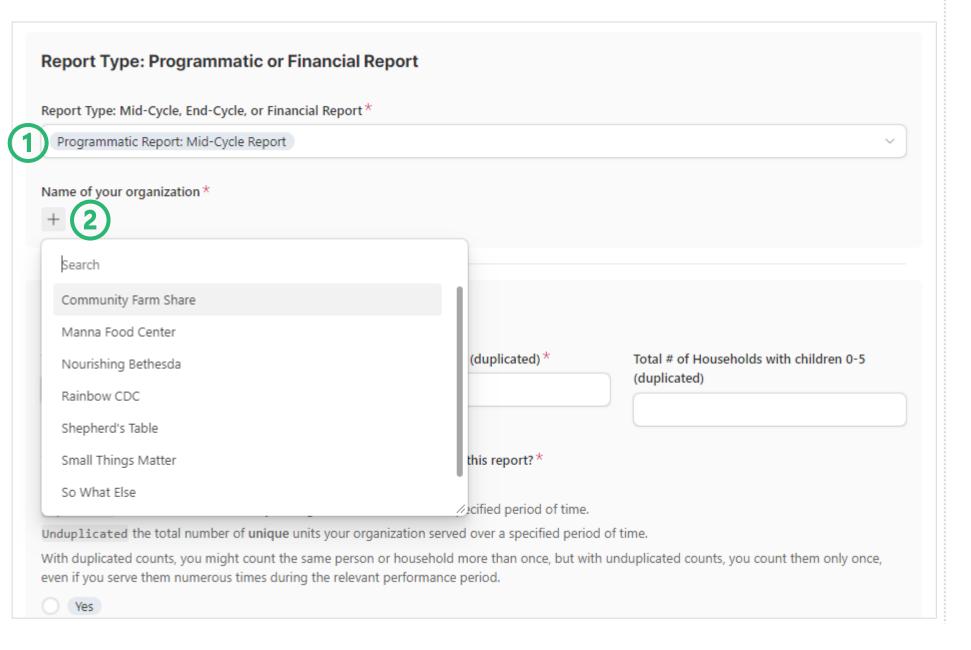
## Programmatic Report

#### 1. Programmatic Report: Type Section



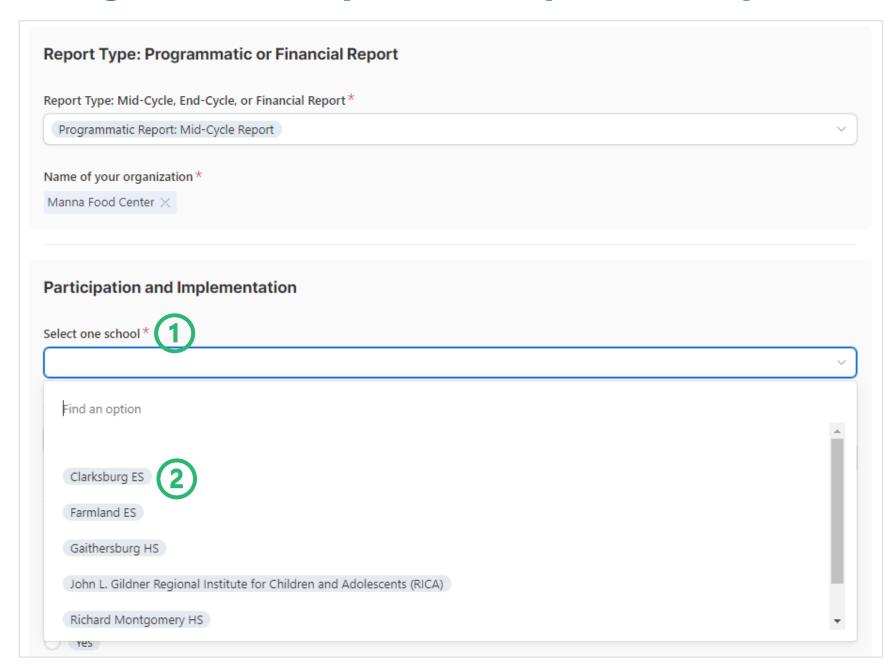
- 1. Click on the drop-down
- 2. Select
  "Programmatic
  Report" for
  Report Type

