



Agricultural Marketing Service
U.S. DEPARTMENT OF AGRICULTURE



Progress Reports

**Local Food Purchase Assistance
Cooperative Agreement Program**



SF-PPR Performance Progress Report

- **Basic Information:** Federal Agency, Grant Identification Number, Recipient Organization, EIN, etc. will auto-populate in ezFedGrants

Create Report TA-GA-16-091-PE-Q4-21 (RPT-3072) [Return To Workbasket](#) [Print](#) [Save](#) [Close](#) [Next >>](#)

1. SF-PPR 2. Signature 3. Attachments

1. Federal Agency and Organizational Element to Which Report is Submitted
USDA FAS

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
TA-GA-16-091

3a. DUNS Number 3b. EIN (Data is Masked)
0012345

4. Recipient Organization (Name and complete address including Zip code)

Name
RUTGERS THE STATE UNIVERSITY OF NEW JERSEY RESOURCE FOUNDATION DEPT OF AGRICULTURE

Number & Street	City	State	Zip
34 RUTGERS PLAZA	NEW BRUNSWICK	NJ	08901-8559



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



SF-PPR Performance Progress Report

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

1		Agricultural Marketing Service
2		Local Food Purchase Assistance Cooperative Agreement Program
3		
4		
5	Participant Name	Name of Cooperative Agreement Recipient
6	Participant UEI	Provide the Unique Entity Identifier (UEI) from SAM.gov
7	Participant Type	Indicate if the Participant is a State Agency or Tribal Government
8	Date Range of Report	Date range covering the reporting period by calendar quarter
9		
10	Vendor Tab Fields	
11	For each food purchase activity that occurred in the reporting period, provide the following information.	
12	Participant Type	Select whether the recipient is a state agency or Tribal Government
13	Purchase Quarter	Select the quarter when the purchase activity took place
14	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.)
15	Is Vendor Socially Disadvantaged?	Drop down options: Yes or No. Indicate if the vendor is a socially disadvantaged business
16	Farmer/Producer Name	Name of the farmer or producer that sold the food to the Vendor
17	Is Farmer/Producer Socially Disadvantaged?	Drop down options: Yes or No. Indicate if the farmer or producer is a socially disadvantaged business
18	Purchase City	Enter the City of purchase location
19	Purchase State	Select the State for the purchase location
20	Purchase County	Enter the County for the purchase location
21	Purchase Zip Code	5 Number Zip Code for purchase location
22	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)
23	Product Type	Choose from one of the drop down options for the type of product purchased.
24	Comments	Open field for any additional information or comments
25		
26	Distribution Tab	
27	For each food distribution activity that occurred during the reporting period, provide the following information.	
28	Participant Type	Select whether the recipient is a state agency or Tribal Government
29	Distribution Quarter	Select the quarter that the distribution activity took place
30	Organization Distributing Food	Name of the primary organization responsible for food distribution

Instructions Purchases Distributions



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			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 applicable)

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
Agricultural Marketing Service											
Local Food Purchase Assistance Cooperative Agreement Program											
Total Value					\$30,000.00						
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)		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 (if applicable)

Comments: Optional field for additional information



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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 1st
 - Due within 30 days

The screenshot shows the ezFedGrants web application interface. The main content area displays a table of actionable items. The table has the following columns: Transaction ID, Transaction, Case ID, FAIN, Status, Due Date, and Last Updated. The data rows are as follows:

Transaction ID	Transaction	Case ID	FAIN	Status	Due Date	Last Updated
AP20AC00000C003-PE-Q4-20	Performance	RPT-3920	AP20AC00000C003	Not started	9/23/20	8/24/20
AP20AC00000C003-FI-Q4-20	Financial	RPT-3919	AP20AC00000C003	Not started	9/23/20	8/24/20
AP19AC00000G011-PE-Q4-20	Performance	RPT-3918	AP19AC00000G011	Not started	9/23/20	8/24/20
AP19AC00000G011-FI-Q4-20	Financial	RPT-3917	AP19AC00000G011	Not started	9/23/20	8/24/20
AP17FPQCPHSTG014-PE-Q4-20	Performance	RPT-3914	AP17FPQCPHSTG014	Not started	9/23/20	8/24/20
AP19AC00000G003-PE-Q4-20	Performance	RPT-3913	AP19AC00000G003	Not started	9/23/20	8/24/20
AP19AC00000G003-FI-Q4-20	Financial	RPT-3912	AP19AC00000G003	Not started	9/23/20	8/24/20
AP19AC00000C002-PE-Q4-20	Performance	RPT-3911	AP19AC00000C002	Not started	9/23/20	8/24/20
AP19AC00000C002-FI-Q4-20	Financial	RPT-3910	AP19AC00000C002	Not started	9/23/20	8/24/20
AP18AC00000Y001-FI-Q4-20	Financial	RPT-3907	AP18AC00000Y001	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