



Cross International

Delivering Food, Shelter and Hope to the Poorest of the Poor

**United States Agency for International Development
Bureau of Democracy, Conflict and Humanitarian
Assistance
Office of Food for Peace**

Fiscal Year 2010 Annual Results Report Guidance

Awardee Name /Host Country

Cross International/Haiti

Award Number

AID-FFP-G-09-00016

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**Fiscal Year 2010: Annual Results Report Guidance
Attachment I: Completeness Checklist**

Awardees should complete the Annual Results Report (ARR) completeness checklist to ensure all applicable ARR components are included in the submission. If for any reason the awardee is not submitting a particular component as detailed in Section IV, Components, of the ARR guidance the awardee should explain why the component is not applicable to the ARR in the Completeness Checklist.

Awardee and Country or Region:	Cross International, Haiti
Award Agreement Number:	AID-FFP-G-09-00016
Submission Date:	November 1, 2010

Component of ARR		YES	NO	If no, why?
<i>EXAMPLE: Monetization Tables</i>			X	<i>Although food aid commodities for monetization were obligated during the fiscal year on which is being reported, they did not arrive in country until the current fiscal year and will therefore be reported on in the next fiscal year's ARR.</i>
Submission of Appropriate Components to the Development Experience Clearinghouse			X	Not applicable for IFRP
Cover letter Template		X		
Introduction		X		
Success Stories		X		
Lessons Learned		X		
Indicator Performance Tracking Table			X	Not applicable for IFRP
Detailed Implementation Plan			X	Not applicable for IFRP
Standardized Annual Performance Questionnaire			X	Not applicable for IFRP
Tracking Table for Beneficiaries and Resources	Resources Summary Table Tab A.i: DAPs, MYAPs and SYAPs		X	Not applicable for IFRP
	Resources Summary Table Tab A.ii: IFRP	X		

	Beneficiaries by Sector	X		
	Regional Beneficiaries by Sector		X	Not applicable for one-country-only program
Expenditure Report				
Monetization tables	Life of Activity Analysis for Monetization Proceeds		X	Not applicable for IFRP
	Anticipated Monetization Proceeds and Cost Recovery		X	Data on anticipated monetization proceeds and cost recovery is captured in a MYAP proposal or PREP submission.
	Actual Monetization Proceeds and Cost Recovery		X	Not applicable for IFRP
	Anticipated or Actual Monetization Results		X	Not applicable for IFRP
Evaluations: baseline survey, mid-term or final			X	Final evaluation in process – to be done in first quarter of FY11

Introduction

Through the International Food Relief Partnership Program, Cross International (Cross) and its partner, Pwoje Espwa SUD (Espwa) were able, during fiscal year 2010, to successfully provide nourishment to 3,080 people (up from the planned 2,130) throughout southern Haiti. This included both the originally-targeted children at its Les Cayes orphanage and in nearby areas, as well as 756 others – mostly internally displaced victims of the January 12 earthquake.

Initially, Espwa had intended to serve primarily only children attending Espwa schools – both resident orphans and others from surrounding communities, as well as some other related destitute individuals in the community. However, after the earthquake, IFRP approved the request of Cross and Espwa to adjust plans, allowing Espwa to use its Breedlove stock (which arrived in Les Cayes just days before the earthquake) to assist also the disaster's victims, both primary and secondary.

Espwa used approximately twenty-five percent of the received stocks of Vita-Food for this earthquake relief. Beneficiaries included: 1) detainees and prison guards in the Les Cayes prison (see story below for dramatic details of how this helped avert further tragedy); 2) a girls' orphanage that was forced to relocate from Port au Prince; 3) displaced persons living in tents; and 4) host families.

When the Breedlove food was no longer needed for earthquake relief, Espwa was able to successfully launch the full distribution program in all three cities - Camp Perrin, Tiburon, and Les Cayes. The children attending the schools in Les Cayes received prepared meal of Breedlove per day, and quickly named the food "sweet rice" for its sweet flavor. An initial challenge in the distribution in Les Cayes was the lack of bowls, spoons, and cooking supplies. This was quickly resolved, and the distribution was effective.

Because there are no cooking facilities in either Camp Perrin or Tiburon, children there were not able to receive a prepared meal of Breedlove. Instead, they were given dry rations monthly. This presents a challenge, as it is impossible to monitor when the food is being prepared and consumed, and who is consuming the food.

Breedlove has proven to be popular with its beneficiaries and effective. Espwa hopes to continue its relationship with Cross International and IFRP, providing vitamin enriched meals for many months, if not years, to come.

Success Stories

Through the IFRP project Cross and Espwa have directly and significantly enhanced the nutritional lives of hundreds of families and thousands of children and IDPs. Below are some stories of such.

