

Semi-Annual Financial & Performance Report Guidance for McGovern-Dole and USDA LRP Project Implementers – End of Fiscal Year (FY) 2023

Food for Progress (FFPr), McGovern-Dole, and Local and Regional Food Aid Procurement (USDA LRP) project implementers are required to submit semi-annual financial and performance reports in the Food Assistance Information System (FAIS). The purpose of this guidance is to assist implementers of McGovern-Dole and USDA LRP projects in developing and submitting their semi-annual financial and performance reports in FAIS. IFAD will use the information implementers provide to improve the overall quality of data for program decision-making and to report to Congress and Feed the Future.

Semi-Annual Financial Reports

The end-of-year financial report for FY23 is due on October 31, 2023. The semi-annual financial report will cover the *six-month* reporting period of April 1, 2023 to September 30, 2023. Please note the following key changes to our reporting guidance and the reporting requirements listed below. Please refer to the attached McGovern-Dole LRP component financial report excel template and the below [LRP financial reporting detailed guidance](#).

Key Changes:

- All McGovern-Dole projects awarded in FY20 or later should report on project spending of the McGovern-Dole LRP component funds allocated under the award on a semi-annual basis.
- IFAD recommends implementers of FY20 or later McGovern-Dole awards to submit an excel spreadsheet to report LRP component spending as an attachment with each semi-annual financial report in FAIS. An example McGovern-Dole LRP component financial report excel template is attached for your reference.
- No additional changes have been made to the financial reporting guidance.

Report Requirements in FAIS:

- **Financial Information:** Enter the report period start date as 04/01/2023 and report period end date as 09/30/2023.
- **CCC/FAS Cash:** Report actuals for 6-month reporting period from April 1, 2023 to September 30, 2023
- **Cost Share:** Report actuals for 6-month reporting period from April 1, 2023 to September 30, 2023
- **Attachment - LRP Financial Report (McGovern-Dole awards from FY20 or later only):** Report actuals for the previous reporting periods and report actuals for 6-month reporting period from April 1, 2023 to September 30, 2023

Semi-Annual Performance Reports

The end-of-year performance report for FY23 is due on October 31, 2023. The semi-annual performance report will cover the *entire fiscal year* from October 1, 2022 to September 30, 2023 for

indicator reporting and the *six-month* reporting period from April 1, 2023 to September 30, 2023 for commodity reporting and other details. Please note the following key changes to our reporting guidance and the reporting requirements listed below. Please refer to the below detailed guidance for [annual indicator reporting](#), [commodity reporting](#), and [other details](#).

Key Changes:

- Indicator data will cover the *entire fiscal year* from October 1, 2022 to September 30, 2023.
- Commodity reporting will cover the *six-month* period from April 1, 2023 to September 30, 2023.
- Other Details reporting will cover the *six-month* period from April 1, 2023 to September 30, 2023.
- Under the Commodity Receipt and Loss Report, please leave the comments box blank. Please report comments about commodities in the *Other Details* section under *Project Implementation Difficulties* as applicable.
- Under the Commodity Direct Distribution Report, implementers do *not* need to report on the List of Commodity Ration Monthly Reports. Please leave this blank in FAIS. Implementers may provide a separate attachment to detail the monthly rations.

Report Requirements in FAIS:

- **Performance Report Basic Details:** Enter the report period start date as 04/01/2023 and report period end date as 09/30/2023.
- **Results:** Report actuals for the *entire fiscal year* from October 1, 2022 to September 30, 2023
- **Activities & Indicators (For projects that have *not* been migrated and mapped only):** Report actuals for the *entire fiscal year* from October 1, 2022 to September 30, 2023
- **Commodity Receipt & Loss Report:** Report actuals for *six-month* reporting period from April 1, 2023 to September 30, 2023
- **Commodity Direct Distribution Report:** Report actuals for *six-month* reporting period from April 1, 2023 to September 30, 2023
- **Commodity Receipts and Distributions (MT) Monthly Reports:** Report actuals for *six-month* reporting period from April 1, 2023 to September 30, 2023
- **Other Details:** Report narrative content for *the six-month* reporting period from April 1, 2023 to September 30, 2023 for the following sub-sections:
 - Audit Information
 - Sub-Recipients Information
 - Contracts Information
 - Interim and Final Evaluation Status
 - Expected Contribution Progress Status
 - Additional Comments: Impact, Sustainability and Successes of Program
 - Additional Comments: Project Implementation Difficulties
 - Additional Comments: Program Implementation Details
- Attachments:

