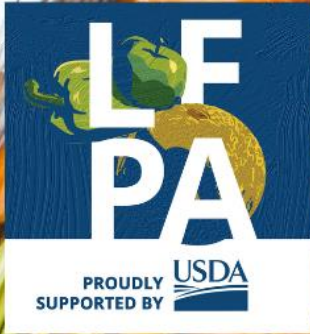




Agricultural Marketing Service  
U.S. DEPARTMENT OF AGRICULTURE



# Progress Reports

**Local Food Purchase Assistance  
Cooperative Agreement Program**





# **SF-PPR Performance Progress Report**

- **Two attachments are required:**
  - 1. Performance Narrative – Box 10**
  - 2. Purchases and Distributions Report (Excel template) – Box 11**



# SF-PPR Performance Progress Report

## Performance Narrative – Box 10

- **Attach a summary with the following information:**
  - Deviations from the proposed plan
  - Difficulties encountered
  - Solutions developed to overcome difficulties
  - Major planned activities for the next quarter
  - Optional:
    - Lessons Learned
    - Success Stories





# SF-PPR Performance Progress Report

- Excel spreadsheet contains three tabs
- Instructions, Purchases, and Distributions

The screenshot displays the 'Vendor Tab Fields' section of the spreadsheet. It includes a header with the USDA logo and program name, followed by a list of fields for data entry. The 'Distribution Tab' section is partially visible at the bottom.

USDA Agricultural Marketing Service Local Food Purchase Assistance Cooperative Agreement Program	
Participant Name	Name of Cooperative Agreement Recipient
Participant UEI	Provide the Unique Entity Identifier (UEI) from SAM.gov
Participant Type	Indicate if the Participant is a State Agency or Tribal Government
Date Range of Report	Date range covering the reporting period by calendar quarter
<b>Vendor Tab Fields</b>	
For each food purchase activity that occurred in the reporting period, provide the following information.	
Participant Type	Select whether the recipient is a state agency or Tribal Government
Purchase Quarter	Select the quarter when the purchase activity took place
Vendor (Contract Holder) Name	Name of the vendor that has entered into a contract with the recipient. This may be a farmer, distributor, food hub etc. (e.g. The Food Company, Inc.)
Is Vendor Socially Disadvantaged?	Drop down options: Yes or No. Indicate if the vendor is a socially disadvantaged business
Farmer/Producer Name	Name of the farmer or producer that sold the food to the Vendor
Is Farmer/Producer Socially Disadvantaged?	Drop down options: Yes or No. Indicate if the farmer or producer is a socially disadvantaged business
Purchase City	Enter the City of purchase location
Purchase State	Select the State for the purchase location
Purchase County	Enter the County for the purchase location
Purchase Zip Code	5 Number Zip Code for purchase location
Value	Enter the dollar amount of the purchased product by product type. The number can be entered without any formatting (e.g. 45000 will autoformat to \$45,000.00)
Product Type	Choose from one of the drop down options for the type of product purchased.
Comments	Open field for any additional information or comments
<b>Distribution Tab</b>	
For each food distribution activity that occurred during the reporting period, provide the following information.	
Participant Type	Select whether the recipient is a state agency or Tribal Government
Distribution Quarter	Select the quarter that the distribution activity took place
Organization Distributing Food	Name of the primary organization responsible for food distribution

# Purchases Tab

**Vendor (Contract Holder) Name:**  
 Vendor that has entered into a contract with recipient

**Product Type:** select primary type of food purchased

Participant Type	Quarter	Vendor (Contract Holder) Name	Is Vendor Socially Disadvantaged?	Farmer/Producer Name	Is Farmer/Producer Socially Disadvantaged?	Purchase City	Purchase State	Purchase County	Purchase Zip Code	Value	Product Type	Comments
State Agency	Q1 (Jan-Mar)	Mario's Food Bank	No	Luigi's Food Hub	Yes	Hampton	VA	Hampton City	23666	\$9,000.00	Meat and poultry	Socially disadvantaged status applies to food hub suppliers
State Agency	Q1 (Jan-Mar)	1-UP Food Hub	Yes	Underground Farms	Yes	Richmond	VA	Richmond County	23173	\$10,000.00	Produce	
State Agency	Q1 (Jan-Mar)	Peach's Food Bank	No	Piranha Farms	No	Farmville	VA	Prince Edward County	23901	\$5,000.00	Produce	
State Agency	Q1 (Jan-Mar)	Moo Moo Farms	Yes	Moo Moo Farms	Yes	Blacksburg	VA	Montgomery County	24060	\$6,000.00	Dairy and milk	Purchased directly from farm