Note that:

- A bit unconventionally, we have repeated some information previously contained in this report and have written these stories in a journalistic "human interest tone - in the interest of making the stories more easily usable by IFRP with general public audiences;

- We have embedded the corresponding photos here, but have also included photo files with higher resolution.

A Small Miracle Named November

Nathalie cradled the delicate, 8-lb boy in her arms. She sang to him and affectionately wiggled his hands and legs, bringing love and warmth into an otherwise stark hospital room. She had bonded with this child, and she wanted him to grow up with every opportunity possible.

No, this wasn't a mom cuddling her newborn baby in a maternity ward, but rather a Pwoje Espwa (Project Hope) employee comforting a starving 3-year-old boy at the General Hospital in Les Cayes.

Visitors to Espwa—a home for orphaned and vulnerable children supported by Christian relief and development organization Cross International—had expressed concern about children they'd seen at the hospital who seemed neglected. So Nathalie Amyotte, Espwa's accountant, went to investigate; there she found November.

"He was so frail," she says. "He was lying in his little crib and he couldn't move his head. He was bones and skin. I held him and thought, 'Wow, this child is going to die in my arms.'"

It was little November's second stint in the hospital for malnourishment. This time a local politician had called Social Services to report that he was half naked, lying on the ground under the scorching sun, and his father had been telling people his son would be dead by nightfall. So officials came and took November to the hospital, but his parents never came. So Nathalie did—every single day. She brought him extra food and juice, bought him clothes, held him...and loved him.

At first November had to be cradled like a newborn because he couldn't hold up his head. With consistent helpings of Nathalie's love, attention, and food, he soon gained weight and began to talk and demonstrate motor skills. November undoubtedly suffered brain damage from severe malnourishment, so every step to wellness was no small victory.

Nathalie was allowed to take November home to give him personal, round-the-clock care. After two weeks with her, he was walking and singing. Soon after, Nathalie brought him to work with her at Espwa, where he could eat International Food Relief Partnership food provided through Cross International, interact with other children, and continue to grow strong and thrive. Today, November is a happy, healthy child of the Espwa family. According to Father Marc Boisvert, Espwa founder, he's "another small miracle in Southern Haiti."



In May 2010, 3-year-old November was found abandoned and left to die on the ground (left). By June, he'd made a miraculous recovery (right).

(Photos courtesy of Fr. Marc Boisvert of Pwoje Espwa)

IFRP Feeds Neglected Post-Earthquake Prisoners

In Les Cayes, Haiti, more than 400 inmates are detained in a prison built for 75. Crammed into overcrowded cells, they are forced to sleep in shifts and only let out to stretch twice a day for 20 minutes. The cells have buckets for toilets and are engulfed in a nauseating stench from the filth that covers everything. Most inmates have scabies or chronic itching, and some have TB.

Many of the men locked up have committed only minor offenses. What's worse, a mere 10 percent of inmates have actually been convicted of a crime; the rest await trials that will not come any time soon. A lack of judges, transportation, and finances turns "preventative detention" into an indefinite and possibly lifelong sentence.

With support from Christian relief and development organization Cross International, Father Marc Boisvert, founder of Pwoje Espwa (Project Hope), has ministered to these inmates, providing them vocational training, hygiene supplies, medicine, clothing, and spiritual guidance, as well as the services of a legal advocate for those who can't afford one.

Before the 7.0-magnitude earthquake devastated Haiti's capital city and main ports on January 12, inmates were given barely enough food and water to survive. But the disaster brought a sudden halt of food into the prison, and the hungry inmates rioted eight days later. On January 20 Fr. Marc reported:

"Many prisoners escaped but not before turning the place into a war zone. I heard that 15 prisoners were killed by the guards and that all the guards inside were badly beaten. Two-thirds of the prison is destroyed. There are holes in the walls to the exterior and holes in the roof that the prisoners used to escape... The remaining prisoners are all inhumanely shut in four cells. It is deplorable! We will be preparing food for them here and delivering it to them as soon as we can. Don't know how long we can keep this up. Please pray for the prisoners, the guards—and us."

In God's providence, an International Food Relief Partnership shipment had just arrived one week before the earthquake. Fr. Marc used some of it to feed the inmates until the prison's regular food supplies were restored. Initially meals were cooked at Espwa and transported to the prison. Then Espwa's vocational students built iron grills for the prison



kitchen, which had been destroyed in the riot, so meals could once

again be prepared onsite.

IFRP food prepared at Pwoje Espwa was dished into plastic containers and distributed to more than 400 prisoners inhumanely crammed into four cells.

