Annex A

Application Format for Results Reports & Resource Request

Title II

Country/Cooperating Sponsor

Fiscal Year 2003 (FY x) Results Report &

Fiscal Year 2005 (FY x+2) Resource Request

Draft

December 19, 2003

Submission Date:

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Table of Contents

Page

- I. Results Report
 - A. Annual Results
 - B. Monitoring and Evaluation, Audits, and Studies
- **II. Resource Request**
 - A. Program Request Summaries
 - **B.** Activity Resource Requirements
 - 1. Financial Plan
 - 2. Commodities
 - C. Environmental Compliance

Appendices

- A. Expenditure Report
- **B.** Resource Request Budget
- **C.** Annual Estimate of Requirements (Commodities)
- **D.** Bellmon Analysis
- E. Certification Regarding Lobbying
- F. Certification Regarding Terrorism

FISCAL YEAR X RESULTS REPORT

(up to 12 pages)

I. Results Report

A. Annual Results

Briefly discuss progress to date or results achieved over the life-of-activity with particular emphasis on results obtained during recently completed fiscal year (FY x). Show results in the table below (delete or add columns as needed):

Indicator Performance Tracking Table

Indicator	Base- line	FY 1 Target	FY 1 Achieved	FY 1 Achieved vs Target	FY 2 Target	FY 2 Achieved	FY 2 % Achieved vs Target	FY 3 Target	FY 3 Achieved	FY 3 % Achieved vs Target	LOA Target	LOA Achieved
Component 1 Impact Indicator 1												
Component 1 Impact Indicator 2												
Component 1 Monitoring Indicator 1												
Component 1 Monitoring Indicator 2												
Component 2 Impact Indicator 1												
Component 2 Impact Indicator 2												
Component 2 Monitoring Indicator 1												
Component 2 Monitoring Indicator 2												

^{*} Targets which have been changed since the original approved DAP proposal should be noted with an asterisk

Note: Annual monitoring indicators should be reported on each year. Impact indicators need only be reported on those years determined by the CS as appropriate by the CS's monitoring and evaluation plans. If CSs adjust indicators or targets, for example if they found to be inappropriate, or targets were set too high or low, clear explanation should be provided. Note that explicit FFP approval of this table in the TA modification is required for downward revision.

Where possible, please include a few brief narrative examples of success stories or people-level impacts that can be used for reporting program successes to a wider audience.

B. Monitoring & Evaluation, Audits, and Studies

- Provide a brief update on the monitoring and evaluation system established for the program, its design and how
 it measured the results presented. Note whether there is collaboration with other CSs in establishing joint or
 coordinated monitoring and evaluation systems and/or sharing information the information generated. Note: If
 you are proposing to modify the USAID approved monitoring and evaluation program, include the proposed
 revised plan as an attachment.
- 2. Summarize the key findings or recommendations of the evaluations, audits, or studies conducted in FY x (or attach a copy of the executive summary) and state what CS is doing to address them. Provide the status of any outstanding recommendations from FY x and/or previous years, if any. If a copy of a baseline, evaluation or study has not already been submitted to FFP, attach a copy.

FISCAL YEAR RESOURCE REQUEST

(up to 15 pages)

II. Resource Request

A. Program Request Summaries

The tables below are included for reference only. FFP has developed an electronic Fiscal Year Summary Table and Table for the Summary Beneficiaries by Technical Sector. These tables can be found at the following website:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/nonemergency.html

It is FFPs preference that these tables are submitted electronically with the Resource Request.

FY 2005 Summary Request Table

Program Component	Commodity	Commodity	Section	Section	Monet.	Monet.	ITSH	ITSH	PVO Cost	PVO Cost
	(MT)	(MT)	202(e)	202(e)	Budget (\$)	Budget (\$)	(\$)	(\$)	Share (\$)	Share (\$)
			(\$)	(\$)						
(note each technical	Approved	CSR4	Approved	CSR4	Approved	CSR4	Approved	CSR4	Approved	CSR4
area*)	DAP for	Request for	DAP for	Request	DAP for	Request	DAP For	Request	DAP For	Request
	FY 2005	FY 2005	FY 2005	for	FY 2005	for	FY 2005	for FY	FY 2005	for FY
				FY 2005		FY 2005		2005		2005
TOTAL										

Beneficiary Summary by Technical Area

Program Component (Tech'l area)	Number of Beneficiaries During Year 1 FY	Number of Beneficiaries During Year 2 FY	Number of Beneficiaries During Year 3 FY	Number of Beneficiaries During Year 4 FY	Number of Beneficiaries During Year 5 FY	Number of Beneficiaries Over LOA (not a sum)