- *Narrative Report*: While not required, implementers may attach a supplemental narrative report. The narrative content should match with the content provided in the *Other Details>Additional Comments* section for the 6-month reporting period from April 1, 2023 to September 30, 2023. Please note, the content in *Other Details>Additional Comments* section in FAIS is required, even if you submit the supplemental narrative report.
- *Success Stories*: While not required, implementers may attach success stories. The success stories should cover successes from the 6-month reporting period from April 1, 2023 to September 30, 2023.

Detailed Guidance – McGovern-Dole Local and Regional Procurement (LRP) Component Financial Reporting

McGovern-Dole awards signed in FY 2020 or later, which include an LRP component and approved LRP budget within the McGovern-Dole award, should report LRP spending semi-annually. IFAD recommends implementers submit an excel spreadsheet to report LRP spending as an attachment with each semi-annual financial report. LRP financial reporting is not applicable to McGovern-Dole awards signed prior to FY 2020 nor stand-alone Local and Regional Food Aid Procurement Program agreements (USDA LRP Program).

Please reference the below instructions and the attached excel template as an example for reporting your project's semi-annual LRP expenses.

- 1) Under the '*LRP Financial Report Template*' sheet, update the template under Column A with your project's LRP budget categories detailed in the Summary of Local and regional Procurement Budget located in the agreement's C-2 Budget Narrative. Add/remove rows as needed to align with your agreement's LRP budget categories.
- 2) Update the template under Column B with your project's approved LRP budget detailed in the Summary of Local and regional Procurement Budget located in the agreement's C-2 Budget Narrative. Please ensure the Total LRP Costs under Column B add up to the exact amount for your project's approved total LRP budget component.
- 3) Update the template under Column C with the total LRP expenses from previous reporting periods. Do not include LRP spending during the current six-month reporting period. Only include LRP spending from all previous reporting periods since the project start date.
- 4) Update the template under Column D with the total LRP expenses from the current six-month reporting period. Do not include LRP spending from previous reporting periods.
- 5) Column E, Column F, and Column G should all automatically update with the pre-entered formulas. Column E will calculate the expenses to date (Column C + Column D). Column F will calculate the balance remaining for the approved LRP budget (Column B - Column E). Column G will calculate the percentage of the approved budget spent to date, or the burn rate, on LRP spending (Column E / Column B).
- 6) The row for the Total LRP Costs should also automatically update with the pre-entered formulas.
- 7) Please check that all pre-entered formulas are correctly calculating totals.
- 8) As needed, provide any comments to explain or add relevant context/details on LRP expenses.
- 9) Reference the '*LRP Financial Report Example*' sheet to see example of a LRP expenses reported.

- 10) Reference the 'LRP Budget Calculation Guidance' sheet to ensure LRP budget spending aligns with allowable costs. To access the full, detailed guidance for each fiscal year, click on the links in the sheet and they will open the full PDF versions in your PDF reader.
- 11) Once the 'LRP Financial Report Template' sheet is updated with your project's expenses, please upload the completed sheet as an excel attachment to your Semi-Annual Financial Report in FAIS.

Detailed Guidance – Annual Indicator Reporting

All implementers, please note: If your indicator table has already been “migrated and mapped” into the new FAIS structure, you will not see separate results and activity sections to report against. Your indicators will all be in 1 table in your SAPR, rather than 2.