(Left photo taken 1/20/2010; right photo taken 1/25/10; both courtesy Fr. Marc Boisvert of Pwoje Espwa)

Food, Education, and Love Help Heal a Child's Trauma

A security guard was doing his usual rounds late one night at Pwoje Espwa (Project Hope), a home for orphaned and vulnerable children supported by Christian relief and development organization, Cross International. As he walked the grounds outside, he heard the sniffles and sobs of a young child in the distant blackness. He followed the sounds to a frightened young girl hiding in the cornfield.

It's no wonder she was crying. Just three months earlier, 9-year-old Mickerlange St. Louis had lost both her parents in the 7.0-magnituded earthquake of January 12, 2010. Her family had lived in Port-au-Prince at the time—near ground zero of the disaster. She has yet to reveal the horrific details that transpired in the days following the traumatic event that killed more than 220,000 people; but she did relay that her two brothers had gone to live with family in Jacmel, while she came to live with an aunt and uncle in Les Cayes.

If the death of her parents and separation from her siblings weren't traumatic enough, Mickerlange's new caregivers abused her—with a whip. Desperate to escape the abuse, Mickerlange fled on foot until she found cover in the cornfields of Pwoje Espwa. Needless to say, Espwa is her new home and sanctuary.

Mickerlange says she has a better life now and especially enjoys going school, since she had never attended one before. She loves every subject, particularly writing and counting.

With a steady supply of FFP food provided through Cross International, Mickerlange also enjoys daily life without hunger. Having grown up in an impoverished household, followed by the mistreatment of heartless caregivers, this is likely the first time she has experienced eating hearty, nutritional meals three times a day, every single day.

Thanks to God guiding her fleeing footsteps into a particular cornfield, Mickerlange can finally see "hope and a future."



Today Mickerlange St. Louis is smiling. She no longer lives with her abusive aunt and uncle, and she's getting nutritious daily meals thanks to FFP food.

(Photo taken 7/7/2010 by Stephanie Johnson of Cross International)

In addition, we include the following untitled piece, as it was written by Enock Basil, a 20 year old Espwa student journalist:

This article is about Loudia Jean, a victim in the January 12, 2010 earthquake in Haiti. At 4:55 on January 12, Haiti became victim to an earthquake. A young girl named Loudia Jean, 11, was in school at the time. Loudia is from a family of eight children- not all of whom can go to school because their family is poor. On January 12, the two lucky girls who had the chance to go to school were unlucky in the earthquake.

At 4:55 she felt the earth begin to move. All of the students in Loudia's class asked, "What is happening?" There was screaming and crying as the floor shook and the walls trembled. Loudia watched as the floor opened like a mouth and swallowed her teacher. When the movement stopped, Loudia was trapped under a block that landed on her belly. Fellow students freed her, but Loudia's sister was not as lucky. She is still trapped somewhere in the fallen school.

After the dust had settled, the remaining children, and Loudia's mother decided to leave Port au Prince, and travel back to their hometown of Cavaillon. Port au Prince was supposed to be where they found life, but instead they only found death.

In Cavaillon they were able to escape the death, but not the suffering. Even poorer than before, none of the children were able to go to school, and barely ate once a day. "If Espwa hadn't come for me, one more month and I would have died myself."

Now, Loudia is one of hundreds that were saved by Pwoje Espwa after the earthquake. "I think God has sent me a second family in Espwa. Because of Espwa my life has changed. I eat. I go to school. I still miss my family, but here I have family too."

Lessons Learned

Through trial and error, Espwa has positively grown in its understanding of and ability to successfully implement this program. Espwa improved in several areas, including:

- Measuring and weighing the students. At first, this was slightly difficult, and as a result, Espwa staff needed to modify the systems used for this. In time, however, these adjustments proved effective. Among other things, students are now measured in their classrooms, which provide more order and organization to the process. Espwa's nurse and an assistant spent a day in the school passing through each classroom to assess each student;
- Distribution of appropriate food servings. At first it was hard to measure whether or not the students were receiving the appropriate serving of food. Espwa resolved this by

DEFINITIONS AND ACRONYMS

Updated August 2009

Accrual: The estimated cost of goods and/or services or other performance received but not yet paid for. Accruals help provide current information on the financial status of an activity(ies), agreement, or program.

Annual Estimate of Requirements (AER) and Commodity Pipeline spreadsheet (CP): An *Annual Estimate of Requirements* (AER) reflects a food aid program's proposed commodity needs for both direct distribution and monetization over the course of an implementation year. The *Commodity Pipeline* (CP), and corresponding Awardee Summary sheet, details how these food aid commodities, as well as dollar resources, will be programmed over a given implementation period. The AER & CP include a *Food Aid Ration Calculator* tab that disaggregates and justifies a food aid program's direct distribution commodity request.