Numbers are requested to reflect the number of direct beneficiaries met in each year of the program. Total LOA beneficiaries should not necessarily equal the sum of beneficiary numbers in each FY, but should reflect the actual number of individual direct beneficiaries over the LOA. Number of beneficiaries should equal total direct monetization beneficiaries. Beneficiaries should not be double-counted (e.g., same direct beneficiaries for more than one program category). Monetization beneficiaries should include those covered by direct distribution (costs supported by monetization) as well as those beneficiaries participating solely in monetization-funded activities. Provide a brief narrative explaining beneficiary numbers, particularly if needed to explain numbers of participants entering or exiting the programs. If expected or planned beneficiary numbers are not anticipated to meet those projected in the DAP, present the differences and explain why.

Provide a short narrative (a few pages) describing the activities and focus of the program for the fiscal year, highlighting any deviation from the plan as presented in the DAP.

B. Activity Resource Analysis and Requirements

1. Financial Plan and Analysis

a. Expenditure Report and Comprehensive Budget

CSs are asked to provide a report of actual expenditures over the fiscal year for which the results report was submitted, using the comprehensive budget (i.e., funding source: monetization proceeds, section 202(e), etc.). Use the format provided in Appendix A (entitled "Expenditure Report") to report actual expenditures against approved levels for FY x.

CSs are asked to submit a comprehensive budget for the year for which resources are requested. CSs are requested to maintain consistency in budget presentation as they move from the DP submission through all subsequent Resource Requests. Provide narrative to accompany budget and explain deviations of 10% or more from the approved DAP proposal. (Provide budget in Appendix B entitled Resource Request Budget.) Explain budget line item changes that are greater than 5% as approved in the DAP proposal for that FY. Show by comparison that the change will not result in a cumulative increase of 10% for any technical sector over the life of the DAP. Note that the overall LOA budget is expected to remain constant over the life of the DAP.

b. FY 2005 Section 202(e) and ITSH Request & Narrative

If requesting Section 202(e) and or ITSH funds, refer to the instructions in the proposal guidelines, provide a narrative to clarify 202(e) funded budget line-items. Provide 202(e) budget in Appendix B.

c. Monetization

1. Analysis of Monetization Sales Transaction(s)

CSs are requested to provide a detailed analysis of the monetization transaction(s) that the CS was party to during the fiscal year, for which the results report was submitted, using the format below.

Complete the worksheet below (add/delete columns as needed) for all call forwards for which the monetization sales were completed during FY03. If commodities from a single call forward were sold in multiple lots at varying prices, report the weighted average price on line 10. If commodities from a single call forward were sold during two different FYs, the CS should report on the full call forward amount in the FY when all the monetization sales were completed.

Actual Monetization Cost Recovery

	Call Fwd 1	Call Fwd 2	Call Fwd 3
1. Call Forward ID (CCC) Number:			
2. Sale Date:			
3. Commodity:			
4. Metric Tonnage (MT):			
5. Actual commodity cost (\$/MT):			
6. Actual ocean freight cost (\$/MT):			
7. Actual inland freight cost (\$/MT):			
8. Total actual cost to USG (\$/MT): (lines 6+7+8)			
9. Actual sales price (\$/MT):			
10. Actual Cost Recovery (%): (lines 9/8)			

If the actual price differed from the estimated price at the beginning of the program, explain. If actual cost recovery (Line 15 above) was not achieved at 100%, explain why not. Report on any problems with the implementation of the monetization transaction. Were any lessons learned?

2. <u>Monetization Results</u>

CSs are asked to report on how the value of proceeds was maximized, as well as the impacts of the monetization transactions(s) in terms of anticipated and unanticipated effects on local, regional or national production, and marketing of the monetized commodity or its substitutes. It is also critical to assess and present the food security impact of the monetization process itself. If monetization has resulted in negative impacts in local economies or markets, then a detailed monetization plan must be provided that will resolve issues in any future monetization activities.

A. Maximizing Value of Proceeds

Note whether the timing of the sale corresponded with the agricultural crop and market cycles in order to obtain the best sales price. How was it ensured that the value of monetized proceeds did/will not diminish due to currency fluctuations and/or devaluation?

B. Monetization Sales Impacts

Report on the outcome of the monetization transaction(s) in terms of anticipated and unanticipated effects on local, regional or national production, and marketing of the monetized commodity or its substitutes. Discuss any food security impact of the monetization transaction itself.

