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

Total # of Households (duplicated) *

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: bit.ly/sb_fy24

Programmatic Report

1. Programmatic 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 *

[▽]

Find an option

Programmatic Report: Mid-Cycle Report

Programmatic Report: End-Cycle Report

Financial Report: Mid-Cycle Report

Financial Report: End-Cycle Report

1. Click on the drop-down

2. Select "Programmatic Report" for Report Type

1. Programmatic Report: Type Section (continued)

Report Type: Programmatic or Financial Report

Report Type: Mid-Cycle, End-Cycle, or Financial Report *

① Programmatic Report: Mid-Cycle Report ⌄

Name of your organization *

➕ ②

Search

Community Farm Share
Manna Food Center
Nourishing Bethesda
Rainbow CDC
Shepherd's Table
Small Things Matter
So What Else

(duplicated) *

Total # of Households with children 0-5 (duplicated)

this report? *

...cified period of time.

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

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 during the relevant performance period.

◯ Yes

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

Report Type: Programmatic or Financial Report

Report Type: Mid-Cycle, End-Cycle, or Financial Report *

Programmatic Report: Mid-Cycle Report ▾

Name of your organization *

Manna Food Center ✕

Participation and Implementation

Select one school * ①

▾

Find an option

Clarksburg ES ②

Farmland ES

Gaithersburg HS

John L. Gildner Regional Institute for Children and Adolescents (RICA)

Richard Montgomery HS

Yes

1. Fields with (*) symbol are required

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

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

Name of your organization *

Manna Food Center ✕

Select one school *

Clarksburg ES ⌄

Total # of Students (duplicated) *

1,000 ①

Total # of Households (duplicated) *

700

Total # of Households with children 0-5 (duplicated)

650

Will you be providing unduplicated totals for students or households in this report? *

Reporting Note:

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

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

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 during the relevant performance period.

🔘 Yes ②

⚪ No

Clear Selection

Total # of Students (unduplicated) ③

250

Total # of Households (unduplicated)

200

Total # of Households with children 0-5 (unduplicated)

175

1. **Duplicated Totals: Only report numeric answers (required)**

2. **Indicate if you will provide unduplicated answers by selecting yes or no (required).**

3. **Unduplicated totals are recommended (not required).**

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

Total # of Students (unduplicated)

`250`

Total # of Households (unduplicated)

`200`

Total # of Households with children 0-5 (unduplicated)

`175`

Household Zip Codes

If the home zip codes of food assistance recipients were collected, follow these instructions to provide data:

1. Select the zip codes of school-based food assistance recipients served during the relevant performance period by clicking on the [+] button below

2. Type the total number of households that you served, that live in that zip code

20813 ✕   20815 ✕   20839 ✕   20838 ✕   +   ①

20813 *

`145`

20815 *

`254`   ②

20838 *

`150`

20839 *

`151`

3. Programmatic Report: Food Service Data Section

Food Service Data

Please select your service format *

- ☑ Family Market ①
- ☑ Choice Pantry
- ☐ Pre-Package Box/Bag
- ☐ Prepared Meals
- ☐ Gift Cards
- ☑ Other

Service Format - Other

[sample text] ②

Select the types of food offered (click all that apply) *

- ☑ Shelf-stable
- ☑ Meat/Dairy/Eggs
- ☐ Produce
- ☐ Prepared food/meals
- ☑ Other

Food Offering - Other

Please explain your other food offering

[sample text]

Family Market (total pounds) *

[850] ③

Choice Pantry (total pounds) *

[650]

Do you accommodate cultural or medically-tailored diets? *

- 🔘 Yes ④
- ⚪ No

Clear Selection

Please briefly describe your cultural or medical accomodations

[sample text]

Narrative Feedback

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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 performance period (required)

4. **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 ①

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 collaboration with the school?

② Please provide a self-score from 1 to 10

This answer is private and will **not** be shared with any school

`9`

★★★★★★★★★☆

Please provide additional comments on the score provided.

> sample text ③

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 self-score **(recommended)**

5. Programmatic Report End of the Report: Contact Info

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.