Annual Results Report (ARR): The *Annual Results Report* is a report required of FFP awardees that details and reports on their activities implemented in the prior fiscal year. For all FFP food aid programs, ARR's are due no later than the first Monday in November. The final fiscal year ARR is due by the first Monday of November following the date of expiration of the food aid program, or within 90 days of date of expiration, whichever comes first.

Bill Emerson Humanitarian Trust (BEHT): A food reserve administered under the authority of the Secretary of Agriculture. This reserve is available to meet emergency humanitarian food needs in developing countries, allowing the United States to respond to unanticipated food crises. Under the 2008 Food for Peace Act, the Administrator of USAID oversees release and use of these funds.

Call-Forward: A request initiated by the field office of an awardee for the delivery of a specified amount of food commodities to a particular delivery point.

Carryover: Food aid commodities or funds unused during a fiscal year that are transferred to the budget or planning levels for the following financial or reporting year.

Development Assistance Program (DAP): The term used to refer to FFP's non-emergency programs. The name was changed to "Multi-Year Assistance Program" (MYAP) when FFP determined that the multi-year programs it funds should be able to incorporate both non-emergency and emergency resources. Guidance for both MYAPs and DAPs are the same.

Direct Distribution Food Aid Commodities: Food aid commodities that are provided directly to beneficiaries as in-kind take home rations or for on-site feeding (versus food aid commodities sold for monetization proceeds).

Expenditure: The sum total of disbursements and accruals in a given time period. Expenditures are estimates of the total cost incurred for a given agreement, activity, or program.

Fiscal Year (FY): The U.S. Government's fiscal year begins October 1 and ends the following September 30.

Implementation Year (IY) (versus Fiscal Year): The implementation year is a 12-month period of time during which a food aid program may operate, in contrast to the U.S. Government's FY schedule. The implementation year begins on the date that the food aid program award becomes effective, as detailed in the award agreement. Given award approval dates and the life of food aid program awards, one implementation year will likely straddle two FYs. For example, a MYAP approved in April 2009 has its first implementation year from April 2009 to March 2010 - and straddles both FY 2009 and FY 2010.

While an implementation year is always a 12-month period of time, food aid activities may not be implemented during that entire time period. For example, for SYAPs approved for less than 12 months of operation, the implementation year would be a 12-month period extending from the effective date of the award, but the food aid program would be implementing activities only during the actual life of the award. Similarly, for award extensions of less than 12 months, the implementation year would be a 12-month period extending from the extension's start date, but the food aid program would be implementing activities only during the remaining life of the award.

Indirect Costs: Indirect costs are the expenses an organization incurs in doing business that are not readily identified with a particular project, but are necessary for the general operation of the organization and the conduct of activities it performs. An example would be the salary of an organization's president. A Negotiated Indirect Cost Rate Agreement (NICRA) is the U.S. Government's negotiated indirect cost rate with individual awardees.

Internally Displaced Person (IDP) (versus refugee): According to the USAID Assistance to Internally Displaced Persons Policy (available online at <http://www.usaid.gov/policy/ads/200/200mbc.pdf>), IDPs are persons involuntarily uprooted within their country of origin due to a specific crisis or shock. IDPs are distinguished from refugees, who have crossed an international border.

ITSH: Internal Transport, Storage, and Handling. ITSH funding is available to eligible organizations for in-country costs directly associated with the movement of Title II food aid commodities to storage and distribution sites, storage of the food aid commodities, and distribution of the food aid commodities in all emergency programs and in non-emergency programs in least developed countries (LDCs) that meet the poverty and other eligibility criteria established by the International Bank for Reconstruction and Development for financing the International Development Association. Visit http://www.usaid.gov/our_work/humanitarian_assistance/ffp/ffpib.08.03.doc for additional information.

LOA: Life of award.

Metric ton(s) (MT): The standard unit of measurement for Title II commodities. One metric ton equals 1,000 kilograms.

Monetization (MTZ) and Monetization Proceeds: The sale of food aid commodities to obtain foreign currency for use in MYAPs. Awardees monetize U.S. Government-donated food aid commodities to generate cash resources (proceeds) to cover expenses associated with implementing MYAPs. Monetization sales can be conducted by direct negotiation with wholesalers, mid-level merchants, or government parastatals. Sales can also be carried out through auction mechanisms.

Multi-Year Assistance Program (MYAP): A Title II program that is approved to operate for more than one year (usually three to five years in duration). MYAPs can be funded with a combination of Title II emergency and non-emergency resources, or only non-emergency resources over the life of the award. MYAP resources focus on a select number of priority countries identified by FFP each year for which potential applicants may submit proposals, usually in January of each year.

