FY26 Community Food Assistance Grant Program

Performance Reporting Requirements Guideline

The **required reporting metrics** for this program outlined in the table below. Please note that successful applicants will be required to submit **monthly service data reports** (12 total throughout the grant performance period) **and Quarterly Narrative and Financial Reports** (4 total throughout the grant performance period). All reports should be submitted through the OFSR online reporting platform (https://bit.ly/FY26_CFA) following the schedule below. Grantees The required metrics for each Service Data report and Narrative and Financial Report are listed in the table below:

Award Amount	Reporting and Evaluation Requirements
$20,000 or less	Service Data Report number of households receiving food assistance each month: • Total households served (duplicated)

	Financial Reporting
	• Total amount ($) of the grant award spent to date on:
	  ○ Direct Food Purchases
	  ○ Operational costs, including for the recovery of food
	• Provide additional comments on budget variations and the amount spent.
	• Financial Report Narrative summarizing expenditures to date with grant funds and outlining any funding or financial management challenges or opportunities encountered during the reporting period.
	• Financial Uploads: Receipts, proof-of-payment, and/or other relevant proof of program costs incurred should be tracked and may be requested.

	Narrative Feedback • Please describe your experience running this program. Include any unexpected challenges and success stories. • Please describe the actions your organization is taking to (1) ensure cultural proficiency, (2) support underserved community members with your services and (3) apply a racial equity lens to your work. • Please describe any recent changes in community needs or turnout at food distributions. Have you experienced increased requests for food assistance, had to turn people away, or encountered any disruptions that have affected your operations?
$20,000-$49,999	Service Data Report number of households receiving food assistance each month: • Total households served (duplicated) • Total unique (unduplicated) households served. *If unduplicated data is currently not collected, a performance plan outlining the organization's path to collect, track, and report unduplicated data by the end of the grant period is required.* • Total households served by: ○ Home zip code
	Financial Reporting • Total amount ($) of the grant award spent to date on:

	- o Direct Food Purchases - o Operational costs, including for the recovery of food - Provide additional comments on budget variations and the amount spent. - Financial Report Narrative summarizing expenditures to date with grant funds and outlining any funding or financial management challenges or opportunities encountered during the reporting period. - Financial Uploads: Receipts, proof-of-payment, and/or other relevant proof of program costs incurred should be tracked and may be requested.
	Narrative Feedback - Please describe your experience running this program. Include any unexpected challenges and success stories. - Please describe the actions your organization is taking to (1) ensure cultural proficiency, (2) support underserved community members with your services and (3) apply a racial equity lens to your work. - Please describe any recent changes in community needs or turnout at food distributions. Have you experienced increased requests for food assistance, had to turn people away, or encountered any disruptions that have affected your operations?
$50,000-$100,000	**Service Data** Report number of households receiving food assistance each month: - Total households served (duplicated) - Total unique (unduplicated) households served. *If unduplicated data is currently not collected, a performance plan outlining the organization's path to collect, track, and report unduplicated data by the end of the grant period is required*. - Total households served by: - Home zip code - Household size - Report Total estimated amount of food distributed - Family Market - (pounds) - Choice Pantry - (pounds) - Pre-Packaged Box/Bag - (pounds) - Prepared Meals- (total quantity) - Other
	Financial Reporting - Total amount ($) of the grant award spent to date on: - Direct Food Purchases - Operational costs, including for the recovery of food - Provide additional comments on budget variations and the amount spent. - Total value of food that is sourced **directly** from a Montgomery County based farm or a Washington Metropolitan/DMV region farm representing underserved communities - Total value of food purchased from a Washington Metropolitan/DMV-region based **retailer or wholesaler** that sources from County or Washington Metropolitan/DMV region farms. - Financial Report Narrative outlining any funding or financial management challenges or opportunities encountered during the reporting period. - Financial Uploads Required: Receipts, proof-of-payment, and/or other relevant proof of program costs incurred.
	Narrative Feedback

	• Please describe your experience running this program. Include any unexpected challenges and success stories. • Please describe the actions your organization is taking to (1) ensure cultural proficiency, (2) support underserved community members with your services and (3) apply a racial equity lens to your work. • Please describe any recent changes in community needs or turnout at food distributions. Have you experienced increased requests for food assistance, had to turn people away, or encountered any disruptions that have affected your operations?