#### 1. Programmatic Report: Type Section (continued)



- 1. Select the
  Programmatic
  Report with the
  respective
  performance
  period
- 2. Click on the [+] button and select your organization

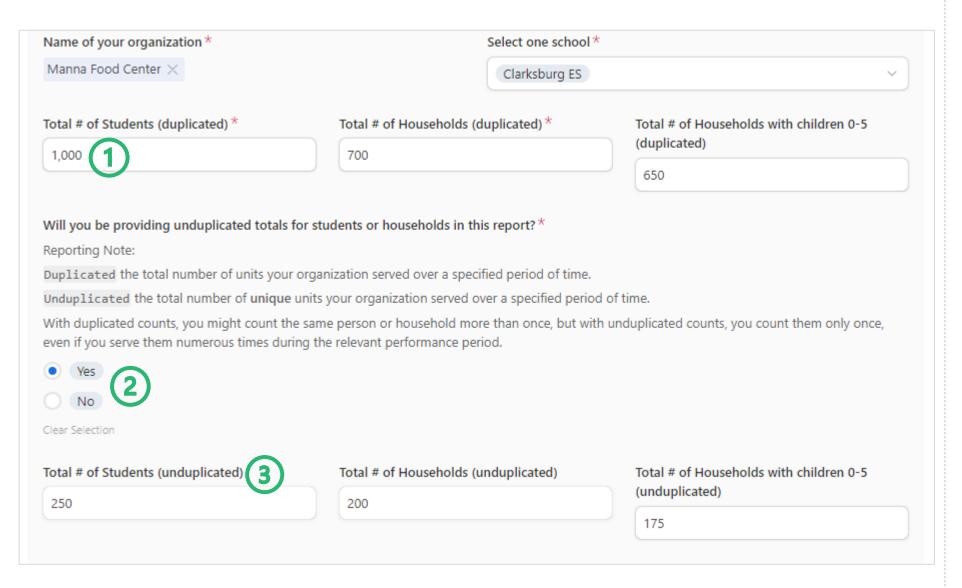
#### 2. Programmatic Report: Participation & Implementation Section



1. Fields with (\*) symbol are required

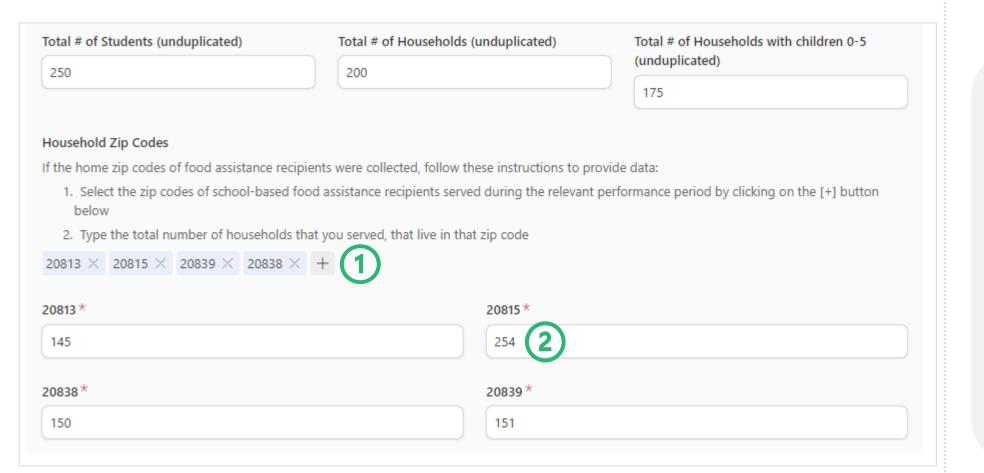
2. Select your school [reminder: one report per school]

#### 2. Programmatic Report: Participation & Implementation Section (cont.)



- I. Duplicated
  Totals: Only report
  numeric answers
  (required)
- Indicate if you will provide unduplicated answers by selecting yes or no (required).
- Unduplicated totals are recommended (not required).