Negotiated Indirect Cost Agreement (NICRA): See indirect costs.

PEPFAR: The United States President's Emergency Plan for AIDS Relief. See www.pepfar.gov for additional information.

Pipeline and Resource Estimate Proposal (PREP): Required annually of all DAP and MYAP awardees, the PREP submission describes an awardee's food aid resource needs and activities for a food aid program over the course of the upcoming implementation year, even if additional resources will not be requested. PREPs are submitted between August and November, on a date negotiated between the awardee, FFP/Washington (FFP/W) and the FFP/Mission and/or Regional Office, as appropriate (FFP/M/R).

Refugee: See Internally Displaced Person (IDP) above for definition and differences between the two groups.

Single-Year Assistance Program (SYAP): A Title II program that is approved to operate for up to one year and funded (in most cases) with Title II emergency resources. On a case-by-case basis, SYAPs may be extended beyond the initial, approved life of award. SYAP proposals are unsolicited, in order to facilitate a rapid response to emergency situations.

FFP Funding Sources (Emergency / Non-emergency Resources):

Emergency Resources (ER): Title II resources used to fund emergencies and disaster mitigation-type activities. SYAP activities are generally funded with emergency resources. Emergency resources may be used in a MYAP for expanded safety net and asset protection activities that target populations suffering from transitory food insecurity during a shock or transition from an emergency situation; as well as to fund mitigation and early warning activities.

Non-emergency Resources (NER): Non-emergency resources are used in MYAPs for activities that target chronically food insecure populations. These activities include long-term safety nets and interventions to enhance human capacities, livelihood capabilities, and community resiliency and capacity. Activities may also include MYAP early warning and mitigation activities.

Technical Sectors:

Sustainable Agricultural Production/Natural Resources Management (Ag/NRM): Objectives include reducing risks during the agricultural production cycle, increasing agricultural productivity, and promoting natural resource management in a socially, economically and environmentally sustainable manner. Includes activities related to production, processing, marketing, distribution, use, and trade of food, feed and fiber produced by a sustainable agriculture system in a manner that is non-degrading to the environment, technically appropriate, economically viable, market-driven, locally replicable, equitable and socially acceptable. Activities promote agriculture technologies that: offset losses of and/or regenerate soil fertility; prevent erosion of topsoil; protect water point quality and quantity; employ a judicious use of affordable purchased inputs; reduce post-harvest storage losses; diversify and/or integrate crops, livestock, agro-forestry, fisheries production systems to enhance resiliency to climatic fluctuations; and rely on market-driven demand to maximize return and predictability of income generation. Food rations are used to build agriculture-related physical and human assets.

Civil Society Strengthening: Objectives include increasing the communities' capacity to influence the factors that affect their food security and strengthening the financial, management and administrative capacity of community and implementing partner organizations. Activities include training and technical assistance to strengthen community based groups' and implementing partner organizations' ability to: conduct food security assessments; plan, organize and implement food security-related activities; advocate for and manage resources; be accountable and responsive to population's concerns; and, become active and influential participants in the decision-making process beginning at the local level.

Education: Objectives include: increasing enrollment, attendance, retention and educational achievement of children, often with an explicit focus on girls. Includes programs aimed at improving early childhood development, primary education, secondary education, and training in literacy, numeracy, and other basic skills for adults and out-of-school youth. Activities include provision of school meals and take-home rations, increasing parent and community involvement in schools, and coordination with government and other donors to ensure that activities to improve the quality of education (e.g., teacher training, curriculum improvement) and the health and nutrition of the children also are taking place in the schools that the food aid recipients are attending. On-site and take home food rations are used to encourage enrollment and attendance.

Emergency Preparedness/Disaster Mitigation: Objectives include improving the ability of communities and other partners to prepare for and mitigate the effects of disasters, including both natural disasters and complex emergencies. Activities include efforts to enhance the capacities of national host-country authorities, humanitarian assistance providers, and local communities to engage in disaster reduction and response activities, including early warning information systems and disaster response plans.

Health & Nutrition: Objectives include: reducing the prevalence of chronic undernutrition among young children; identifying, treating and preventing recurrence of cases of acute undernutrition; preventing, treating and mitigating the impact of chronic diseases such as HIV and TB; and, enhancing the nutritional status of women. Activities include: interventions to improve maternal and child survival, health, nutrition, productivity, growth, and development - - promotion of improved feeding behaviors, such as exclusive breastfeeding and appropriate complementary feeding of infants and young children; and, optimal dietary intake before, during and after pregnancy for women; prevention and treatment of preventable diseases, including diarrhea, malaria, and intestinal parasites; increased micronutrient consumption of women and children; and, improvements in ante, intra and postpartum care, including newborn care. Activities also include interventions to improve treatment, care and support of people living with HIV. Food rations are used to prevent and treat malnutrition while supporting participation in activities that improve overall survival, health and nutrition.