- For projects that *have* been migrated and mapped, you will report against all indicators under the “Result Indicator Actuals” tab. After migrating, the “Activities” tab is no longer available for reporting. For instructions on entering indicator actuals in the upgraded FAIS indicator structure, refer to minute 35 in the FAIS Demo video:
https://www.youtube.com/watch?v=oA_L817iUWE
- For all projects that *have not* been migrated and mapped: If an indicator is in both the activities table and results table, leave the results section blank for that indicator and report all data and comments, in the activities table.
 - If an indicator exists *only* in the results table, then you may report FY23 data in the results section, since it is the *only* place to report that data.
- **ANNUAL INDICATOR REPORTING**
 - *In April 2023, MESP and IFAD distributed guidance explaining that we waived quantitative indicator reporting at the mid-year point in FY2023. No implementers reported mid-year numbers on the indicators in their agreements in the semi-annual performance report in mid-FY2023.*
 - *All data reported against all indicators in this end-of-year SAPR should reflect **the total for the entire fiscal year, October 1, 2022-September 30, 2023** (instead of just the previous six months corresponding to the semiannual reporting period).*
 - *The SAPR template in FAIS hasn't changed, and some cells will still refer to, “... this reporting period.” For all indicator reporting, this should be interpreted as, “this fiscal year”.*
 - *For financial, commodity and other reporting besides indicators, the data or narratives shared should reflect the last 6 months of FY 2023, as they always have. It is only indicator reporting that will reflect the full 12 months of the FY.*
- **DISAGGREGATES**
 - *The disaggregates listed below are required for external reporting and must be included in your SAPR [if your project uses the indicator].*
 - *Wherever your SAPR already has a row for these disaggregates that you can report against, please do so.*

- Wherever your SAPR doesn't have a row for each required disaggregate, you should either:
 1. **Write your disaggregate data into the comments box** next to the aggregate indicator in the SAPR, OR
 2. **Submit an Excel sheet containing the required disaggregate data as an attachment to the SAPR.** Please refer to the attached optional Excel template (Template IFAD Complex Standard Indicators FY23) for key indicator disaggregates. Projects may submit their own Excel sheets or templates or may use the one provided if they don't already have one.

Program	Indicator	Required Disaggregates
MGD	<i>Value of new USG commitments, and new public and private sector investments leveraged by USDA to support food security and nutrition</i>	First level: <ul style="list-style-type: none"> • Type of investment amount (i.e., new USG commitments, public sector, private sector)
	<i>Number of schools reached as a result of USDA assistance</i>	<i>If available, please disaggregate by type of school:</i> <ul style="list-style-type: none"> • Pre-primary • Primary • Secondary
USDA LRP indicators	<i>Value of annual sales of farms and firms receiving USDA assistance</i>	First Level: <ul style="list-style-type: none"> • Type of product/service (Commodity) Second Level: <ul style="list-style-type: none"> • Type of Producer/firm <i>Additional meta-data is required for this indicator – please report on:</i> <ul style="list-style-type: none"> • The <i>number of participants</i>, both producers and private sector firms, for each value chain product or service reported • The <i>number of participants at baseline</i> • The <i>number of participants in the reporting year</i> • The <i>baseline value of annual sales</i>
	<i>Volume of commodities sold by farms and firms receiving USDA assistance</i>	First Level: <ul style="list-style-type: none"> • Type of product/service (Commodity) Second Level: <ul style="list-style-type: none"> • Type of Producer/firm <i>Additional meta-data is required for this indicator – please report on:</i>

		<ul style="list-style-type: none"> The <i>baseline volume of annual sales</i>
	<i>Value of new USG commitments, and new public and private sector investments leveraged by USDA to support food security and nutrition</i>	First level: <ul style="list-style-type: none"> Type of investment amount (i.e., new USG commitments, public sector, private sector)

COMMENTS – All Projects

Please provide comments in the SAPR comments boxes to help USDA interpret the data:

- Write a brief narrative explanation for any **+/- 10% deviation from the annual target; this is required for USDA’s external reporting.** Details that explain the deviation also provide useful context for project management. For example:
 - “Due to size limits on group gatherings related to COVID-19 restrictions, the number of people trained is much lower than the annual target of X.”*
- Write a brief narrative explanation for indicators **where you do not report progress.** For example:
 - “Indicator data is collected annually and will be reported next year.”*
 - “Activities associated with this indicator have ended.”*
- Explain any **changes to monitoring data collection methodology and any implications for the accuracy or consistency of the data:** Please carefully document any changes to methodology of data collection (from what is described in the PMP) for indicators in the comments section. For example:
 - “Survey data was collected using remote methods (telephone) instead of in-person interviews; this resulted in fewer respondents from X region due to limited access to mobile phones.”*
- If applicable, write a brief narrative explanation for indicator data collection and/or indicator progress **that was affected by COVID-19.** For example:
 - “Due to COVID-19 restrictions on entering schools, attendance data was collected via telephone interviews with school principals and based on school records instead of via headcounts by project staff.”*
- Any other contextual information** that will be helpful for USDA to interpret the reported data.

ACCURACY CHECKS – All projects

Please resolve these common issues in your reported data:

- The “**FY23 Actual**” column should reflect progress from the 12-month period of FY 2023 (October 1, 2022 – September 30, 2023) (not the cumulative progress since the project’s inception).
- Where applicable, the **sum of male + female** should equal the total.
- Where applicable, the **sum of new + continuing** should equal the total.
- Where applicable, the numbers in the comments should match the numbers reported in the cells.
- Check that the unit of measure is reported correctly. E.g., Volume of commodities sold in **MT**, Value of annual sales in **USD** per project (not farmer), and when used, exchange rates or conversion rates are reported, etc.
- If the project is reporting on how many people they trained, and also on how many people *applied* the training, the **number of people who applied the training** is usually *less than* the number of people trained. If that’s not the case in your project, please explain in the comments box.
- **Reporting on Take-Home Rations:** THR should be reported using standard indicators 14 and 15 and not MGD 16, which reports school meals.
 - *If standard indicators on rations are not available, please report on THRs for the school meals indicator, but explain clearly in the comments box next to this indicator what rations data is being reported.*
- **Reporting on Social Assistance Beneficiaries:** The number reported as “social assistance beneficiaries” should usually be *less than* the total number of direct beneficiaries the project reached. *Social assistance beneficiaries typically include only children receiving meals and/or take-home rations. If the ration is family-sized, then all family members could also be counted.*

Detailed Guidance – Commodity Reporting

For each of the following commodity sections, please reports details for period from April 1- September 30, 2023.

- Under **Data Navigation**, select the *Commodity Receipt & Loss*

The screenshot displays the FAIS interface for a Commodity Logistics Receipt & Loss Report. On the left is a 'My FAIS' sidebar with 'Alerts' and 'Data Navigation' sections. The main content area includes a breadcrumb trail, a title bar, an 'INSTRUCTIONS' section, a 'List of Commodities' table with columns for Commodity, Agreement Allocation, Date Received, Bill of Lading Quantity(MT), Quantity (Recd at Discharge Port)(MT), Transportation Loss & Damage (Ocean, Inland, Warehouse, Distribution), Total Balance for Loss Programming, and Action. The table is currently empty. Below the table is a text area for comments and a 'Save' button.

Figure 1: View of Commodity Logistics Receipt & Loss Report in FAIS

- **Comments Box:** Please leave the box blank and report comments about commodities in the Other Details section under *Project Implementation Difficulties* as applicable. Please also provide any information about
- Select “Create New” to the right of the *List of Commodities* section to enter *Commodity Receipt & Loss Details*, as seen under Figure 2. Input “0” if your organization did not receive commodities or have any loss/damages instead of leaving the field blank.

