



Bureau for Humanitarian Assistance

Annual Reporting Guidance

Emergency Activities, and International Food Relief Partnership (IFRP) Activities

Fiscal Year 2021

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Acronyms

| | |
|-------|--|
| AAMP | Application and Award Management Portal |
| ARPA | American Rescue Plan Act |
| AOR | Agreement Officer's Representative |
| ART | Award Results Tracker |
| BHA | Bureau for Humanitarian Assistance |
| BEHT | Bill Emerson Humanitarian Trust |
| DEC | USAID Development Experience Clearinghouse |
| DDL | USAID Development Data Library |
| ESF | Economic Support Funds |
| FFP | Office of Food for Peace |
| FY | Fiscal year (October 1 – September 30) |
| IDP | Internally Displaced Person |
| IFRP | International Food Relief Partnership |
| LOA | Life of Award |
| OFDA | Office of Foreign Disaster Assistance |
| PRT | Partner Reporting Tool |
| R | Required (indicator or AR component) |
| RiA | Required if Applicable (indicator or AR component) |
| USAID | U.S. Agency for International Development |
| USG | United States Government |

Purpose of This Guidance Document

The purpose of this guidance document is to describe and outline the annual reporting requirements mentioned in [BHA Emergency Application Guidelines](#) and [BHA Technical Guidance for M&E and Reporting](#) for emergency activities, and the [BHA Monitoring Guidance for IFRPs](#) and [BHA RFA for IFRP](#), for IFRPs. This document does not introduce new reporting requirements but provides a quick reference resource for recipients preparing for the annual reporting.

Why Report to BHA

Annual reporting assists BHA with: (1) understanding, assessing, and managing the performance of BHA activities at all levels; (2) meeting statutory requirements and management needs in compliance with the Government Performance and Results Act Modernization Act (GPRAMA) of 2010 and other external policies; and (3) providing information to relevant stakeholders, such as those within U.S. Agency for International Development (USAID), U.S. Congress, Department of State's Office of U.S. Foreign Assistance Resources, and the Office of Management and Budget (OMB). The reporting process also enables BHA to aggregate and synthesize the results and to communicate these results to the public.

Annual Report Applicability

BHA requires annual reporting on awards funded through the [BHA Emergency Application Guidelines](#) and [BHA IFRP Request for Proposals](#). This guidance covers awards implemented by the U.S. and non-U.S. non-governmental organizations (NGOs), private voluntary organizations (PVOs), and private for-profit organizations that received funding from Food for Peace Act (Title II), International Disaster Assistance (IDA), COVID19 IDA Supplemental Funds, and/or BHA COVID-19 American Rescue Plan Act (ARPA) Economic Support Funds (ESF) supplemental accounts. Please note that all awards, including those that are field based in support of vulnerable populations and those that are centered on capacity building, coordination, or other such support must follow this guidance. For the legacy awards funded by the former Office of Food for Peace (FFP) or the former Office of U.S. Foreign Disaster Assistance (OFDA), including the jointly funded awards, the recipients should follow their respective legacy reporting guidance. The annual report (AR) presents progress and results for the entire reporting fiscal year (FY). The recipients must submit an AR for each FY during which activities were implemented. In case of questions on reporting requirements, the recipients must refer to their respective award reporting requirements.

Final vs Annual Report Submission

| | |
|--|--|
| <p>For BHA Awards</p> <p>and</p> <p>Legacy OFDA Awards</p> | <p>The recipients are not required to submit both an Annual Report and a Final Performance Report for the same reporting period in the final fiscal year of an award.</p> <p><u>Awards ending in Q1 (Oct-Dec 2021)</u> – Recipients must submit the FY21 AR by October 30 and submit the final report within 90 days of the award end date.</p> <p><u>Awards ending in Q2 and Q3</u> – Recipients must submit the Final Performance Report instead of the AR. Please note that a final report in ART will ask for FY and LOA numbers for all indicators (see direct data entry section in this document). The Final Report will be due within 90 days of the award end date.</p> <p><u>Awards ending in Q4 (Oct-Dec 2021)</u> – Recipients must submit the Final Report no later than October 30 (the AR due date).</p> |
| <p>For Legacy FFP Awards</p> | <p>BHA AORs can approve recipients to combine the Annual Results Report (ARR) and Final Performance Report. If approved, a recipient should create a <i>Final Report</i> in Abacus Award Results Tracker (ART).</p> <p><u>Awards ending in Q1 (Oct-Dec 2021)</u> – Recipients must submit the FY21 AR by October 30 and submit the final report within 90 days of the award end date.</p> <p><u>Awards ending in Q2 and Q3</u> – Recipients must submit the Final Performance Report instead of the AR. Please note that a final report in ART will ask for FY and LOA numbers for all indicators (see direct data entry section in this document). The Final Report will be due within 90 days of the award end date.</p> <p><u>Awards ending in Q4 (Oct-Dec 2021)</u> – Recipients must submit the Final Report no later than October 30 (the AR due date).</p> |

Key Dates and Resources

1. The AR submission is due on October 30. If October 30 lands on a weekend, the due date would fall on the last business day in October. In FY21, the due date is therefore **October 29**.
2. All BHA and legacy FFP/OFDA award FY21 Annual Reports must be submitted in **Abacus/ART**.
3. Legacy FFP recipients please note that the Partner Reporting Tool (**PRT**) has been **decommissioned**.