Non-agricultural Income Generation: Objectives include increasing and diversifying non-agricultural sources of income. Activities include: micro-finance and business development services, including provision of information on markets and technical assistance and training to increase capacity to identify and access markets; and vocational and business practices training and apprenticeship programs for youth and adults, including orphans and vulnerable children (OVC). Food rations are used to offset the opportunity costs of program participation and build human assets.

Vulnerable Group Feeding/Social Safety Net: Objectives include saving lives and providing food to low-income and other vulnerable individuals and populations who are unable to meet basic needs for survival and human dignity. Individuals may be unable to meet these needs due to an external shock, such as a natural disaster or war, or due to socioeconomic circumstances, such as age, illness, disability or discrimination. Such individuals are often dependent to some extent upon outside resources to meet their basic food and livelihood needs. Activities include provision of general or supplementary on-site or take home rations through unconditional safety nets, and food support to institutions assisting the destitute, terminally ill or highly vulnerable children and youth.

Water and Sanitation: Objectives include improving water and sanitation infrastructure and practices. Activities include: organizational, technical and financial support for water and sanitation services; promotion of practices that protect water supplies from contamination by improper handling of domestic water supplies, household waste and inadequate sanitation; promotion of improved hygiene practices and behavior change; and, provision of technical assistance and training to enable communities to properly operate and maintain the new/rebuilt facilities. Food rations are used to build water and sanitation-related infrastructure.

Beneficiaries:

Direct Beneficiaries: Direct beneficiaries are those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct beneficiaries, as are those who receive a ration or another type of good. Note: all food ration recipients are beneficiaries, but not all beneficiaries are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct beneficiaries. In a Food for Training (FFT) program, the direct beneficiaries are those trained under the program. In a Food for Work (FFW) or Food for Assets (FFA) program that is implemented as a stand-alone activity (e.g., not as part of a wider set of interventions in the technical sector), direct beneficiaries are those who directly participate in the activity (i.e., receive a ration), not all of those who use or benefit from the infrastructure/asset created (e.g., a road). If a FFW or FFA activity forms part of a set of activities in a technical sector (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct beneficiaries include FFW participants and the farmers receiving the technical assistance (the two groups may overlap).

The number of beneficiaries is always the sum of the number of individuals benefiting directly from the program in each technical sector. In the case of food rations, direct beneficiaries include: (1) the individual recipient in the case of individual rations; and (2) each household member in the case of family rations. For example, if the program provides a family ration, and ration size is based on an assumption that the number of family members per household is 5.2, then the total number of direct beneficiaries is 5.2 individuals per ration provided, not one family (or household).

If the individual (or entire household) benefits from multiple interventions within a technical sector, s/he should only be counted once. If an individual (or entire household) benefits from interventions in multiple technical sectors, s/he should be counted once in each sector from which s/he has received benefits.

Indirect Beneficiaries: Indirect beneficiaries are those who benefit indirectly from the goods and services provided to the direct beneficiaries (as defined above). For example, indirect beneficiaries include: members of the household of a beneficiary farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW a food for work activity; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes.

Reached: Defined as contact with a beneficiary regardless of the number of times or amount of assistance received in a given technical sector.

HIV and Non-HIV within each Technical Sector: Awardees should disaggregate HIV and non-HIV activities within each technical sector. Programs should select the HIV designation when objectives and sector activities directly target people infected or affected by HIV or when HIV-related criteria (such as chronic illness) are among the vulnerability criteria used for program entry. This includes People Living with HIV (PLHIV), including children; clients of Prevention of Mother to Child Transmission (PMTCT) programs; Orphans and Vulnerable Children (OVC); the families and caregivers of PLHIV and OVC; and service providers supported through Title II Food for Training (peer educators, home-based care volunteers, etc.). In the case of HIV prevention messages funded through monetization, awardees should choose the HIV designation for technical sector(s) under which those messages are provided when the HIV prevention messages are part of an activity specifically focused on HIV. If prevention education is part of a broader educational or behavior change curriculum (e.g., in an agriculture, maternal and child health and nutrition, or Food for Education program), the HIV prevention elements would be subsumed within the broader activity and captured under the Non-HIV designation for the technical sector(s).

Note: Orphans are defined as children under the age of 18 years who have lost one or both parents, and vulnerable children are those affected by HIV through the illness of a parent or principal caregiver. If there is a national-level definition of OVC, awardees should use the national definition instead. *Note:* The latest U.S. Government definition of OVC can be found on PEPFAR's website at www.pepfar.gov/guidance/78164.htm.