**Farmer/Producer Name:** Name of farmer/producer that sold food to vendor

**\*\*If farmer/producer is also the Vendor (Contract Holder), name from Column C should be restated in Column E**

**Socially Disadvantaged Status:** may apply to either the primary vendor or a different vendor in the supply chain





# Distributions Tab

**Organization Distributing Food:**  
Primary organization responsible for food distribution

**Value of Food Distributed:**  
Dollar value of food distributed

Organization Distributing Food	Participant Type	Quarter	Organization Receiving Food	Is Distribution Location Underserved?	Value of Food Distributed	Tribal Region (if applicable)	Distribution City	Distribution State	Distribution County	Distribution Zip Code	Comments
Mario's Food Bank	State Agency	Q1 (Jan-Mar)	DK's Food Pantry	Yes	\$9,000.00		Hampton	VA	Hampton City	23666	Distribution Wednesdays
1-UP Food Hub	State Agency	Q1 (Jan-Mar)	Blue Shell Food Pantry	Yes	\$7,000.00		Richmond	VA	Richmond County	23220	Distribution Mondays
1-UP Food Hub	State Agency	Q1 (Jan-Mar)	Banana Bunch Food Pantry	Yes	\$3,000.00		Richmond	VA	Richmond County	23173	
Peach's Food Bank	State Agency	Q1 (Jan-Mar)	Peach's Food Bank	Yes	\$5,000.00		Farmville	VA	Prince Edward County	23901	No distribution partner
Moo Moo Farms	State Agency	Q1 (Jan-Mar)	Rainbow Road Food Bank	Yes	\$6,000.00		Blacksburg	VA	Montgomery County	24060	

**Organization Receiving Food:** Organization involved in distribution beyond the primary organization

**Comments:** Optional field for additional information

\*\*If there is no secondary organization involved in food distribution, name from Column A should be restated in Column D





# Points to Remember for Purchases and Distributions Report

- **Excel template provided by USDA must be used and submitted as an attachment in ezFedGrants**
- **Ensure all required fields are completed**
  - Field for underserved / socially disadvantaged status must be marked as “Yes” or “No”
  - Cannot indicate “same as above”; each line must include complete information
  - For “Product Type” on Purchases tab, only use drop-down options available

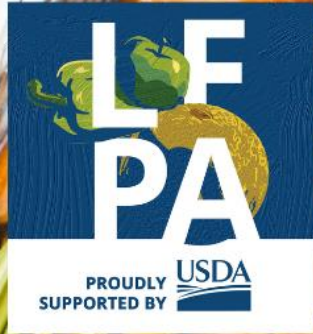


# Points to Remember for Purchases and Distributions Report

- **Column for “Participant Type” (“State Agency” or “Tribal Government”)**
  - Response pertains to your organization type (not subrecipient)
- **Each line must represent purchases/distributions from a single location (cannot combine multiple locations)**
- **Ensure food purchases meet requirements for LFPA program**
  - Food purchases must meet the LFPA definitions for local and domestic
  - Expenses cannot include food safety certifications, training, seed, crop insurance, or other costs associated with production



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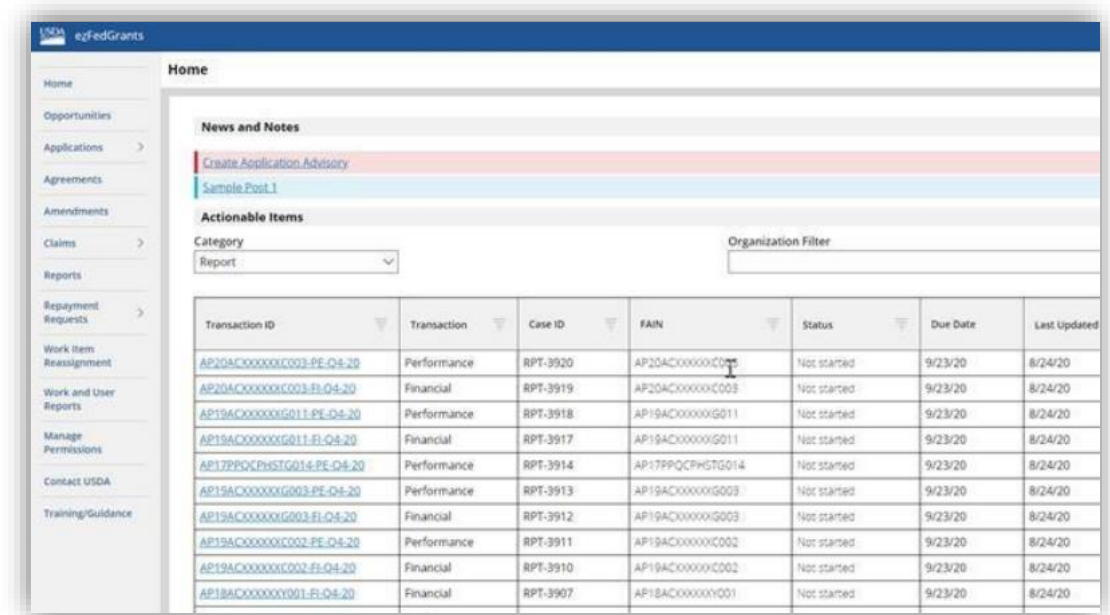


