LFPA Reporting Workshop

Local Food Purchase Assistance Program (LFPA)
August 17th, 2022
2:30 pm ET
Presenters

• Elizabeth Lober, Program Lead, Assistant to the Deputy Administrator

• Sarah Fong, Acting Team Lead
Agenda

• Quarterly reporting
• Annual reporting
• Additional reporting (FFATA)
• ezFedGrants submission
• Future workshops & lessons learned
• Q&A
Team Introductions

Local Food Purchase Assistance Cooperative Agreement Program
Quarterly Reporting

Local Food Purchase Assistance Cooperative Agreement Program
What are the quarterly reporting periods?

Q1: January – March
Q2: April – June
Q3: July – September
Q4: October – December
What reports are required quarterly?

• **SF-425 Federal Financial Report**
  • Reconciles the disbursements made during the reporting period with AMS cooperative agreement records

• **SF-PPR Performance Progress Report**
  • Outlines the accomplishments achieved to meet the proposed work plan goals and objectives
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

• Attach a summary with the following information (in Box 10 Performance Narrative):
  • Deviations from the proposed plan
  • Difficulties encountered
  • Solutions developed to overcome difficulties
  • Major planned activities for the next quarter
SF-PPR Performance Progress Report

• Attach a summary of Purchases and Distributions (Excel template) – *in Box 11 Other Attachments*
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

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

**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

<table>
<thead>
<tr>
<th>Participant Type</th>
<th>Quarter</th>
<th>Vendor (Contract Holder) Name</th>
<th>Is Vendor Socially Disadvantaged?</th>
<th>Farmer/Producer Name</th>
<th>Is Farmer/Producer Socially Disadvantaged?</th>
<th>Purchase City</th>
<th>Purchase State</th>
<th>Purchase County</th>
<th>Purchase Zip Code</th>
<th>Value</th>
<th>Product Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Mario's Food Bank</td>
<td>No</td>
<td>Luigi's Food Hub</td>
<td>Yes</td>
<td>Hampton</td>
<td>VA</td>
<td>Hampton City</td>
<td>20060</td>
<td>$9,000.00 Meat and poultry</td>
<td>Socially disadvantaged status applies to food hub suppliers</td>
<td></td>
</tr>
<tr>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>1-UP Food Hub</td>
<td>Yes</td>
<td>Underground Farms</td>
<td>Yes</td>
<td>Richmond</td>
<td>VA</td>
<td>Richmond County</td>
<td>20173</td>
<td>$10,000.00 Produce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Peach's Food Bank</td>
<td>No</td>
<td>Printha Farms</td>
<td>No</td>
<td>Farmville</td>
<td>VA</td>
<td>Prince Edward County</td>
<td>20061</td>
<td>$5,000.00 Produce</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Moo Moo Farms</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Blacksburg</td>
<td>VA</td>
<td>Montgomery County</td>
<td>20060</td>
<td>$6,000.00 Dairy and milk</td>
<td>Purchased directly from farm</td>
<td></td>
</tr>
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</table>
### Distributions Tab

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

**Organization Receiving Food:** Organization involved in distribution beyond the primary organization (if applicable)

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

**Comments:** Optional field for additional information

<table>
<thead>
<tr>
<th>Organization Distributing Food</th>
<th>Participant Type</th>
<th>Quarter</th>
<th>Organization Receiving Food</th>
<th>In Distribution Location Under served?</th>
<th>Value of Food Distributed</th>
<th>Tribal Region (if applicable)</th>
<th>Distribution City</th>
<th>Distribution State</th>
<th>Distribution County</th>
<th>Distribution Zip Code</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mario's Food Bank</td>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>DK's Food Pantry</td>
<td>Yes</td>
<td>$9,000.00</td>
<td></td>
<td>Hampton</td>
<td>VA</td>
<td>Hampton City</td>
<td>23666 Distribution Wednesdays</td>
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<td>1-UP Food Hub</td>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Blue Shell Food Pantry</td>
<td>Yes</td>
<td>$7,000.00</td>
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<td>Richmond</td>
<td>VA</td>
<td>Richmond County</td>
<td>23220 Distribution Mondays</td>
<td></td>
</tr>
<tr>
<td>S-UP Food Hub</td>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Banana Bunch Food Pantry</td>
<td>Yes</td>
<td>$3,000.00</td>
<td></td>
<td>Richmond</td>
<td>VA</td>
<td>Richmond County</td>
<td>23173</td>
<td></td>
</tr>
<tr>
<td>Peach's Food Bank</td>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td>Rainbow Road Food Bank</td>
<td>Yes</td>
<td>$5,000.00</td>
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<td>Farmville</td>
<td>VA</td>
<td>Prince Edward County</td>
<td>22901 No distribution partner</td>
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<tr>
<td>Moo Moo Farms</td>
<td>State Agency</td>
<td>Q1 (Jan-Mar)</td>
<td></td>
<td></td>
<td>$6,000.00</td>
<td></td>
<td>Blacksburg</td>
<td>VA</td>
<td>Montgomery County</td>
<td>24600</td>
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</table>
What reports are submitted annually?

• A final report is required annually
  • Summary of data from quarterly progress reports
  • Percentage of new marketing opportunities established by purchasing from local, regional, and socially disadvantaged producers
    • What is likely to be sustained
  • Percentage of purchases distributed beyond current food distribution networks
    • What is likely to be sustained

• Refer to Section 6.3 of the RFA
ezFedGrants Submission

Local Food Purchase Assistance Cooperative Agreement Program
ezFedGrants Submission

• 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
FFATA Reporting

Local Food Purchase Assistance Cooperative Agreement Program
• Grantees that make subaward obligations equal to or greater than $30,000:
  • Required to file a FFATA subaward report by the end of the month following the month in which they make any subaward obligation equal to or greater than $30,000.
  • 2 CFR Chapter 1, Part 170 Reporting Subaward and Executive Compensation Information

• Reports are made to FFATA Subaward Reporting System (FSRS)

• Refer to www.fsrs.gov for more information
Future Workshops and Lessons Learned

Local Food Purchase Assistance Cooperative Agreement Program
Future Workshops and Lessons Learned

• Topics
• Frequency
• Success stories
• Lessons learned
• Collaboration
Questions?

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