INSTRUCTIONS

The Tracking Tables for Beneficiaries and Resources allows the Office of Food for Peace (FFP) to analyze and compare an awardee's fiscal and beneficiary data throughout the life of the award. After reading the Definitions tab, awardees should begin by entering data into the Resources Table, followed by the Beneficiaries by SectorTable.

Please read the instructions below to ensure that the form is completed correctly. Food aid commodities, formulas and other data have been provided in advance to ensure accuracy and conformity. Many of the cells are automatically calculated and are protected. These cannot be changed. To change the size of the document on the screen or the size of the drop down lists, go to the toolbar on your screen and select "View" followed by "Zoom" on the drop down menu, and alter the magnification number according to your needs.

For additional questions concerning how to complete the Tracking Tables for Beneficiaries and Resources, please contact AMEX International, FFP's institutional support contractor, at 202-962-0048, or your Agreement Officer's Technical Representative.

Tab A.i.: Resources Table Development Assistance Programs, Multi-Year Assistance Programs and Single-Year Assistance Programs

Complete this sheet prior to the Beneficiaries by Sector table. Awardees should capture ALL costs associated with their programming within this table, assigning them to the applicable technical sector(s). This includes monetization, support funds (section 202(e) funds, ITSH fund, etc.), NICRA/indirect costs, etc.

NOTE: IFRP should skip this tab and move to tab A.ii.

Country, Countries, Regional: Enter the name of the host country or countries covered by the Resources Table. In cases where the food aid program operates in multiple host countries or in a geographical region, please specify those countries/region.

Awardee: Enter the name or acronym of the awardee (implementing organization).

Food Aid Program Category: Enter whether the food aid program is a DAP, MYAP or SYAP.

Submission Date: Enter the date of submission of the document in MM/DD/YYYY format.

Submission Type: Enter the submission type from the drop down list: Original, Revision #1, Revision #2, etc.

Fiscal Year (FY): From the drop down list, enter the fiscal year of implementation for which reporting is being provided.

Funding Source: Select the funding source for food aid commodities (Emergency or Non-Emergency (multi-year development) Funding). Note that a separate submission is required for each funding source. Definitions of the types of activities funded by emergency and non-emergency resources are provided on the Definitions tab of this spreadsheet. Note: MYAPs that utilize emergency resources in addition to non-emergency resources should disaggregate beneficiaries accordingly. The same applies for SYAPs that utilize non-emergency resources in addition to emergency resources.

Technical Sector: Enter the applicable technical sectors (HIV or non-HIV) covered by your food aid program, separating those activities that target HIV beneficiaries. Once complete, enter food aid commodity and dollar resources based on the disaggregation of technical sectors, which will subtotal at the bottom of the table. Definitions for each sector are provided on the Definitions tab of the table, along with instructions for defining HIV beneficiaries within technical sectors.

Food Aid Commodity: Enter the final metric tonnage (MT) totals received by your food aid program.

Monetization Budget: Enter the final monetization budget resource totals received by your food aid program. Write the complete dollar amount.

Section 202(e) funds: Enter the final section 202(e) resource totals received by your food aid program. Write the complete dollar amount.

ITSH funds: Enter the final internal transportation, storage and handling (ITSH) resource totals received by your food aid program. Write the complete dollar amount.

Cost Share: Enter the final awardee cost share resource totals. Write the complete dollar amount.

Other - Specify: Enter any other final resource totals for your food aid program. Write the complete dollar amount and specify the source (mission, private sector, or host government, etc.).

Bill Emerson Humanitarian Trust (BEHT) Resources: Food aid program awardees who received BEHT resources as part of their food aid program should enter those technical sectors and resource expenditures explicitly tied to BEHT. Awardees should follow the same instructions for technical sector, food aid commodities, section 202(e) funds, monetization, ITSH funds, cost share, and other resources described above when entering this data. Any technical sectors or resources not tied to BEHT should not be entered in this section.

HIV Programming: Complete this section as appropriate.

Tab A.ii.: Resources Table International Food Relief Partnership

Complete this sheet prior to the Beneficiaries by Sector table. Awardees should capture ALL costs associated with their programming within this table, assigning them to the applicable technical sector(s).

NOTE: DAPs, MYAPs and SYAPs should skip this tab and move to tab B.