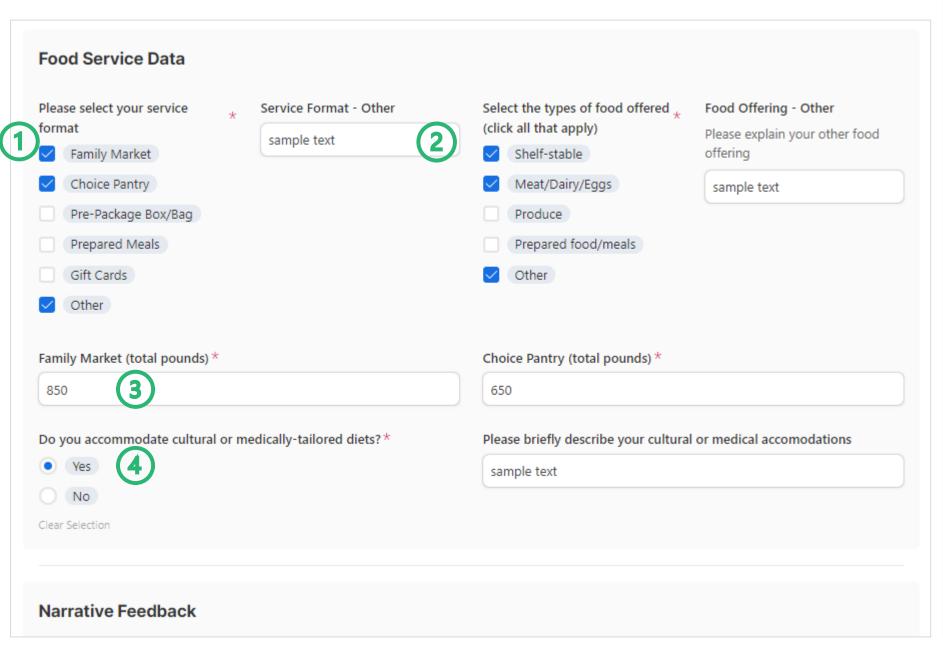
#### 2. Programmatic Report: Participation & Implementation Section (cont.)



#### **Recommended:** Zip Code Section

- 1. Click on [+]
  button to select
  the zip codes
  you will be
  reporting
  (duplicated
  households)
- Only report the number of households you served that live in that zip code.

#### 3. Programmatic Report: Food Service Data Section



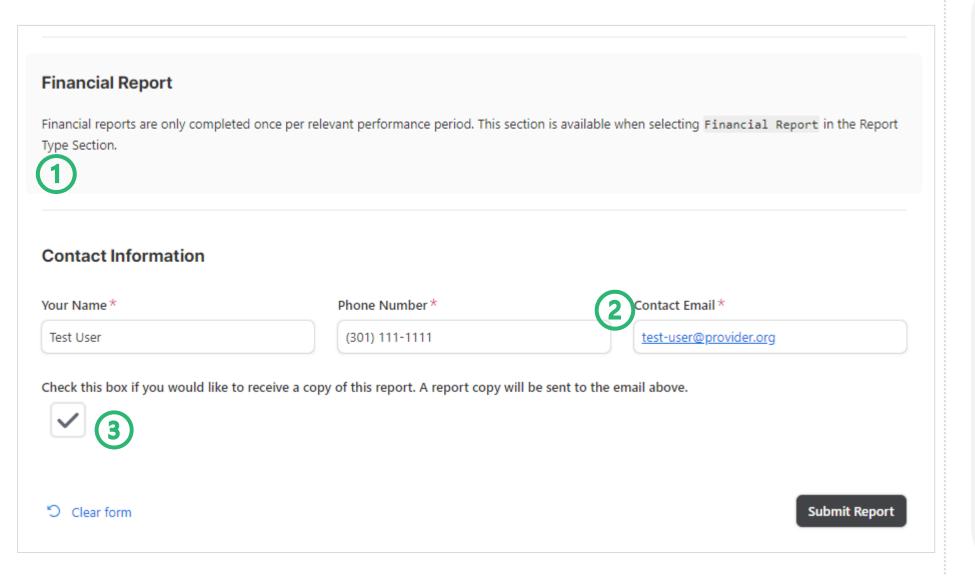
- 1. Service Format:
  Select all options
  that apply (required)
- 2. If "Other" is selected, a text will appear
- 3. Quantities/ Volume:
  Each service format
  will have a unit (ex:
  "total pounds") –
  include total pounds
  for the
  relevant performanc
  e period (required)
- Culturally/ Medically-Relevant Foods: If "Yes," please provide a brief description (required)