Resources

| Resource Name with link | Who to contact at BHA, if needed |
|---|---|
| BHA Partner with Us webpage for all BHA resources | Respective BHA AOR |
| BHA Emergency Application Guidelines | |
| BHA Emergency M&E Technical Guidance | Respective BHA AOR and M&E Advisor |
| Emergency Indicator Handbook | |
| BHA ITT suggested template | |
| Legacy FFP Indicator Handbook III | |
| ART software issues or Questions on ART reference guides | BHA Support bhasupport@usaid.gov |

USAID DEC and DDL Requirements

1. Please submit the AR documents to the DEC within 30 days of AOR approval. Please refer to USAID ADS 540, DEC, and/or the AOR for more information.
2. Unless a recipient obtains a waiver from BHA for a specific award, they must upload all BHA-approved baseline/final evaluation reports and any research reports completed during the reporting FY to the [USAID Development Experience Clearinghouse \(DEC\)](#), even when third-party firms conduct these activities. BHA will approve baseline/evaluation reports when they are submitted as 'Baseline' or 'Evaluation' reports in ART, which is separate from AR.
3. After submitting the baseline/final evaluation reports to the DEC, please provide the link of the uploaded document(s) in ART Baseline or Evaluation reports.
4. Unless a recipient obtains a waiver from BHA for a specific award, they must upload all created or collected machine-readable and non-proprietary format data to the [Development Data Library \(DDL\)](#). This includes datasets produced by the recipient and their sub-recipients/contractors. For BHA emergency awards, this may include, but is not limited to post-distribution monitoring data, food security monitoring survey data, and baseline/endline/evaluation survey data (if relevant) collected during the reporting FY.

ART - Award Results Tracker

Please submit all BHA, legacy FFP, and legacy OFDA reports in the Award Results Tracker (ART). Legacy OFDA recipients have already been using ART, but this is a new system for legacy FFP recipients who reported in the Partner Reporting Tool (PRT) for FY19 and 20. Please note that BHA has discontinued PRT.

*For detailed guidance on ART user interface, please use **ART reference guides** by clicking the ‘help’ button on the top right when logged into BHA ART. The reference guides contain screenshots and step by step information on how to navigate ART.*

FY21 Annual Report Package

A complete AR package will include required and applicable documents for uploading and direct data entry in ART, as listed below. All reporting components are applicable for annual and final reporting.

| | Documents to Upload | Direct Data Entry |
|--------------------|---|--|
| BHA Awards | <p>REQUIRED</p> <ul style="list-style-type: none"> • Narrative Report • ITT <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Baseline, Evaluation, Assessments, and Research Reports (optional for IFRP) <p>Recommended</p> <ul style="list-style-type: none"> • Humanitarian Stories (formerly Success Stories) | <p>REQUIRED</p> <ul style="list-style-type: none"> • Unique Award level beneficiaries • Unique Sector level beneficiaries • Sector/Subsector Indicators • Keyword Indicators <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Modality Actual Tables (only for Final Report) • Evaluation indicators (as a separate report in ART) |
| Legacy OFDA Awards | <p>REQUIRED</p> <ul style="list-style-type: none"> • Narrative Report • ITT <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Baseline, Evaluation, Assessments, and Research Reports <p>Recommended</p> <ul style="list-style-type: none"> • Humanitarian Stories (formerly Success Stories) | <p>REQUIRED</p> <ul style="list-style-type: none"> • Unique Award level beneficiaries • Unique Sector level beneficiaries • Sector/Subsector Indicators • Keyword Indicators <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Evaluation indicators (as a separate report in ART) |
| Legacy FFP | REQUIRED | REQUIRED |

| | Documents to Upload | Direct Data Entry |
|--------------|--|--|
| Awards | <ul style="list-style-type: none"> • Narrative Report • ITT <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Baseline, Evaluation, Assessments, and Research Reports (optional for IFRP) <p>Recommended</p> <ul style="list-style-type: none"> • Humanitarian Stories (formerly Success Stories) | <ul style="list-style-type: none"> • Unique Award level beneficiaries • Legacy FFP Indicators <p>REQUIRED if APPLICABLE</p> <ul style="list-style-type: none"> • Modality Actual Tables (only for Final Report) • Evaluation indicators (as a separate report in ART) |
| Joint Awards | Please refer to the award document for reporting requirements. The joint award recipients are generally required to follow the lead office's reporting requirements. | |