Country, Countries, Regional: Enter the name of the host country or countries covered by the <i>Resources Table</i> . In cases where the food aid program operates in multiple host countries or in a geographical region, please specify those countries/region.
Awardee: Enter the name or acronym of the awardee (implementing organization).
Food Aid Program Category: Enter whether the food aid program is implemented through IFRP or WFP.
Submission Date: Enter the date of submission of the document in MM/DD/YYYY format.
Submission Type: Enter the submission type from the drop down list: Original, Revision #1, Revision #2, etc.
Fiscal Year (FY): From the drop down list, enter the fiscal year of implementation for which reporting is being provided.
Funding Source: Select the funding source for food aid commodities (Emergency or Non-Emergency (multi-year development) Funding). Note that a separate submission is required for each funding source. Definitions of the types of activities funded by emergency and non-emergency resources are provided on the <i>Definitions</i> tab of this spreadsheet. Note: MYAPs that utilize emergency resources in addition to non-emergency resources should disaggregate beneficiaries accordingly. The same applies for SYAPs that utilize non-emergency
Technical Sector: Enter the applicable technical sectors (HIV or non-HIV) covered by your food aid program, separating those activities that target HIV beneficiaries. Once complete, enter food aid commodity and dollar resources based on the disaggregation of technical sectors, which will subtotal at the bottom of the table. Definitions for each sector are provided on the <i>Definitions</i> tab of the table, along with instructions for defining HIV beneficiaries within technical sectors.
Food Aid Commodity: Enter the final metric tonnage (MT) totals received by your food aid program.
Final Cash Resources: Enter any other final resource totals for your food aid program for FY09. Write the complete dollar amount.
Specify: Enter the source (mission, private sector, or host government, etc.) of any other financial resources as specified in the column <i>Final Cash Resources</i> .
HIV Programming: Complete this section as appropriate.

**Tab B. Beneficiaries by Sector Table and
All Food for Peace Awardees**

Food aid programs operating in more than one host country should provide an aggregate total on the Beneficiaries by Sector tab, and then provide totals disaggregated by individual country of operation on the Regional Beneficiaries by Sector tab. The instructions for both tabs are the same.

Country, Countries, Regional: Enter the name of the host country or countries covered by the *Beneficiaries by Sector Table*. In cases where the food aid program operates in multiple host countries or in a geographical region, please specify those countries/region.

Awardee: Enter the name or acronym of the awardee (implementing organization).

Food Aid Program Category: Enter whether the food aid program is a DAP, MYAP, SYAP or IFRP.

Submission Date: Enter the date of submission of the document in MM/DD/YYYY format.

Submission Type: Enter the submission type from the drop down list: Original, Revision #1, Revision #2, etc.

Fiscal Year (FY): From the drop down list, enter the fiscal year of implementation for which reporting is being provided.

Funding Source: Select the funding source for food aid commodities (Emergency or Non-Emergency (multi-year development) Funding). Note that a separate submission is required for each funding source. Definitions of the types of activities funded by emergency and non-emergency resources are provided on the *Definitions* tab of this spreadsheet. Note: MYAPs that utilize emergency resources in addition to non-emergency resources should disaggregate beneficiaries accordingly. The same applies for SYAPs that utilize non-emergency resources in addition to emergency resources.

Results Report Data: (blue columns) For each technical sector chosen, report the number of direct beneficiaries that the food aid program originally planned to reach and the final FY09 total of direct beneficiaries actually reached.

Outyear Estimates: (yellow columns) Provide outyear estimates of beneficiary totals, as applicable. Outyear targets are most applicable for MYAPs. However, SYAPs that continue into FY09 should provide planned direct beneficiary targets for that fiscal year.

Bill Emerson Humanitarian Trust (BEHT) Resources: Food aid program awardees who received BEHT resources as part of their food aid program should enter those technical sectors and reached beneficiaries explicitly tied to BEHT. Any technical sectors or resources or beneficiaries not tied to BEHT should not be entered in this section.

Totals: Do not fill in these cells. This is a formula that will automatically generate emergency and non-emergency resources beneficiary totals. These totals should match those provided in your annual report narratives.

IDPs and Refugee Beneficiary Data: Enter whether your food aid program provides activities directly impacting internally displaced persons (IDPs), refugees or both of these groups; enter the total direct beneficiaries within these groups that the food aid program originally planned to reach and the final FY09 total of direct beneficiaries actually reached. Provide FY10 targets as well, if applicable. Definitions are provided on the *Definitions* tab of the table. Food aid programs operating in more than one host country should provide an aggregate total on the *Beneficiaries by Sector* tab, and then provide totals disaggregated by individual country of operation on the *Regional Beneficiaries by Sector* tab.

Contact Information: Provide the name and contact information of the person primarily responsibility for completing the *Tracking Tables for Beneficiaries and Resources*. This person would serve as the primary contact for future questions on the data provided, where applicable.