# ezFedGrants Submission

**Local Food Purchase Assistance  
Cooperative Agreement Program**

# ezFedGrants Submission

- **Progress & financial reports are due quarterly**
  - Q1 Jan-Mar, Q2 April-June, Q3 July-Sept, Q4 Oct-Dec
- **Reports that need to be completed will appear as an “Actionable Item” in ezFedGrants**
- **Reports are generated at the end of reporting periods**
  - E.g. Report for Q1 (Jan-Mar) will be available on April 1<sup>st</sup>
  - Due within 30 days




The screenshot shows the ezFedGrants web application interface. The left sidebar contains navigation options: Home, Opportunities, Applications, Agreements, Amendments, Claims, Reports, Repayment Requests, Work Item Reassignment, Work and User Reports, Manage Permissions, Contact USDA, and Training/Guidance. The main content area is titled 'Home' and includes 'News and Notes' with links for 'Create Application Advisory' and 'Sample Pool 1'. Below this is the 'Actionable Items' section, which features a 'Category' dropdown menu set to 'Report' and an 'Organization Filter' input field. A table displays a list of actionable items with the following columns: Transaction ID, Transaction, Case ID, FAIN, Status, Due Date, and Last Updated. The table contains 12 rows of data, all with a status of 'Not started' and a due date of 9/23/20.

Transaction ID	Transaction	Case ID	FAIN	Status	Due Date	Last Updated
<a href="#">AP20AC000000C003-PE-Q4-20</a>	Performance	RPT-3920	AP20AC000000C003	Not started	9/23/20	8/24/20
<a href="#">AP20AC000000C003-FI-Q4-20</a>	Financial	RPT-3919	AP20AC000000C003	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000G011-PE-Q4-20</a>	Performance	RPT-3918	AP19AC000000G011	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000G011-FI-Q4-20</a>	Financial	RPT-3917	AP19AC000000G011	Not started	9/23/20	8/24/20
<a href="#">AP17PQCPHSTG014-PE-Q4-20</a>	Performance	RPT-3914	AP17PQCPHSTG014	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000G003-PE-Q4-20</a>	Performance	RPT-3913	AP19AC000000G003	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000G003-FI-Q4-20</a>	Financial	RPT-3912	AP19AC000000G003	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000C002-PE-Q4-20</a>	Performance	RPT-3911	AP19AC000000C002	Not started	9/23/20	8/24/20
<a href="#">AP19AC000000C002-FI-Q4-20</a>	Financial	RPT-3910	AP19AC000000C002	Not started	9/23/20	8/24/20
<a href="#">AP18AC000000Y001-FI-Q4-20</a>	Financial	RPT-3907	AP18AC000000Y001	Not started	9/23/20	8/24/20



# ezFedGrants Submission

- **GAOs, SOs, and Grants Processors** can prepare and submit reports
- For a step-by-step process, please refer to the “**Submit Financial or Performance Reports in ezFedGrants**” Job Aid

**USDA** 

## Submit Financial or Performance Reports in ezFedGrants

Job Aid

### Before You Begin

This document describes how to prepare, edit, certify, and submit a financial or performance report in ezFedGrants.

Financial and performance reports are generated automatically by ezFedGrants when a reporting period opens for one of your agreements. You may or may not receive an email notification when a report is generated. The reporting schedule for your agreements should be provided in the Notice of Award, Award Package, or other agreement documents. If you are not sure about your agreements' reporting schedules, please contact an agency representative.

The ezFedGrants External Portal does not currently support submission of property reports. Please contact an agency representative for property reporting instructions.

#### Key Terms

- **Actionable Items:** Your work items (assigned tasks) in ezFedGrants.
- **Agreement Partner:** An individual involved with an agreement/award. Each partner has a "partner assignment" (also referred to as "partner function") that determines what they are responsible for during the life of the agreement/award.
- **Financial Report:** A report of financial activities during a given reporting period (i.e. quarterly, annually, or final) which are reported on the **SF-425** form.
- **Performance Report:** A report of project activities during a given reporting period (i.e. quarterly, annually, or final) which are reported on the **SF-PPR** form.

#### You Will Need

- An eAuthentication verified-identity Account
- The Grants Processor or Grants Administrative Officer (GAO) role in the ezFedGrants External Portal
- A qualifying agreement:
  - Must be in **Active** or **Awarded** status
  - All prior reports must have been submitted to the agency
- A report awaiting your action:
  - Financial and performance reports are generated automatically by ezFedGrants when a reporting