3. Monetization (Proceeds) Pipeline Analysis

Provide the monetization (proceeds) pipeline analysis below

Country/CS FY 2003 Results Report and FY 2005 Resource Request

	Foreign currency	Exchange rate	US Dollar equivalent
Opening balance at 10/1/03 of funds from prior year(s) monetization, including interest			
Total actual and anticipated funds to be received from monetization during FY04			
a. FY03 (prior year) approved commodities:			
b. FY04 (this year) approved commodities:			
c. Interest earned and anticipated in FY04:			
3. Interest earned and anticipated in FY05			
Total expenditure (actual to date + estimated) of monetization funds during FY04			
5. Anticipated closing balance of monetization funds at 9/30/04 [lines (1+2a+2b+2c+3)-4]			
Amount of reserve/bridge funding needed to support program operations until FY05 monetization sale(s).*			

Note: in the final year of a DAP, an extra 3 months worth of monetization funding may be requested for closeout activities. However, bridge funding for a follow-on program will not be granted as part of the previous program.

Monetization LOA Analysis Table

Complete the following table for each FY of the DAP to show consistency or highlight problems in foreign currency cash flow (proceeds and expenditures) against approved budget. (If information not yet available, e.g., when making a third year request, for the actual expenditures for years 2,3,4 & 5, note "not available"). CS LOA expenditures are expected to stay within approved LOA budget levels. Explain any deviations from planned budget levels.

	Year 1	Year 2	Year 3	Year 4	FY 5	TOTAL
	FY	FY	FY	FY	FY	
Monet. Budget (as approved						
in TA or TA Amend.)						
Actual Monet. Proceeds						
Received						
Actual Monet. Proceeds						
Expended						
Monet Budget Request						
(current action)*						

^{*} If no changes to previously approved budget, use approved levels. However, if proceeds and/or expenditures vary greatly from that approved and outyear budget adjustments (within approved LOA) are being requested, completed budget years may reflect actual expenditure levels.

4. Monetization Proceeds

Summarize the anticipated costs of the monetization, provide a chart showing the commodity(ies) to be sold, estimated sales price(s), and resulting anticipated revenues. Provide an analysis which shows that this is close to projected cash needs for the FY. Discuss the likelihood that actual price/revenues may differ, why, and provide contingency plan.

If the planned monetization will differ from the description in the original monetization plan, or if the original monetization plan was not detailed, provide the necessary updates.

2. Commodities

a. Annual Estimate of Requirements (AER)

Provide any needed explanation, for example if AER differs from LOA levels approved for the program. Complete the FY05 AER in standard format (which contains 21 lines), with at least the CS's headquarters' signature. Note that all parties must sign three original copies no later than June 30, for the imminent fiscal year. See the DAP proposal guidelines for further information regarding instructions as to who must sign the AER. (provide as Appendix C).

The electronic AER is available at the following website:

http://www.usaid.gov/our_work/humanitarian_assistance/ffp/fy05_dap_annex_c.html

b. Commodity Procurement Schedule

Complete commodity procurement schedule below for the FY line 17 tonnage requested in the AER for FY x+2 only. Add or delete columns as necessary. Note that call forward deadlines are about the 4th of each month. Commodities are purchased the following month, and normally are "at port" two months following the purchase. CSs should consider the necessary shipping time to the country in question. A September call forward would be necessary for "at US port availability" of bulk commodities in October or November, All processed commodities can be made "port available" beginning in December, but no earlier. As such, processed commodities should not normally be scheduled to be at US port in October or November (this would necessitate prior year funding).

The electronic table for the procurement schedule is located at the following website:

http://www.usaid.gov/our work/humanitarian assistance/ffp/nonemergency.html

Call Forward Tonnage (MT)

		Cun i oi w	aru Tomnage	(1411)		
		Oct. (MT)	Nov. (MT)	Dec. (MT)	Etc (MT)	Total (MT)
AER category	Commodity	(WII)	(1411)	(1411)	(1411)	(1411)
1.	a.					
	b. c.					
	d.					
Total category						
2.	a.					
	b.					
	c.					
	d.					
Total category						
3.	a.					
	b.					
	c.					
	d.					
Total category						
GRAND TOTAL						

c. Anticipated Monetization Cost Recovery Calculation and Estimate

Discuss anticipated cost recovery for FY05. Justify the monetization on the basis of the amount of funding to be made available for programming as compared to the costs incurred in carrying out the monetization.

Discuss how previously encountered problems will be avoided or mitigated.

Anticipated Monetization Cost Recovery for FY05:

Complete the worksheet below (add/delete columns as needed) for expected monetization transactions.

