SF-PPR Performance Progress Report

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

Purchases and Distributions Report (Excel template) – Box 11
SF-PPR Performance Progress Report

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

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

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

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

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

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

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

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

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

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

#### Comments:
Optional field for additional information
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
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
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