①

Contact Information

Your Name *

Test User

Phone Number *

(301) 111-1111

② Contact Email *

test-user@provider.org

Check this box if you would like to receive a copy of this report. A report copy will be sent to the email above.

✓ **③**

↺ Clear form

Submit Report

---

1. **Note:** If you selected a programmatic report at the beginning, this section will be empty – you can skip it.

2. **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

① Thank you for submitting your Programmatic Report: Mid-Cycle Report ➤ Inbox ×

Office of Food Systems Resilience (via Airtable) <noreply+automations@airtableemail.com>
to me ▾
4:24 PM (4 minutes ago) ☆

Dear Test User,

Thank you for submitting your **Programmatic Report: Mid-Cycle Report** on behalf of **Manna Food Center**, submitted on **3/6/2024 at 4:24pm**

FY24 SB Grantees

Manna Food Center

Report Type

Programmatic Report: Mid-Cycle Report

Manna Food Center School

Clarksburg ES

Total # Students (duplicated)

1000

Total # household (duplicated)

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

1. Financial Report: Type Section (cont.)

School-Based Food Assistance Grant Program

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Report Type: Mid-Cycle, End-Cycle, or Financial Report *

① Financial Report: Mid-Cycle Report ⌄

Name of your organization *

➕ ②

Search

Community Farm Share

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Rainbow CDC

Shepherd's Table

Small Things Matter

So What Else

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

Report Type: Programmatic or Financial Report

Report Type: Mid-Cycle, End-Cycle, or Financial Report *

Financial Report: Mid-Cycle Report ⌄

Name of your organization *

Community Farm Share ✕

Participation and Implementation

Food Service Data ①

Narrative Feedback

The answers below are private and will **not** be shared with any school.

Communication and Partnerships

Financial Report ②

1. 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 *

55% ①

Comments on the percentage spent *

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ultrices leo ac ante dignissim tempus. Curabitur in justo id tortor consectetur suscipit in quis metus. Quisque finibus nulla ac ligula sodales, aliquet ornare enim commodo. Nunc posuere sit amet leo a commodo. Fusce eu purus non leo consectetur elementum. ②

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 ③

1. **Percentage of grant budget spent:** Write a number between 0-100 to avoid errors. The field will automatically add a percent symbol.

2. **Comments on percentage spent:** Write directly in the textbox or copy and paste from a separate document.

3. **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

Financial Report

Financial re...
Type Sectio...

Percentage...

55%

Comments...

Sed ut per...
inventore...

Percentage...

75%

Please prov...
performanc...

Aliquam e...
Interdum...
condimen...

| | Clear all files | 1 file selected | ① + Add more |

Local Files

🔗 Link (URL)

📷 Webcam

△ Google Drive

☁ OneDrive

box Box

💧 Dropbox

Financial_Report_MidCycle.pdf
33 KB

Upload 1 file ②

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

⊕ Drop files here or browse

1. **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.)

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

Aliquam et purus vel enim congue posuere. Fusce semper vestibulum est, quis egestas risus scelerisque sit amet. Ut porttitor feugiat tristique. Interdum et malesuada fames ac ante ipsum primis in faucibus. Cras dictum ante sed iaculis pellentesque. Sed eu gravida elit. Quisque condimentum mattis pharetra.

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

📎 Attach file

Financial_Report_MidCycle.pdf ①

Invoice_04.05.2024.pdf

Please upload a completed copy of the Financial Progress Report in the Financial Progress Report Template format provided by the Office of Grants Management. *

You can download the Financial Progress Report here. ②

⊕ Drop files here or browse ③

1. **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

Grants Management.

You can download the Financial Progress Report here.

📎 Attach file

Financial Report Template.xlsx ①

Contact Information

Your Name *

Test User ②

Phone Number *

(301) 111-1111

Contact Email *

test-user@provider.org

Check this box if you would like to receive a copy of this report. A report copy will be sent to the email above.

✓ ③

↺ Clear form

④ **Submit Report**

1. **Upload your Financial Progress Report**

2. **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)