Documents to Upload

BHA has recommended templates for the Indicator Tracking Table and AR Narrative Report. BHA encourages all recipients to submit these documents in the suggested templates for the Annual Report and Final Performance Report. Please use the following links:

- ITT - [BHA Suggested ITT Template](#)
- Narrative Report - [Emergency Report Template](#)

Humanitarian Stories (formerly Success Stories) – As per USAID guidance, humanitarian stories are optional; however, they are valuable in telling the stories of BHA, its implementing partners, and those impacted by BHA assistance. BHA encourages recipients to provide this input for public diplomacy and outreach purposes. Refer to the *Humanitarian Stories - Communicating Program Impacts* guidance in Annex G for further information.

Direct Data Entry

Though ART has a comprehensive set of reference guides, BHA highlights key aspects of the FY21 data entry and report submission process in ART, in the following section.

Baseline Report for BHA Awards

All BHA awards must create baseline reports (if applicable) before submitting annual reports. The baseline report will require a [report document upload](#) and [direct data entry for indicator baseline values](#) in ART. The baseline report is necessary to populate the LOA Target values in annual and final report screens.

Please log into BHA [Application and Award Management Portal \(AAMP\)](#) using the *login.gov* credentials that all recipients have. Please navigate to Awards Results Tracker (ART).

1. Navigate to the ART dashboard
2. Locate your award number
3. Click on the **Create New Report**
4. Select **Program-Emergency** and **Reporting Year == 2021**
5. Select **Baseline Report**
6. Once you have provided data for all components, navigate to the *Review and Finalize* component and submit the report

Report creation and submission process

Please log into BHA [Application and Award Management Portal \(AAMP\)](#) using the *login.gov* credentials that all recipients have. Please navigate to Awards Results Tracker (ART).

1. Navigate to the ART dashboard
2. Locate your award number
3. Click on the **Create New Report**
4. Select **Program-Emergency** and **Reporting Year == 2021**
5. Select **Annual Report or Final Report**
6. You will notice a list of applicable report components on the left side of the screen.
7. Each report component is intuitively named. For example, *Award Beneficiaries* shows a screen that allows recipients to provide award level beneficiary data.
8. Once you have provided data for all components, navigate to the *Review and Finalize* component and submit the report
9. Please refer to the following screenshot to familiarize yourself with the annual reporting user interface.

Note:

- Legacy FFP awards do not need to report on **Sector Level Beneficiaries** and **Keyword Indicators**.
- **Modality and LRIP Tables** are required if applicable, only for the Final Reporting. Legacy OFDA awards are not required to report this data.
- **Beneficiary counts and indicator data**
 - Legacy FFP awards are not required to report the Reporting Period (Semi-Annual) Values. They may provide FY and LOA values.

- Legacy OFDA awards are not required to report the FY Values. They may provide Reporting Period (Semi-Annual) and LOA values.
- For details on reporting period, FY, and LOA values, refer to the *New Reporting Module* on page 9.

Project Name CAR/CE Award Nbr 720FDA20EMGY00001 Report Type Program - Emergency Report Frequency Report

Save Cancel Close Generate Report Back Next Partner with Us * Fields are required

Award Level Beneficiaries Updated by moholmesheoran on Jul-28-2021

| | | | | | | |
|-------------------------------|--------|--------------------------------------|-----|-------------------------------------|----------|--------------------------------|
| LOA Target Value | Total | <input type="text" value="235,006"/> | IDP | <input type="text" value="84,487"/> | Refugees | <input type="text" value="0"/> |
| Reporting Period Value | *Total | <input type="text"/> | IDP | <input type="text"/> | Refugees | <input type="text"/> |
| FY Total Value | *Total | <input type="text"/> | IDP | <input type="text"/> | Refugees | <input type="text"/> |
| LOA Value | *Total | <input type="text"/> | IDP | <input type="text"/> | Refugees | <input type="text"/> |

ⓘ Targeted values are copied from the previously submitted report of Fiscal Year: 2021, Report Type: Program [view](#).
 ⓘ The award total beneficiary count should include only the unique beneficiaries even if some have received more than once while reporting this number.

Comments **B** **I** **U** **S₂** **S²** **S**

New Reporting Module

Please note that all beneficiary and indicator screens in ART have been updated in 2021 to accommodate a new BHA reporting module that asks for three data points:

1. **Reporting Period Value (latest semi-annual value)**, this could also be used for monthly reporting by the COVID supplemental funded awards.
2. **FY Value (unique for the FY)** - FY value refers to the reporting fiscal year implementation data. The recipients must report the unique numbers for the whole FY. This may or may not be the sum of two semi-annual reporting periods.
3. **LOA Value (unique for the LOA)** - LOA value refers to the whole life of award implementation data, through the reporting date. The recipients must report the unique numbers for the LOA. This may or may not be the sum of multiple semi-annual or annual reporting periods. For example, an 18-month award may provide repeat monthly food assistance to 100 households and one time food

assistance to another 100 households, the unique LOA total will be 200 households. On the other hand, if this award provides only one time food assistance to completely new 100 households per month, then the unique LOA total will be 1800 households.