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Create Commodity Loss Report Welcome

Create Commodity Receipt & Loss Details

INSTRUCTIONS

Commodity Receipt & Loss

Commodity *

Agreement Allocation

Date Received (MM/DD/YYYY)

Bill of Lading Quantity

Quantity Received at Discharge Port(MT)

Transportation Loss & Damage

Ocean

Inland

Warehouse

Distribution

Total Loss

Balance for Programming

Figure 2: View for Commodity Receipt and Loss details in FAIS

- **Commodity:** Select the commodity from the drop-down menu. Only commodities specified in the agreement will appear. You can only create one record for each commodity in the report.
- **Agreement Allocation (Metric Tons):** FAIS will auto populate the total quantity of commodity from the agreement.
- **Date Received:** Enter the date the commodity was received at the destination (discharge) port.
- **Bill of Lading Quantity (Metric Tons):** Enter the quantity indicated in the Bill of Lading. Round all values up to the nearest whole number. This section must include a value; enter “0” if no commodities were received in the six-month reporting period.
- **Quantity Received at Discharge Port (Metric Tons):** Enter the quantity of commodity received at the discharge port. If the quantity is less than what was included in the Bill of Lading, indicate a loss under *Ocean* loss and damages below.
- **Transportation Loss & Damage (Metric Tons, rounded to the nearest ton).** Note that this section in FAIS does not accept decimals, i.e., values less than 1 MT.
 - **Ocean:** Enter the quantity of commodity loss or damage between the time that the Bill of Lading is issued to the shipping company and the shipping company turns over custody and control of the commodities to the Awardee, calculated

as the difference between the *Bill of Landing Quantity* and the *Quantity Received at Discharge Port*.

- **Inland:** Enter the quantity lost or damaged during inland transportation between discharge at port and receipt at the primary program warehouse, including any border crossing shipments. Inland loss or damage may occur when commodities destined for a landlocked country are received in an intermediate country and then transported to the recipient country. They may include warehouse handling losses at the discharge port and losses that occur during transportation through the intermediate country to a designated point in the recipient country.
 - **Warehouse:** Enter the quantity lost or damaged while in storage at the program warehouse(s).
 - **Distribution:** Enter the quantity lost or damaged between the program warehouse and receipt at distribution site, school, or other institution.
 - **Total Loss:** FAIS will auto populate by adding the quantity *Ocean, Inland, Warehouse, and Distribution* commodity loss and damages.
 - **Balance for Programming:** FAIS will auto populate the difference between the *Bill of Lading* and *Total Loss*.
- After saving your inputs, select *Commodity Direct Distribution* under **Data Navigation** to view the three reporting sections (Figure 3).

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Direct Distribution Report

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Commodity Direct Distribution Report

INSTRUCTIONS ?

List of Commodity Direct Distribution Reports [Create New](#)

Commodity	Quantity(NMT)	Expected Distributions	Actual Distributions	Distribution Region	Beneficiaries #	Action
No data available in table						
Showing 0 to 0 of 0 entries						

Filter all columns:

List of Commodity Receipts and Distributions (MT) Monthly Reports [Create New](#)

Commodity	Month	Open Stocks	MT Arrivals	Actual Distributions	Loss	Closing Stocks	Comments	Action
No data available in table								
Showing 0 to 0 of 0 entries								

Filter all columns:

List of Commodity Ration Monthly Reports [Create New](#)

Commodity	Month	Expected Ration Size(g)	Actual Ration Size(g)	# of Rations per Beneficiary	Type Of Beneficiary	Actual # of Direct Beneficiaries	Total MT	Comments	Action
No data available in table									
Showing 0 to 0 of 0 entries									

Filter all columns:

Figure 3: View of Commodity Direct Distribution Report in FAIS

- Select “Create New” to the right of the *List of Commodity Direct Distribution Reports* section.