#### 4. Programmatic Report: Narrative Feedback

#### Narrative Feedback The answers below are private and will not be shared with any school. Please share any success stories that happened during the relevant performance period while working with this school.\* sample text Please share any unexpected challenges that occurred during the relevant performance period while working with this school.\* sample text Please share any strategies taken during the relevant performance period to ensure cultural proficiency, inclusivity of underserved community members, and the use of a racial equity lens in providing services. sample text **Communication and Partnerships** How would you rate the effectiveness of communication and Please provide additional comments on the score provided. collaboration with the school? sample text Please provide a self-score from 1 to 10 This answer is private a vill not be shared with any school \*\*\*\*\*

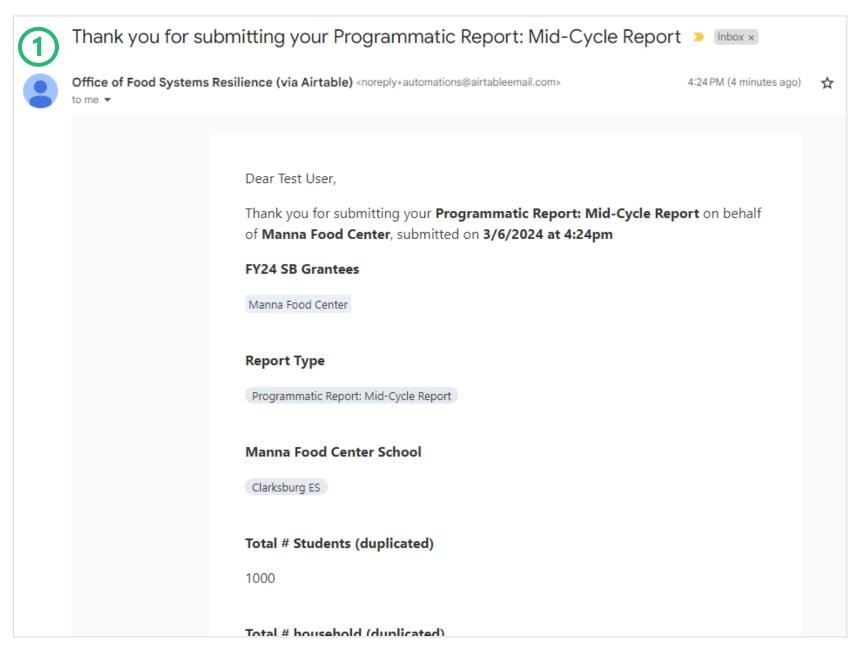
- 1. Narrative Feedback:
  Write directly in the textbox or copy and paste from a separate document (required)
- 2. School Collaboration: Click on the star to register an answer (recommended)
- 3. Self Score
  Commentary:
  Provide context for
  your selfscore (recommende
  d)

#### 5. Programmatic Report End of the Report: Contact Info



- Note: If you selected a programmatic report at the beginning, this section will be empty – you can skip it.
- Contact Information:
   Write your full name,
   phone number, and
   a valid email
   address. (required)
   The system will send
   a copy of this report
   to that email
   address
- 3. Want a copy? Check this box to receive an email copy of this report

#### 6. Programmatic Report: Email copy of your report



If the check-box was selected, you will receive an email copy of your report. Do not reply to this email.

## Financial Report

All Sections are REQUIRED.

#### 1. Financial Report: Type Section



#### **School-Based Food Assistance Grant Program**

Welcome to the Impact Report Platform! Grantees of the Fiscal Year 2024 School-Based Food Assistance Grant Program are expected to submit a mid-cycle and end-of-cycle programmatic and financial report.