$100,001+	**Service Data**
	Report number of households receiving food assistance each month:
	• Total households served (duplicated)
	• Total unique (unduplicated) households served. *If unduplicated data is currently not collected, a performance plan outlining the organization's path to collect, track, and report unduplicated data by the end of the grant period is required.*
	• Total households served by:
	  o Home zip code
	  o Household size
	  o Age
	    ☐ With Children (0-18)
	    ☐ With Seniors (60+)
	• Report Total estimated amount of food distributed
	  o Family Market - (pounds)
	  o Choice Pantry - (pounds)
	  o Pre-Packaged Box/Bag - (pounds)
	  o Prepared Meals- (total quantity)
	  o Other

	Financial Reporting
	• Total amount ($) of the grant award spent to date on:
	  o Direct Food Purchases
	  o Operational costs, including for the recovery of food
	• Provide additional comments on budget variations and the amount spent.
	• Total value of food that is sourced **directly** from a Montgomery County based farm or a Washington Metropolitan/DMV region farm representing underserved communities.
	• Total value of food purchased from a Washington Metropolitan/DMV-region based **retailer or wholesaler** that sources from County or Washington Metropolitan/DMV region farms.
	• Financial Report Narrative outlining any funding or financial management challenges or opportunities encountered during the reporting period.
	• Financial Uploads Required: Receipts, proof-of-payment, and/or other relevant proof of program costs incurred.

	Narrative Feedback • Please describe your experience running this program. Include any unexpected challenges and success stories. • Please describe the actions your organization is taking to (1) ensure cultural proficiency, (2) support underserved community members with your services and (3) apply a racial equity lens to your work. • Please describe any recent changes in community needs or turnout at food distributions. Have you experienced increased requests for food assistance, had to

	turn people away, or encountered any disruptions that have affected your operations?

Additional metrics for grantees receiving funds to support food recovery operations:

Food Recovery – Service Data	Direct-to-Resident
	• Total pounds of recovered food distributed directly to Montgomery County residents (if applicable)
	• Total number of households directly receiving recovered food (if applicable)
	
	Food Recovery Runs
	• Total number of successful food recovery runs, with description of each run including:
	   o Name of donor organization/business
	   o Zip code of recovery location (organization/business location)
	   o Total volume of food recovered (pounds)
	   o Type(s) of food recovered (produce, prepared meals, packaged goods, other)
	   o Date of run
	
	Food Recovery Sourcing
	• Percentage of total food recovered that is received from a DMV-based farm, or a locally-owned and operated food retailer, wholesaler, and/or distributor.

Food Recovery – Financial Report	Total dollar value of in-kind resources • Recovered food • Volunteer hours • Borrowed/shared equipment • Other Financial Narrative Narrative feedback on the total amount of the grant award expended to date. Include strategies used to leverage new donor partnerships, details on the use of funds for staffing or other food recovery-focused operational expenses, and any challenges or opportunities encountered in managing the award during the reporting period.

Additional metrics for all grantees:

Additional Metrics for all Grantees	• Distribute a satisfaction survey to participants on a once-annual basis (minimum) and demonstrate in performance reports how they are adapting the scope, scale, and types of services offered to address feedback gathered from participants. • Upload photos and materials that document the type and quantity of food distributed by your food assistance program. These materials may be used in OFSR communications (including website and social media) highlighting the work of grantees.

Reporting Schedule:

Reports are due by the 30th or end of the month following the end of the quarter. For example:
- November, December, and January reports are all due by February 28th.
- February, March, and April reports are all due by May 31st.

Month	Report	Reporting Period	Due Date
November	Service Data Report	11/01/2025 - 11/30/2025	02/28/2026
December	Service Data Report	12/01/2025 - 12/31/2025	02/28/2026
January	Service Data Report	01/01/2026 - 01/31/2026	02/28/2026
	Financial & Narrative Report – Reporting Quarter 1	**11/01/2025 - 01/31/2026**	**02/28/2026**
February	Service Data Report	02/01/2026 - 02/28/2026	05/31/2026
March	Service Data Report	03/01/2026 - 03/31/2026	05/31/2026
April	Service Data Report	04/01/2026 - 04/30/2026	05/31/2026
	Financial & Narrative Report – Reporting Quarter 2	**02/01/2026 - 04/30/2026**	**05/31/2026**
May	Service Data Report	05/01/2026 - 05/31/2026	08/31/2026
June	Service Data Report	06/01/2026 - 06/31/2026	08/31/2026
July	Service Data Report	07/01/2026 - 07/31/2026	08/31/2026
	Financial & Narrative Report – Reporting Quarter 3	**05/01/2026 - 07/31/2026**	**08/31/2026**
August	Service Data Report	08/01/2026 - 08/31/2026	11/30/2026
September	Service Data Report	09/01/2026 - 09/30/2026	11/30/2026
October	Service Data Report	10/01/2026 - 10/31/2026	11/30/2026
	Financial & Narrative Report – Reporting Quarter 4	**08/01/2026 - 10/31/2026**	**11/30/2026**