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Create Direct Distribution Report

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Create Direct Distribution

INSTRUCTIONS

Commodity Direct Distribution

Commodity

Expected Distributions

Actual Distributions

Total Received

Distribution Region

Number of Beneficiaries

Figure 4: View when you select "Create New" List of Commodity Direct Distribution Reports in FAIS

- Enter the following information under *Commodity Direct Distribution*:
 - **Commodity**: Select each commodity type from the drop-down menu. Only commodities specified in the agreement will appear. You can only create one record for each commodity in the report.
 - **Expected Distributions (Metric Tons, rounded to two decimal places 0.00)**: FAIS will auto populate the expected distribution quantity from the agreement.
 - **Actual Distributions (Metric Tons to two decimal places 0.00)**: Enter the quantity of commodity that departed the warehouse/distribution point for distribution to the recipient institution (e.g., school). This value should be the total of all regions.
 - **Total received (Metric Tons, rounded to two decimal places 0.00)**: Enter the quantity of commodity received by the recipient institution (e.g., school). This value should be the aggregated total for all recipient institutions.
 - **Distribution Region**: Enter the region(s) where the institutions are located that received commodities. This should include all regions that received distributions.
 - **Number of Beneficiaries**: Enter the number of beneficiaries that received meals using the distributed commodities (e.g., according to the school-level records).
- After saving inputs, select “Create New” to the right of the *List of Commodity Receipts and Distribution (MT) Monthly Reports* section. Enter the following information under *Create Direct Distribution Receipt Monthly*:

You are here : [Home](#) > [Compliance](#) > [Agreement-Level Reports](#) > [Reports](#) > Create Direct Distribution Receipts Monthly Report
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Create Direct Distribution Receipt Monthly

INSTRUCTIONS

Commodity Direct Distribution Receipt Monthly

Commodity *

Month *

OpenStock *

MT Arrivals *

Actual Distribution *

Loss *

Comments

[Back to List](#)

Figure 5: View when you select "Create New" List of Commodity Receipts and Distribution (MT) Monthly Reports in FAIS

- **Commodity:** Select the commodity from the drop-down menu.
- **Month:** Select the month. You cannot enter more than one record per month. Add separate entries for each month, April through September.
- **Open Stock (Metric Tons, rounded to two decimal places):** Enter the quantity of commodity available for distribution at the beginning of the month selected.
- **MT Arrivals (Metric Tons, rounded to two decimal places):** Enter the quantity of commodities that arrived during the month and are available for distribution.
- **Actual Distribution (Metric Tons, rounded to two decimal places):** Enter quantity of food distributed to the beneficiaries.
- **Loss (Metric Tons, rounded to two decimal places):** Enter the quantity of any loss that occurred after commodities departed the warehouse/distribution point for distribution to the recipient institution (e.g., school). This should not include loss or damages at other stages, i.e., inland transportation, warehouse, or ocean.
- **Closing Stocks (Metric Tons, rounded to two decimal places):** Indicates the quantity of commodity remaining for distribution in the next reporting month. FAIS will auto-populate this field (open stocks + arrivals - distribution and loss).
- **Comments:** Leave the box blank and report comments about commodities in the Other Details section under *Project Implementation Difficulties*.
- IFAD no longer requires the *List of Commodity Ration Monthly Reports* section for McGovern-Dole implementers; however, implementers are welcome to submit the information as an optional attachment.
- **Commodity Monetization** is only relevant for FFPr. Please leave this blank.