## Report Type: Programmatic or Financial Report Report Type: Mid-Cycle, End-Cycle, or Financial Report\* [1] Find an option

Programmatic Report: Mid-Cycle Report

Programmatic Report: End-Cycle Report

Financial Report: Mid-Cycle Report

Financial Report: End-Cycle Report

Marrativa Foodbook

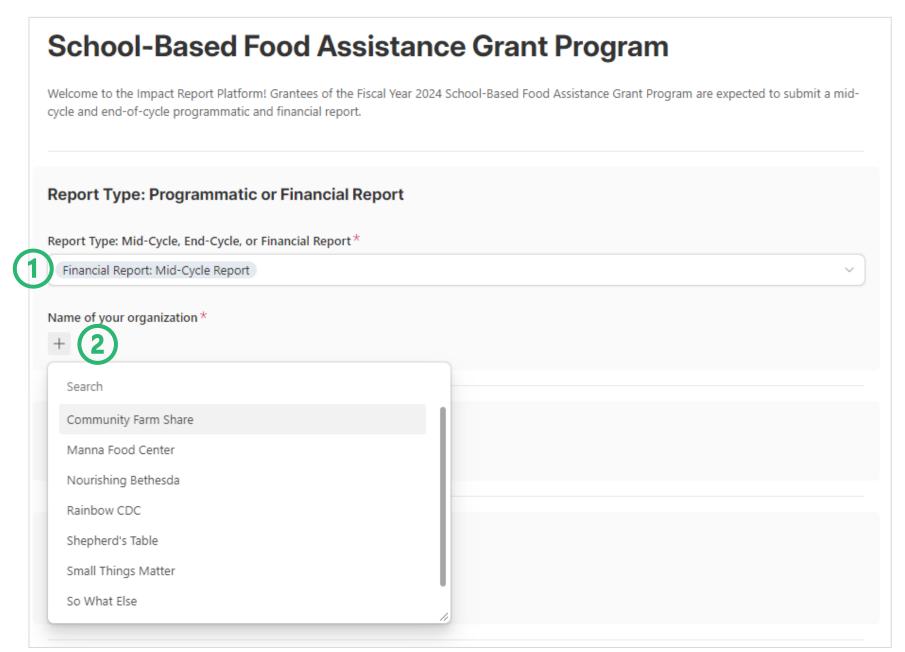


#### **REQUIRED**

- 1. Click on the drop-down
- 2. Select "Financial Report" for Report Type

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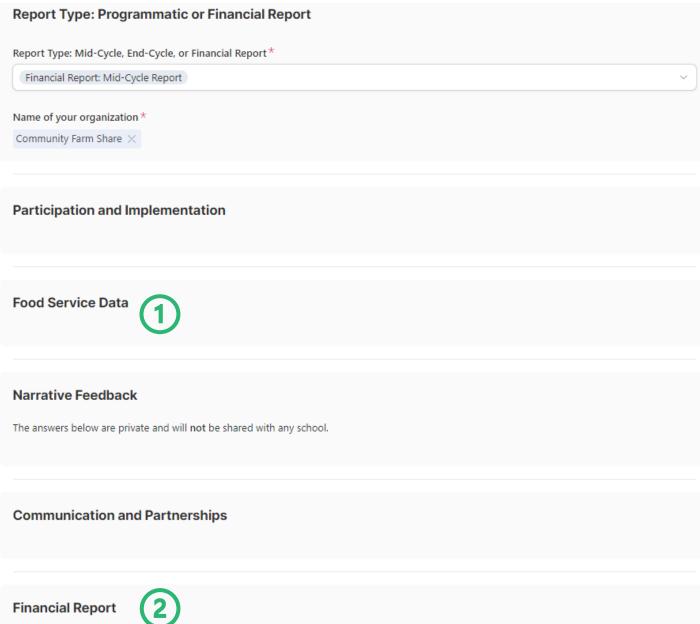
#### 1. Financial Report: Type Section (cont.)



