

**APPENDIX 3: PROJECT STATUS, LOGISTICS, AND  
MONETIZATION REPORT TEMPLATES**

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U.S. Department of Agriculture  
Global Food for Education (GFE) Reporting Format  
PROJECT STATUS REPORT

Note: This is a suggested format for complying with GFE Agreement reporting requirements. Cooperating Sponsors may provide this information in another format as long as

1. the alternative format provides all of the required information; and
2. the alternative format is an electronic spreadsheet.

Remember, the GFE Project Status report is an additional reporting requirement, in addition to the Logistics and Monetization Reports required for all food aid projects.

1. Cooperating Sponsor	
2. Agreement Number	

3. Country Name(s)								
4. Final Report?	YES		NO				5. Report # (1,2, etc.)	
6. Report Date					7. Reporting Period			

8. Report on the number, frequency, and average size of meals provided. This will include snacks, meals, and/or take-home rations that are given in a school setting. Required data for this table are:

Number of meals provided each month	Frequency with which meals are provided
Average size of meals (in grams)	

Table A.  
TOTAL MEALS PROVIDED

School Name:													
Frequency* Please select		Month #1		Month #2		Month #3		Month #4		Month #5		Month #6	
		Num of meal (#)	Avg. Size/meal (g)	Num (#)	Avg. Size/meal (g)	Num (#)	Avg. Size/meal (g)	Num (#)	Avg. Size (g)	Num (#)	Avg. Size (g)	Num (#)	Avg. Size (g)
Each Day													
Each Week													
Each Month													
Other													

\*Please select the appropriate distribution frequency and provide data only for that frequency type. If other is selected, please indicate the frequency below:

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9. Report on monthly enrollment for each school in your program. Required data for this table are:  
 Name of school  
 Total enrollment at beginning of the month by gender  
 Monthly count of those who dropped out of the program by gender  
 Monthly count of those who attended < 10 days in that month by gender  
 Monthly count of those who attended < 50% of the time, during that month by gender

Table B.  
ENROLLMENT AND ATTENDANCE RECORDS

	School Name:											
	Month #1		Month #2		Month #3		Month #4		Month #5		Month #6	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Beginning enrollment												
Number who dropped out												
# Attending < 10 days per month												
# Attending < 50% of the time												

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10. Report on monthly attendance by student. Required data for this table are:

The name of the school

The unique name (or other identifier) of each student in the school

The gender of each student in the school

The number of days per month that the student attended school, when food was distributed

The number of days per month that the student attended school, when food was NOT distributed.

ATTENDANCE RECORDS

Cooperating Sponsors are required to maintain attendance records of all students from schools that are participating in the GFE program. CCC may request, on a random basis, copies of such records. Attendance records must be maintained by gender and stipulate if the child received food under the GFE program.

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11. In the space below, please provide information on the establishment of any parent-teacher associations, or training courses offered to parents and/or teachers. Also, report any assistance received from any other donors, and any special health and nutrition components of this GFE program.

12. In the space below, please provide information on the establishment of any infrastructure provided to any school provided for under the GFE agreement.

13. If students are monitored for weight and/or growth circumferences, please attach that information to this report.

Save completed report locally as a WordPerfect document. Submit report as an e-mail attachment to [PEBReports@fas.usda.gov](mailto:PEBReports@fas.usda.gov). E-mail questions and comments about this form to the same e-mail address.

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

Branch Chief  
Evaluation and Special Projects Branch  
PPDED, Export Credits, Stop 1034  
1400 Independence Avenue  
Washington, D.C. 20250

Table A.

**GENERAL COMMODITY INFORMATION**  
(quantities in actual MT)  
Include sub-totals (by commodity) and totals

Commodity	Agreement Allocation	Amount Received	Date Received Month/Year	Balance	Expected Delivery Date
Total					

Table B.