Detailed Guidance – *Other Details*

- Please enter information into the first five text boxes, as applicable for your project.
- Please enter information under the “Additional Comments” section under *Other Details* of the SAPR in FAIS. There are three areas for implementers to provide a qualitative update over the six-month reporting period (April 1-September 30):
 - Impact, Sustainability, and Success of Program
 - Project Implementation Difficulties
 - Program Implementation Details
- This guidance outlines the key information implementers should include in these three sections. Please note, FAS encourages implementers to add information as needed to provide a comprehensive overview of project progress, challenges, and other important updates related to the reporting period.
 - **Impact, Sustainability, and Success of Program (Suggested page length: up to 4 pages, approximately 2,000 words)**
 - Share highlights of the project’s overall progress toward achieving the indicator targets. This should be a high-level summary of the project’s success and impact rather than an update on each individual indicator. Please include data as appropriate (numbers, percent increase/decreased, progress toward FY or LOP targets).
 - Highlight any lessons learned, innovations, or best practices that contributed to the success of the project.
 - Share progress or any key updates towards graduation of the school feeding program to the host-country government (e.g., updates on development/implementation of a school feeding policy/law/strategy, budget allocated towards school feeding programs, number of graduated schools, coverage under government funded school feeding program, etc.).
 - **Project Implementation Difficulties (Suggested page length: up to 4 pages, approximately 2,000 words)**
 - Describe the main challenges the project faced that hindered the ability to achieve expected targets or complete activities per the work plan. This should be a high-level summary of the main challenges faced and how the project responded to the barriers, its planned or implemented adaptations and how the project plans to avoid similar challenges in the future. Please include data as appropriate (numbers, percent increase/decreased, progress toward FY or LOP targets).
 - If projects faced challenges meeting targets in the previous fiscal year, please share any updates on progress within this reporting period. If the project anticipates challenges meeting any targets for the current fiscal year, please provide the background context and any plans for addressing these challenges or anticipated adaptations.
 - Include key contextual updates that currently impact the project or any anticipated issues that could affect progress toward project targets (i.e., COVID-19 restrictions, conflict, security issues, government elections, inflation, climate related shocks/stressors, etc.)

- Highlight any lessons learned around project adaptations, contingency planning, or mitigation measures to prevent, respond to, and/or remain resilient when facing future challenges.
- Share challenges related to graduating the school feeding program to the host-country government (e.g., updates on development/implementation of a school feeding policy/law/strategy, budget allocated towards school feeding programs, number of graduated schools, coverage under government funded school feeding program, etc.).
- Please provide the following updates related to commodities:
 - Information on commodity loss or damage, including the reason for loss/damage, responsibilities of participants involved, volumes, cost in USD, and follow-up actions (disposal, implications for the project, mitigation measures, claims, etc.). If you already notified FAS, please indicate the date.
 - Please describe any issues with commodity balances the beginning or end of the school year during this reporting period, including (1) issues with larger quantities of commodities remaining in storage over school break, or conversely (2) delays in starting school feeding due to late arrival of commodities.
 - Other important updates related to commodities, such as deviations from the expected distribution amount, changes in the number of meal beneficiaries, or issues with commodity expiration, etc.
- **Program Implementation Details (Suggested page length: up to 2 pages, approximately 1,000 words)**
 - Flag any anticipated amendments. Provide the background context, what changes are anticipated, and proposed timing.
 - Highlight examples of how the project collaborated with other USG programming and/or other key actors.

Detailed Guidance – *Supplemental Narrative Report*

- This report is optional and not required as an attachment in FAIS. The content in *Other Details>Additional Comments* section in FAIS is required, even if you submit the supplemental narrative report.
- If included, please limit attached reports to no more than 10 pages, exclusive of photos and captions, charts, etc.
- If included, this report should include the same narrative content from the *Other Details>Additional Comments* section in FAIS. Rather than creating separate qualitative reports, implementers should ensure the content in the supplemental narrative report matches with content in the Other Details section.
- However, in the supplemental narrative attachment (either word or PDF), implementers may format as appropriate (i.e., include photos and captions, infographics, logos, etc.).

Detailed Guidance – *Supplemental Success Stories*

- Success stories are greatly appreciated and should be included as an attachment (1 or 2 paragraphs per success story max, ideally accompanied by a picture and caption providing the name of the photographer, the project, and a description of the project activity and related output or outcome portrayed).
- Please note, success stories are greatly appreciated throughout the year, not only as attachments in the semi-annual performance reports.