#### **REQUIRED**

- 1. Select Financial Report and the respective performance period
- 2. Click on the [+] button and select your organization

#### 2. Financial Report: Financial Report Section



- Once you select a **Financial Report** and the name of your organization, the program sections will be blank.
- 2. You can skip the Participation and Implementation, Food Service, **Narrative** Feedback, and Communication and Partnership sections and go directly to the **Financial Report** section.

#### 2. Financial Report: Financial Report Section (cont.)

#### **Financial Report**

Financial reports are only completed once per relevant performance period. This section is available when selecting Financial Report in the Report Type Section.

Percentage of the grant budget spent to date \*

559



Comments on the percentage spent \*

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Percentage (%) of food sourced from County farms, DMV-region farms owned by people of color, and/or locally owned retailer(s)\*

75%

Please provide a narrative feedback detailing your expenditures and use of grant funds to support programming during the selected performance period

In sagittis, risus vel tincidunt consequat, mauris nibh elementum est, nec convallis arcu arcu sed nisl. Integer blandit tellus vitae neque lobortis, quis bibendum odio efficitur. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Integer suscipit nibh dui, vel consectetur augue tristique eu.

Upload receipts, proof-of-payments, and/or other relevant proof of project costs incurred\*

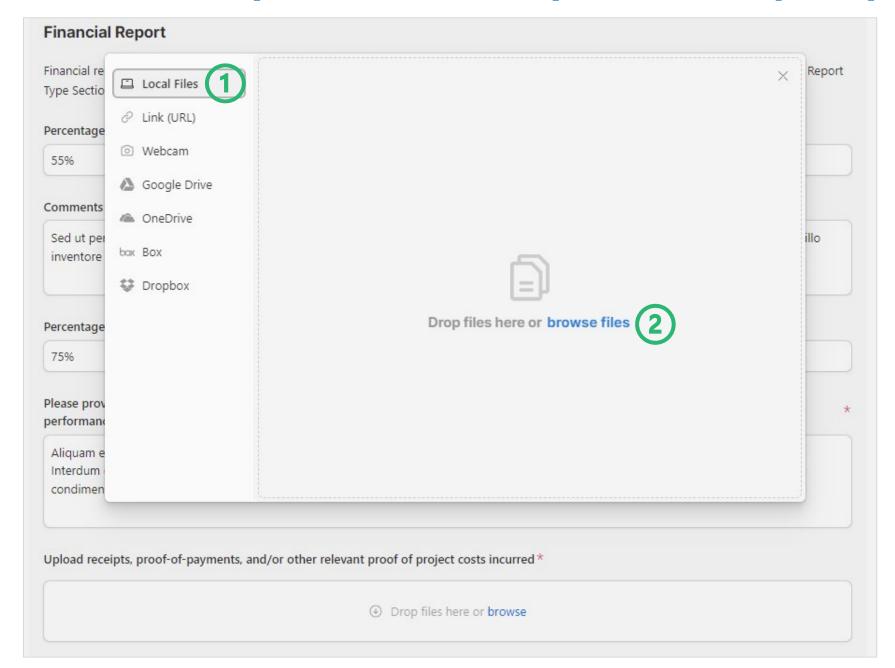
Drop files here or browse



#### **REQUIRED**

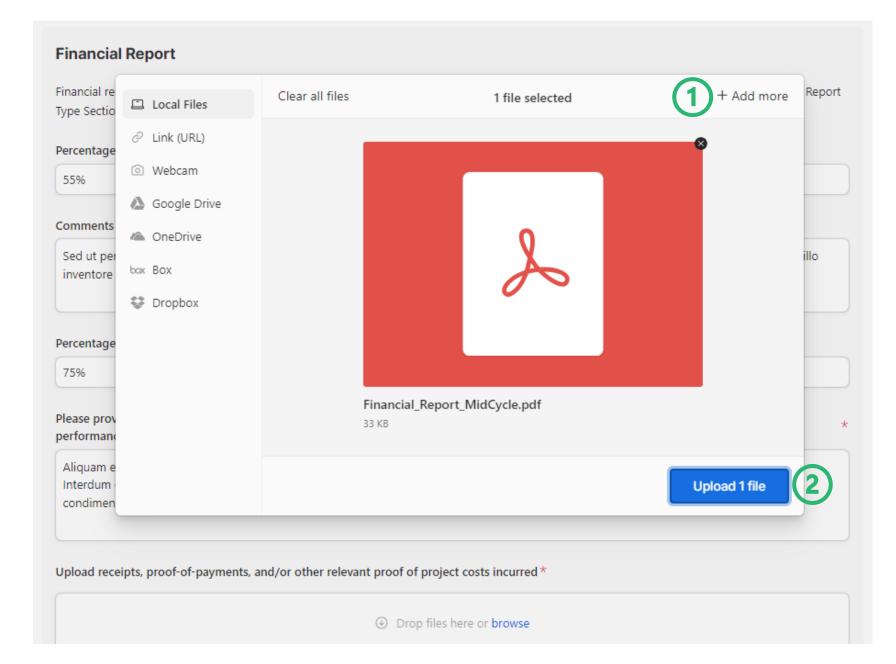
- Percentage of grant budget spent: Write a number between 0-100 to avoid errors. The field will automatically add a percent symbol.
- Comments on percentage spent: Write directly in the textbox or copy and paste from a separate document.
- Upload files to your report: Click on "browse". A window will appear with upload options.

#### 2. Financial Report: Financial Report Section (cont.)



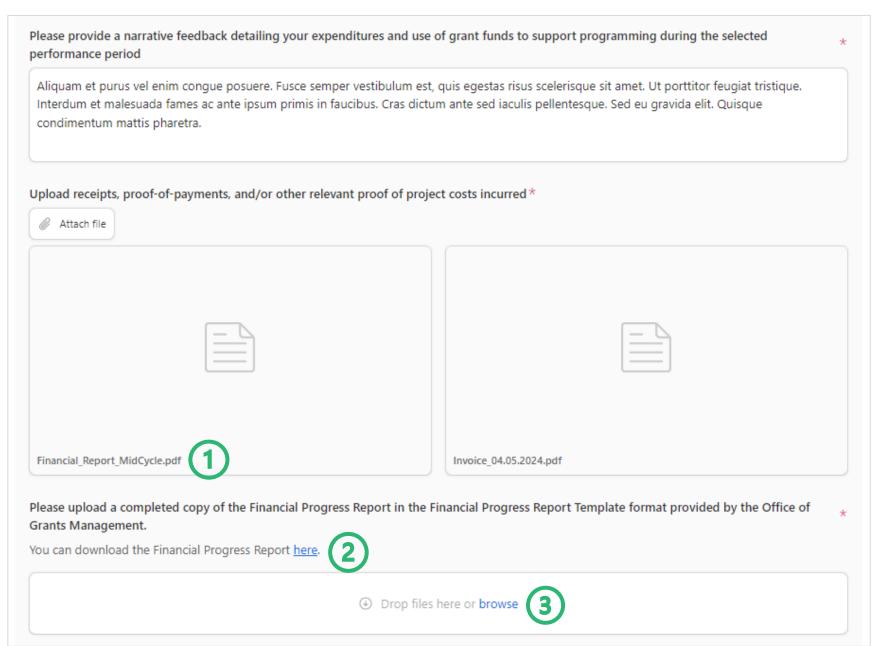
- 1. There are other options for linking files, however, uploading "local files" (from your device) is preferred.
- 2. Select "browse files" and pick the file from your device.

#### 2. Financial Report: Financial Report Section – Upload File



- You can add more than one file. Select "Add more" to upload more files.
- 2. Once finished, select the blue button, "Upload [#] file(s)"

