

**U.S. Department of Agriculture
Local and Regional Food Aid Procurement Pilot Project Reporting Format
QUARTERLY PROJECT STATUS REPORT**

1. Cooperating Sponsor							
2. Agreement Number							
3. Recipient Country Name							
4. Final Report?		YES		NO		5. Report # (1,2, etc.)	
6. Report Date						7. Reporting Period	
8. CHECK THE APPROPRIATE BOXES:							
Direct Feed			Food Vouchers			Cash Vouchers	
						Food for Work	

COMMODITY PROCUREMENT AND DISTRIBUTION INFORMATION

(Complete this section for all programs – please provide cumulative information for life of project and add additional lines to tables as necessary)

Quarterly Procurement Status Report

Month/Year	Commodity	Est. Quantity to be Procured (MTs)	Est. Procurement Date(s)	Est. Delivery Date(s)	Actual Quantity Procured	Actual Procurement Date(s)	Actual Delivery Date(s)	Comments

Quarterly Food Aid Distribution Status Report

Month/Year	MTs Distributed	Value of MTs Distributed (USD)	No. of Cash Transfers Distributed	Value of Cash Transfers Distributed (USD)	No. of Vouchers Distributed	Value of Vouchers Distributed (USD)	Distribution Date(s)	Number of Beneficiaries Served
Total								

9. Were there any problems with the procurement of commodities?
10. Were there any problems with the distribution of commodities, cash or food vouchers?
11. Were there any problems with the inland transportation and delivery of commodities to the distribution location?
12. Provide an explanation for any commodity losses/damages, and any problems encountered in the commodity delivery process. Explain each loss separately. (Specify when, where, and why.)
13. List any claims on lost or defective goods. What is current status of these claims?
14. If ocean transportation was used, was the port able to adequately handle the commodity offloading; did the port authorities and customs authorities handle the commodity clearance process efficiently? Was the surveyor present? Was he cooperative? Note name and firm of surveyor.
15. Were taxes levied on the imported commodities? If so, was it at a level such that program implementation was jeopardized?
16. Were any measures taken to cut down on warehouse expenses, i.e. sharing space with other commodities, other PVOs, etc.? Were there any security measures that worked well or not well (warehousing)?
17. Please provide information on measures taken to assure the quality and safety. Please provide the name of the professional commodity inspection service that was hired to survey and report on the quality of commodities purchased. Please provide additional information about steps taken to test for mycotoxins and moisture content at the time of inspection.

18. Please provide information on any processing, packaging or repackaging of the commodities.

19. Was the commodity appropriate for the country/region? If not, could another commodity and/or package type, have been used that would have improved the program?

FUNDS DISTRIBUTION AND REGULATIONS

(Complete this section for all programs)

20. Were the funds deposited in an interest-bearing account? If not, please explain reasons that funds could not be deposited in an interest-bearing account.

21. Describe any problems encountered in the receipt and disbursement of funds.

22. Describe your experience with the local banking system. Is it more capable of dealing with future transactions of a similar nature?

23. Has your organization had an audit (which meets the A-133 audit guidelines) within the last year? If yes, please submit audit, with a cover letter, to the address below. If no, please explain.

24. How were your dealings with USDA? Did you encounter problems with any of the regulations or rules regarding the program? Do you feel that the forms, web-sites, and staff are friendly and useful? What recommendations would you make to improve or streamline these or other areas?

PROJECT IMPLEMENTATION

(Complete this section for all programs)

(Please complete this section in accordance with the format in Attachment A of the Agreement)

Questions from LogMon Report Template:

- What have been the project impacts on the beneficiaries and the community? How did the targeted recipients/participants respond to the food aid/donation?

- Compare the progress to date with planned project targets
- Describe how the monitoring procedures as outlined in the agreement are functioning, noting any adjustments or changes made.
- Were program objectives accomplished as defined in the signed agreement? If so, to what degree? (Both qualitative and quantitative if feasible). What objectives were left unaccomplished? Why?
- What were the short and long-term direct/indirect impacts of the program to the targeted recipients/participants?
- Unexpected project outcomes, both positive and negative, as defined in the signed agreement should be noted. (Both qualitative and quantitative if feasible).

Name of report preparer:	
Preparer's e-mail address:	
Preparer's phone #:	
Date prepared:	

Save completed report locally as a Word document. Submit report as an e-mail attachment to E-mail questions and comments about this form to the same e-mail address.

Mailing address (for audits and/or hard copy reports):

Benjamin Muskovitz, Director
 Food Assistance Division
 USDA/FAS/OCBD, Stop 1034
 1400 Independence Avenue SW
 Washington, D.C. 20250

Courier or hand delivery address (for audits and/or hard copy reports): [Please phone FAD at (202) 720-4221 from lobby for entry into the building]

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This form was last revised on January 23, 2021.