

Instructions: Executive Summary Tables

Important:

- **SAVE THE FILE PRIOR TO ENTERING DATA**
- **Enable Macros upon opening the document.**

Note: Data must be entered into white boxes; data will automatically calculate for dark boxes

I.YR1

- 1) Click on tab labeled YR1
- 2) **The “Clear Data” on Year 1 (upper right corner) will erase all of the information you are about to input. This feature cannot be “Undone”**
- 3) PVO/Country: Type the name of your organization and the program country. If your organization is working in multiple countries, list all of them.
- 4) **202(e), ITSH, DA Funds and PVO Costshare should be entered in thousands.
i.e. \$230,312 should be entered as \$230.312**
- 5) Inland Rate:
 - i) Inland rates only apply to landlocked countries
 - ii) If the inland rate is not \$0/MT type the correct inland rate.
 - iii) If your **inland rate is different for different commodities**, type in the inland rate that applies to the majority of your commodities.
 - iv) You will have an opportunity to change the inland rate for various commodities in a moment.
 - v) INLAND RATE IS NOT RELATED TO ITSH

6) Now choose the Programmatic Sector, either ER for an emergency request or NER for non-emergency request.

7) Now enter the technical sector, recipient category and commodity for Year 1 commodities.

- i) Click on the appropriate cell to view drop down lists. If the text is too small to read go to “View” on your menu bar and select “Zoom”.
- ii) Each requested commodity must be listed under a technical sector and a recipient category.
 - (a) List commodities for **Direct Distribution** on lines 1-26 and commodities for **Monetization** on lines 27-40.
 - (b) To enter monetization amounts scroll down to the bottom of the table or click on the button labeled ‘Enter Monetization’.

Direct Distribution

Technical Sectors: From the drop down list, select the appropriate sector. If you have questions as to which technical sector you should select contact the USAID Country Backstop Officer.

Recipient Category: From the drop down list select the appropriate recipient category. If you have questions as to which recipient category you should select contact the USAID Country Backstop Officer.

Commodities: From the drop down list select the commodity you would like to request.

No. of Recipients: Enter the number of recipients.

Monthly Ration (KGs): Enter the rate of kilograms/month at which the commodity will be distributed to each recipient.

No. Of Months Operating: Indicate the number of months during the fiscal year in which the CS plans to distribute the commodity to the noted recipient group.

MT: This cell calculates the following formula:

$$\text{Requested MT} = \frac{\text{No. of Recipients}(\text{Monthly Ration (KG)})(\text{No. Of Months Operating})}{1000}$$

Rounded MT: This cell automatically rounds to the nearest tenth.

Inland Rate: If the inland rate for this commodity is not the rate that you inputted as the inland rate for the majority of commodities click on the cell **you may type in the correct rate here**. NOTE: Do not double click on this cell. If you accidentally do so, and you see a formula within the cell, click “enter”. If you see that the cell has changed in a way that you did not intend type CTRL+Z.

Estimated Total Commodity and Freight: This is an automatic calculation. Rounded MT * (Inland Rate +Ocean Rate+ Estimated Price)

Monetization

Technical Sectors: See Direct Distribution, Technical Sector

Recipient Category: You have two options. MON or MON-DF

MT: Enter the requested MT.

Rounded MT: This cell automatically rounds the MT to the nearest tenth.

Estimated Total Commodity and Freight: Rounded MT * (Inland Rate +Ocean Rate+Estimated Price); This is an automatic calculation.

II. Line 17

1. The date, PVO, Country, 202e, ITSH, DA Funding and PVO Cost Share and inland rate are all connected to the Year 1 page and will automatically carry over.

2. Chose the commodities from the drop down lists in column C for both Direct Distribution and Monetization commodities.

3. Enter the MT per commodity making sure the number is a multiple of ten; this should exactly match Line 17 in the AER.

4. The inland rate will be the same as the one entered for Year 1. You can manually change the rate if it varies for different commodities.

III. YR2-YR5

1) Click on the tab labeled “YR2”

2) If you click on the button labeled “Clear Data” it will erase all information for that year. This feature cannot be “Undone”.

3) The Programmatic Sector, Technical Sector, Recipient Category, and Commodity will be repeated from Year One of the MYAP. However, you are able to change the Technical Sectors, Recipient Categories and/or Commodities if your requirements for the out years vary from year 1.

4) Complete the table as in Year 1.

5) Complete all subsequent years as applicable.

IV. Executive Summary: Cost Estimates

- 1) Click on the tab labeled “ExecSumCostEst”.
- 2) Click on the button labeled “Update Table.”
- 3) Print

V. Executive Summary Tables: Metric Tonnage

- 1) Click on the tab labeled “ExecSumMT”
- 2) Click on the button labeled “Update Table”
- 3) This worksheet contains the table, “Commodity Summary by Technical Sector”
- 4) Print

VI. Executive Summary Tables

- 1) Click on the tab labeled “ExecSum”
- 2) Click the button labeled “Update Tables”
- 3) Complete “**Table 3 Summary of Beneficiaries**”
 - Numbers should 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.
- 4) Verify that the column widths allow all the information to be seen. Pay particular attention to Column A. Table 7, Column A contains commodities; therefore you may need to widen this column.
 - 5) Either click on the button labeled “Enter Commodity Procurement Schedule” or scroll down to table 7.
 - a) In the first column you will see all the commodities that you will be requesting for year 1.
 - b) In the second column you will see the total Line 17 MT for each of those commodities.
 - c) Kindly complete the table to indicate which month you would like your commodities to arrive at their US port by typing the appropriate tonnage for each commodity under the correct invitation number (105 is December 2005, 115 is January 2006, etc. See Commodity Procurement Schedule for further details.
 - d) Print

FOR ASSISTANCE REGARDING THE COMPLETION OF THIS FORM PLEASE OR IF YOU ARE HAVING TECHNICAL PROBLEMS, CONTACT STEPHANIE SINES OR KATEY SCHEIN. (ssines@amexdc.com or kschein@amexdc.com)

Technical Sectors	Possible Recipient Categories
<u>AG: Agriculture</u>	FFW: Food for Work MON: Monetization MON-DF: Monetization in support of Direct Feeding
<u>ED: Education</u>	SF: School Feeding PSF: Pre-School Feeding MON-DF: Monetization in support of Direct Feeding
<u>HA: Humanitarian Assistance</u>	GR: General Relief OCF: Other Child Feeding OCF-I: Other Child Feeding Institution FFW: Food For Work MON: Monetization MON-DF: Monetization in support of Direct Feeding
<u>HN: Health and Nutrition</u>	MCH-M: Maternal Child Health- Mother MCH-C: Maternal Child Health-Child FFW: Food for Work MON: Monetization MON-DF: Monetization in support of Direct Feeding
<u>MF: Micro-Finance</u>	MON: Monetization