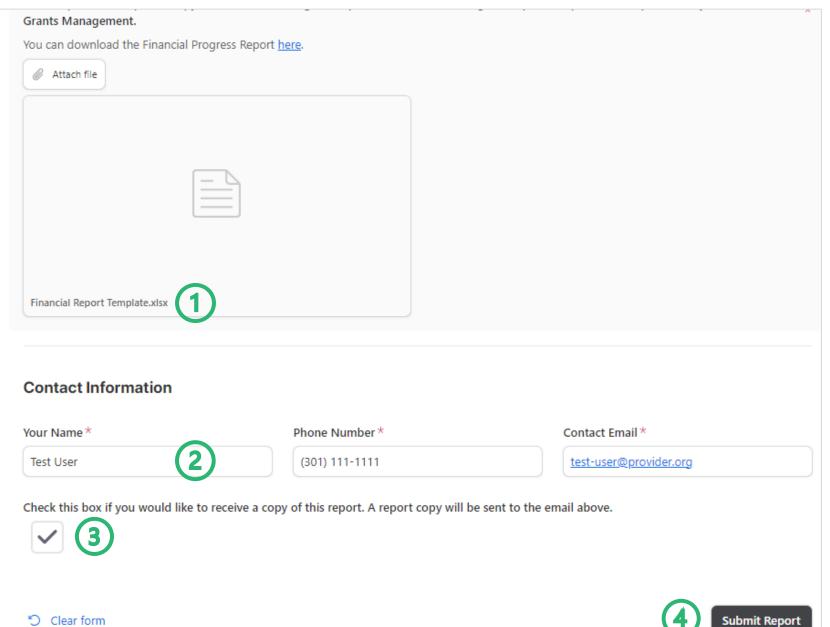
#### 2. Financial Report: Financial Report Section – Upload File (cont.)



#### <u>REQUIRED</u>

- You can see the file names you have attached to your report. Attach as many files as needed.
- 2. Office of Grants
  Management
  Financial Progress
  Report Template:
  Download the
  template and fill it
  in before
  uploading.
- 3. Upload this
  Financial Progress
  Report in the same
  way as the other
  attachments (see
  slides 20-21).

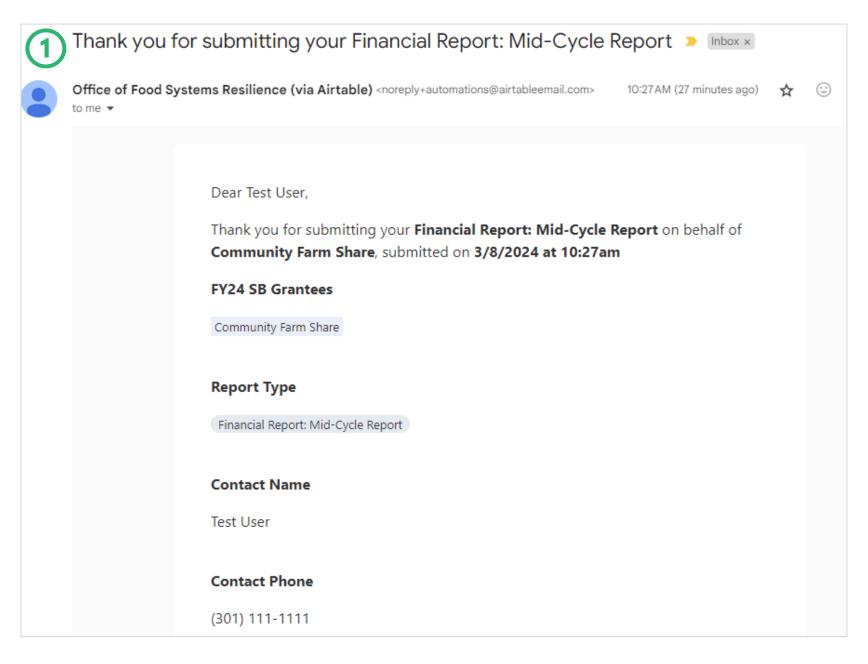
#### 3. Financial Report: End of the Report - Contact Info





- 1. Upload your **Financial Progress** Report
- **Contact Info: Write** your full name, phone number, and a valid email address. The system will send a copy of this report to that email address
- 3. Want a copy? Check this box to receive an email copy of this report
- 4. Click "Submit Report" when you have completed your report

#### 4. Financial Report: Email copy of your report



You will receive an email copy of your report. Do not reply to this email.

### Questions?

Contact: Catherine Nardi, Program Manager (catherine.nardi@montgomerycountymd.gov)