	Call Fwd. 1	Call Fwd. 2	Call Fwd. 3
1. Expected sale date (or period)			
2. Commodity			
3. Tonnage (MT) to be called forward			
4. Exchange Rate at time of sale or sales agreement (estimated)			
5. CS estimated FAS cost (total \$/MT)			
6. Ocean Freight estimate (foreign flag) (\$/MT)			
7. Inland Freight estimate (\$/MT)			
8. C&F total cost est. using foreign flag (\$/MT) [lines 5+6+7)			
9. Anticipated sales price (\$/MT) (anticipated average if multiple lot sales planned)			

Note: use exchange rate applicable at time of estimate Note: FAS=free alongside ship, C&F=commodity and freight

d. Bellmon Analysis

State whether conditions under which the original Bellmon analysis was conducted have changed. If so, provide a brief update and, if appropriate, attach the updated Bellmon analysis as Appendix D.

e. Environmental Compliance

Refer to ESR in Appendix. If applicable, discuss any special issues (e.g., the status of compliance with any previously issued conditions) or problems related to environmental compliance.

Appendix A

Expenditure Report

[Insert comprehensive expenditure report format for CSR4]

Appendix B

Resource Request Budget

[Insert comprehensive budget format for CSR4]

Appendix C

Annual Estimate of Requirements (Commodities) Standard Format

(insert page 1 & 2)

Appendix D

Bellmon Analysis

(insert, if applicable)

Appendix E

Certification Regarding Lobbying

Submitted in connection with submission of proposal initiating USAID/BHR/FFP consideration of P.L. 480 Title II grant request including any or all of the following: commodities; ocean freight; inland freight; internal transportation; storage and handling; Section 202(e); Institutional Support.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, 'Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure. By signature hereon, the applicant/grantee certifies that the information contained herein is accurate, current, and complete to the best of its knowledge and belief, and that the applicant/grantee is aware of the penalty prescribed in 18 U.S.C. 1001 for making false statements in applications or proposals.

Signature:	
Typed Name:	
Organization:	
Title:	
Date:	

Country/CS FY 2003 Results Report and FY 2005 Resource Request

If applicable, complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2.	Status of Federal Action: a. bid/offer/application b. initial award c. post-award		Report Type: a. Initial filling b. Material change For Material Change Only: Year quarter Date of last report
4. Name and Address of Reporting Entity: Prime Subawardee Tier if known: Congressional District, if known:	5.	If Reporting Entity in No. 4 is Subawardee, Enter Name and address of Prime:	6.	Federal Department/Agency
7. Federal Program Name/Description: CFDA Number, if applicable: ————	8.	•		Award amount, if known: \$
10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI): (attach Continuation Sheet(s) SF-LLL-A, if necessary) b. Individuals Performing Services (including address if different from No. 10a) (Last name, first, MI):		Amount of Payment: (check all that applies): actual planned \$	tl	orm of Payment (check all nat applies): a. cash b. in-kind; specify: nature value
13. Type of Payment: (check all that apply): a. Retainer b. one-time fee c. commission d. contingent fee e. deferred f. other:	14.	yes no	autho This of mater relian transa disclo 1352. Cong for pu file the	information requested through this form is rized by title 31 U.S.C. section 1352. disclosure of lobbying activities is a rial representation of fact upon which ce was placed by the tier shown when this action was made of xxxxx lobby. This required pursuant to 31 U.S.C. This information will be reported to the ress semi-annually and will be available ablic inspection. Any person who fails to his required disclosure shall be subject to a remark of not less than \$10,000 and not than \$100,000 for each such failure
		Signature		
		Print Name		
		TitleTelephone No		
		Authorized for Local Re	produ	Date ction Standard Form - LLL

DISCLOSURE OF LOBBYING ACTIVITIES CONTINUATION SHEET $0348\hbox{-}0046$

Reporting Entity: Page of	

*U.S. G.P.O 1990-260-708:00012 Standard Form - LLL-A Authorized for Local Reproduction

Appendix F

Certification Regarding Terrorist Financing

BACKGROUND: Section 2339A of Title 18 of the United States Code prohibits the provision of material support or resources for terrorist acts. Section 2339B of Title 18 of the United States Code prohibits the provision of material support or resources to designated foreign terrorist organizations, and requires any U.S. financial institution that becomes aware that it has possession of, or control over, any funds in which a designated foreign terrorist organization, or its agent, has an interest, to retain possession of, or maintain control over, such funds and report to the Secretary of the Treasury the existence of such funds.

