

Common Impact Reporting and Evaluation Requirements

The Common Impact Metrics listed in this guideline are intended to promote **consistency and comparability** across grant programs. The majority of these metrics are expected to be applied across all programs to support standardized reporting and outcomes tracking. However, a limited number of metrics are only required when they align with the specific scope and objectives of a grant program.

Section	Metrics
Service Data	Total number of households served (duplicated required, unduplicated preferred)
	Total list of zip codes served OR Total number of households served, grouped by household zip codes (duplicated required, unduplicated preferred)
	Total pounds of food distributed (if applicable)
Referrals	Total number of outgoing referrals made
	Total number of incoming referrals received
Volunteers	Total number of hours contributed by volunteers
Local Sourcing	Percentage of total program funds spent on food purchased directly from a Montgomery County farm or a Washington Metropolitan/DMV region ¹ farm owned by people of color
	Percentage of food purchased from a Washington Metropolitan/DMV region-based retailer, wholesaler, and/or distributors that source from County or Washington Metropolitan/DMV region farms
Financial	Total dollar value of in-kind resources (specify food resources when applicable)
	Percentage of program budget funded with Montgomery County grants or contracts

Service Data: Definition of Duplicated and Unduplicated Counts

A unique or unduplicated household is defined as: a household served at least once throughout the reporting period. For example, the mid-cycle report may indicate 50 unique households served. From mid-cycle to end-cycle, if only 10 additional households received assistance, whether or not the 50 households reported in the

¹ The Washington Metropolitan region or “DMV” is defined in accordance with U.S. Code Title 40, Subtitle II, chapter 83, section 8301, source: Pub. L. 107–217, Aug. 21, 2002, 116 Stat. 1210.
<https://uscode.house.gov/statviewer.htm?volume=116&page=1210>

mid-cycle report return for assistance, the end-cycle report should indicate that 60 unique households received assistance.

Funded Organizations (FO) must distinguish between duplicated and unduplicated counts when recording the number of households served.

- **Unduplicated Count:** The total number of unique households that receive food assistance within a reporting period. Each household is counted only once, no matter how many times they receive assistance. This provides a clear measure of how many distinct households are reached.
- **Duplicated Count:** The total number of household visits or instances of food assistance provided, including repeat visits by the same household. Each time a household receives food, it is counted separately, even if they have received assistance before. This measure helps show the overall demand for services.

For reporting, organizations must ensure they are tracking both unduplicated households (the number of unique families served) and duplicated service instances (the total number of times food is distributed), as both provide valuable insights into program reach and frequency of assistance.

Referrals: Definition of Referral

A referral within the context of the OFSR program is defined as: the formal process of connecting a client to another service provider, program, or agency for support.

Referrals can happen in two ways:

- **Outgoing Referrals:** The Funded Organization (FO) identifies that a client's need for services requires external support from another FO, government agency, or program for application/enrollment/recertification assistance, for food and/or non-nutrition services such as housing, healthcare, etc. Outgoing referrals must entail:
 - Informing the client about the external resource and obtaining consent to share their information for referral;
 - Communication in writing to the external partner to provide background information and contact information for the client (offering a flyer, brochure, or a list of phone numbers without direct connection or further follow-up does not qualify as a referral);
 - Providing the client with relevant contact details for the external partner and information regarding next steps; and
 - Documenting the referral through a tracking system, email confirmation, or referral form.

- **Incoming Referrals:** The FO accepts a client referred by another FO, government agency, or program to provide services. Incoming referrals must include:
 - Acknowledging the referral from the external partner and initiating contact with the client;
 - Offering details around the process for receiving the appropriate support services (such as SNAP application/enrollment assistance), and providing that support; and
 - Recording the referral source and the outcome of the support provided.

A referral is considered valid, and should **only** be included in reported metrics, when there is clear communication between the referring and receiving party, **and results in the client being actively connected to a service.**

Volunteers: Definition of Volunteer Hours

Volunteer hours refer to the total number of hours contributed by individuals who provide **unpaid services** to a Funded Organization (FO) in support of activities funded by Montgomery County.

These hours must be tracked and reported as **the cumulative total of all time contributed by volunteers** during the reporting period. FOs are encouraged to maintain accurate records of all volunteer hours, including the total hours contributed. Volunteer contributions must be comprehensively accounted for and reported as an aggregate total.

Financial: Definition of In-Kind Resources

An in-kind resource refers to a **non-monetary contribution** made to a nonprofit organization, encompassing donated goods, services, or time. These non-monetary donations enable nonprofits to access resources they might otherwise need to purchase, thereby conserving financial assets for other mission-critical activities.

Funded Organizations (FO) **must maintain thorough records of in-kind donations** to ensure transparency and compliance with financial reporting standards. As a recommendation, FOs are encouraged to document the nature of the donation, the method used to determine its fair market value (FMV), and any

restrictions placed on its use by the donor. Proper documentation is crucial for audits and for completing required filings, such as the IRS Form 990.

By adhering to these guidelines, nonprofits can effectively incorporate in-kind resources into their operations, ensuring accurate valuation and alignment with the reporting and evaluation of OFSR programs.

These hours must be tracked and reported as **the cumulative total of all time contributed by volunteers** during the reporting period. FOs are encouraged to maintain accurate records of all volunteer hours, including the total hours contributed. Volunteer contributions must be comprehensively accounted for and reported as an aggregate total.

Section	Metrics	Food As Medicine Program	School-based Food Assistance Program	Community Food Assistance Program	Nutrition Benefits Outreach Program	Resident and Community Gardening Program	Food System Infrastructure Grant Program
Service Data	Total number of households served (duplicated required, unduplicated preferred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total list of zip codes served OR Total number of households served, grouped by household zip codes (duplicated required, unduplicated preferred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Total pounds of food distributed (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Referrals	Total number of outgoing referrals made	<input type="checkbox"/>			<input type="checkbox"/>		
	Total number of incoming referrals received	<input checked="" type="checkbox"/>			<input type="checkbox"/>		
Volunteers	Total number of hours contributed by volunteers			<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local Sourcing	Percentage of total program funds spent on food purchased directly from a Montgomery County farm or a Washington Metropolitan/DMV region ² farm owned by people of color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Percentage of food purchased from a Washington Metropolitan/DMV region-based retailer, wholesaler, and/or distributors that source from County or Washington Metropolitan/DMV region farms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Financial	Total dollar value of in-kind resources (specify food resources when applicable)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Percentage of program budget funded with Montgomery County grants or contracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Legend: Metrics already in use Metrics required in FY25 and beyond

² The Washington Metropolitan region or “DMV” is defined in accordance with U.S. Code Title 40, Subtitle II, chapter 83, section 8301, source: Pub. L. 107–217, Aug. 21, 2002, 116 Stat. 1210. <https://uscode.house.gov/statviewer.htm?volume=116&page=1210>