**COMMODITY RECEIPT AND LOSSES**  
(quantities in actual MT)  
Include sub-totals (by commodity) and totals

				-----Losses/Damages (L/D)-----					
Report # (1,2, etc.)	Commodity	Bill of Lading Amount	Amount Rec'd at Port (Survey Report)	Ocean Transport L/D	Inland Transport L/D	Warehouse L/D	Distribution L/D	Total Losses/Damages	Balance
Total									

9. Provide an explanation for any commodity losses/damages, and any problems encountered in the commodity delivery process. (Specify when, where, and why.)

10. List any claims on lost or defective goods. What is current status of these claims?

11. Was the port able to adequately handle the commodity offloading without a large loss of commodity; 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.

12. Were any measures taken to cut down on warehouse expenses, i.e. sharing space with other commodities, other PVOs, etc.?

13. Were there any security measures that worked well or not well (warehousing)?

14. Did the country's intermodal system (trucking, rail, etc.) provide timely delivery? What were your experiences?

**DIRECT DISTRIBUTION INFORMATION**

If no commodities were used for direct distribution/feeding during this reporting period, go directly to the Monetization Information section of this report.

Table C.

**DIRECT DISTRIBUTION**  
(quantities in actual MT)  
Include sub-totals (by commodity) and totals

Report #	Commodity	Amount Distributed (MT)	Distribution Region	Type of Institution (Include Food for Work)	Number of Recipient Institutions	Number of Beneficiaries
Sub-total						
Total						

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

16. Compare the progress to date with planned project targets.

17. Describe how the monitoring procedures as outlined in the agreement are functioning, noting any adjustments or changes made.

18. 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?

19. Has this distribution program helped reduce the need for future food aid? Have new or are potential development prospects evident?



**MONETIZATION INFORMATION**  
(Use this section only if program involves sale of commodities)

20. Sales - Were any commodities sold during this reporting period?

YES

NO

If NO, use this block to provide a brief explanation and fill out only the Aggregate section in Table D.

Table D.

**SALES**  
(Include Totals)

Report #	Commodity	Date(s) of Sale (Month/Yr)	Amount Sold (MT)	Price per MT (LC)	Exchange Rate (LC to USD)	Proceeds Generated (LC)
	Sub-totals					
	Aggregate Totals					

21. Barter - Were any commodities bartered in exchange for other commodities or services?

YES

NO

If yes, please describe the terms of the barter in this block.

22. Has a separate special interest bearing account been established?

YES

NO

Table E.

**SPECIAL FUNDS ACCOUNT**  
Include Totals

Report #	Beginning Balance (LC)	Sales Deposits (LC)	Interest Earned (LC)	Other Program Income (LC)	Total Deposits (LC)	Total Disbursements (LC)	Account Balance (LC)
	Aggr. Total						

23. Use of Funds - Were any funds disbursed from the Special Funds Account during this reporting period?			
YES		NO	
If NO, use this block to provide a brief explanation.			

Table F.			<b>USE OF FUNDS</b> (values in thousands) Include Totals
Report #	Amount (LC)	Use of Funds	
Total			

24. Describe any issues or discrepancies in the monetization process and procedure.

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

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

FINAL INFORMATION  
(Complete this section for all programs)

27. Describe how this program has helped develop infrastructure/marketing channels (i.e. ports, warehouses, inter-mobile transportation systems, stores, commodity markets, etc.)

28. Is there an increase in privatization?

29. Were taxes levied on the imported commodities? If so, was it at a level such that program implementation was jeopardized?

30. If the (salvageable) commodity had to be reconstituted, what was done to minimize the commodity loss? Would dual language commodity labels aid in the program's effectiveness? Why or why not?

31. 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?

32. What were the short and long-term direct/indirect impacts of the program to the targeted recipients/participants?

33. Unexpected project outcomes, both positive and negative, as defined in the signed agreement should be noted. (Both qualitative and quantitative if feasible).

34. 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.

35. 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?

Save completed report locally as a WordPerfect document. Submit report as an e-mail attachment to [PEBReports@fas.usda.gov](mailto:PEBReports@fas.usda.gov). E-mail questions and comments about this form to the same e-mail address.

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

Branch Chief  
Evaluation and Special Projects Branch  
PPDED, Export Credits, Stop 1034  
1400 Independence Avenue  
Washington, D.C. 20250