Section 1189 of Title 8 of the United States Code (section 219 of the Immigration and Nationality Act, as amended by P.L. 107-56) authorizes the Secretary of State to designate an organization as a terrorist organization if the Secretary finds that the organization (1) is a foreign organization, (2) engages in terrorist activity (as defined in section 212(a)(3)(B) of the Immigration and Nationality Act) or terrorism (as defined in section 140(d)(2) of the Foreign Relations Authorization Act, Fiscal Years 1988 and 1989 (22 U.S.C. § 2656f(d)(2)), or retains the capability and intent to engage in terrorist activity or terrorism, and (3) the terrorist activity or terrorism of the organization threatens the security of U.S. nationals or the national defense, foreign relations, or economic interest of the United States.

Executive Order 12947, as amended by Executive Order 13099, designated 16 individuals and entities that threaten to disrupt the Middle East peace process, and authorized the Secretary of State, in coordination with the Secretary of the Treasury and the Attorney General, to designate foreign individuals or entities that are found to have committed, or to pose a significant risk of committing, acts of violence that have the purpose or effect of disrupting the Middle East peace process, or to have provided support for or services in support of such acts of violence. The

Secretary of the Treasury is authorized to designate, in coordination with the Secretary of State and the Attorney General, individuals or entities that are determined to be owned or controlled by, or are acting for or on behalf of, designated individuals or entities. All property and interests in property in the U.S. or in the possession or control of U.S. persons of designated individuals and entities are blocked, and any transaction or dealing in blocked property or interests in the U.S. or by U.S. persons is prohibited.

Executive Order 13224 designated 27 individuals and entities that have committed, threaten to commit or support global acts of terrorism, and authorized the Secretary of State, in consultation with the Secretary of the Treasury and Attorney General, to designate additional foreign individuals and entities determined to have committed, or to pose a significant risk of committing, acts of terrorism that threaten the security of U.S. nationals or the national security, foreign policy, or economy of the United States, and authorized the Secretary of the Treasury, in consultation with the Secretary of State and the Attorney General, to designate additional individuals or entities determined to provide support for or financial or other services to or in support of such acts of terrorism or persons designated in or pursuant to the Order, or individuals or entities that are owned or controlled by, act for or on behalf of, or are otherwise associated with, certain individuals or entities that have been designated in or under the Order. All property and interests in property of designated individuals or entities in the U.S. or in the possession or control of U.S. persons are blocked, and any transaction or dealing in blocked property or interests in the U.S. or by U.S. persons is prohibited.

OMB has approved the Agency's information collection request under the Paperwork Reduction Act allowing USAID to require applicants for assistance to give a certification that they do not support terrorism. The approval is in effect from the date of this notice, and expires upon the earlier of incorporation of this AAPD into ADS 303 or December 31, 2005.

GUIDANCE: Before making the award of a grant or cooperative agreement to a non-governmental organization, the Agreement Officer must obtain a certification from both U.S. and non-U.S. organizations, substantially as follows:

Certification Regarding Terrorist Financing Form

"As a condition of entering into the referenced agreement, [name of organization] hereby certifies that it has not provided and will not provide material support or resources to any individual or entity that it knows, or has reason to know, is an individual or entity that advocates, plans, sponsors, engages in, or has engaged in terrorist activity, including but not limited to the individuals and entities listed in the Annex to Executive Order 13224 and other such individuals and entities that may be later designated by the United States under any of the following authorities: § 219 of the Immigration and Nationality Act, as amended (8U.S.C. § 1189), the International Emergency Economic Powers Act (50 U.S.C. § 1701 et seq.), the National Emergencies Act (50 U.S.C. § 1601 et seq.), or § 212(a)(3)(B) of the Immigration and Nationality Act, as amended by the USA Patriot Act of 2001, Pub. L. 107-56 (October 26, 2001)(8 U.S.C. §1182). [Name of organization] further certifies that it will not provide material support or resources to any individual or entity that it knows, or has reason to know, is acting as an agent for any individual or entity that advocates, plans, sponsors, engages in, or has engaged in, terrorist activity, or that has been so designated, or will immediately cease such support if an entity is so designated after the date of the referenced agreement.

For purposes of this certification, "material support and resources" includes currency or other financial securities, financial services, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials. For purposes of this certification, "engage in terrorist activity" shall have the same meaning as in section 212(a)(3)(B)(iv) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1182(a)(3)(B)(iv)). For purposes of this certification, "entity" means a partnership, association, corporation, or other organization, group, or subgroup.

This certification is an express term and condition of the agreement and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term."

Signature		
Print Name		
Title		
Telephone No	Date	