Note

- Legacy FFP awards are not required to report the Reporting Period (Semi-Annual) Values. They may provide FY and LOA values.
- Legacy OFDA awards are not required to report the FY Values. They may provide Reporting Period (Semi-Annual) and LOA values.

Please refer to the following screenshot to familiarize yourself with the annual reporting user interface.

Sub-Sector Indicators Updated by AAMP.MMORSE on Nov-17-2020

Sector Health
Sub-Sector Communicable Diseases
Indicator Case fatality rates for communicable diseases
Indicator Type Outcome
*** Applicable** Yes

Values View ▾ Fullscreen

| Disaggregated by | Disaggregation Type | Applicable | Number | | | Comments |
|-----------------------|------------------------|------------|------------------|--------------------------|------------------|----------|
| | | | LOA Target Value | * Reporting Period Value | * FY Total Value | |
| ▽ Male | Sex | Yes | | 0 | 0 | |
| ▽ >=5 years | Health2-Age | Yes | | 0 | 0 | |
| Acute watery diarrhea | Communicable Diseases2 | Yes | | 0 | 0 | |
| Bloody diarrhea | Communicable Diseases2 | Yes | | 0 | 0 | |
| Other | Communicable Diseases2 | Yes | | 0 | 0 | |
| Malaria | Communicable Diseases2 | Yes | | 0 | 0 | |
| Measles | Communicable Diseases2 | Yes | | 0 | 0 | |
| Meningitis | Communicable Diseases2 | Yes | | 0 | 0 | |
| ▽ <5 years | Health2-Age | Yes | | 0 | 0 | |

FFP indicators in ART

ART will automatically recognize the legacy FFP awards and will show only legacy FFP indicators under the sectoral indicator component. Please **select** relevant indicators at the time of reporting. Please note that BHA has updated the indicator IDs and the legacy FFP indicators are assigned new IDs in ART. Please refer to the following table for reference. Please refer to legacy [FFP Indicator Handbook III](#) for detailed PIRS.

| Legacy FFP Emergency Indicator | Where to find in BHA ART module of AAMP | |
|--------------------------------|---|---|
| L-FFP# | Sector | BHA Indicator# and Instructions |
| E1/EFSP 1 | Food Security (Purpose) | FS04 |
| E2/EFSP 2 | Food Assistance or MPCA | FS01 |
| E3/EFSP 3 | Food Assistance or MPCA | FS02 |
| E4/EFSP 4 | Food Assistance or MPCA | FS03 |
| E5/EFSP 5 | Nutrition | N01 |
| E6/EFSP 6 | Nutrition | N02 |
| E7/EFSP 7 | | Data entry in ART not required; continue to report in narrative and ITT/monitoring table. |
| E8/EFSP 8 | | |
| E9/EFSP 9 | | |

Unique Beneficiaries

For **Award Level Beneficiaries**, please avoid double counting and report only the **unique count** of beneficiaries **for an award**, even if some beneficiaries are receiving multiple sectoral services (e.g., same household receiving WASH kits and food assistance) or repeat services (e.g., monthly food assistance) **within an award**. BHA understands that the total award level beneficiaries may or may not be the sum of sectoral beneficiaries.

For **Sector Level Beneficiaries**, please avoid double counting and report only the **unique count** of beneficiaries benefitting **for each sector**, even if some beneficiaries are receiving repeat or multiple sub-sectoral services under a sector.

It is **acceptable to double count** the same beneficiaries under multiple sectoral beneficiary totals if they are receiving different sectoral services.

Post-Submission Review Process

After a recipient submits their annual report or final report package in the ART, the following process takes place:

1. Once a partner submits report in ART, the relevant BHA AOR will receive a notification.

NOTE: Recipients can recall and edit a report within 30 days of the submission date before it “freezes”. For more than 30 days after submission, the recipients must contact their respective AOR to unfreeze a report. Only the BHA Abacus team can unfreeze.

2. The AOR or a designated Humanitarian Assistance Officer will lead the review process in consultation with relevant BHA advisors.
3. The AOR or a designated Humanitarian Assistance Officer will draft an Issues Letter (IL) and email it to the recipient.

NOTE: Recipients can recall and edit a report within 30 days of the submission date before it freezes, therefore BHA must review and send the IL email to partners within 30 days of report submission. The 30-day recall/editable cycle restarts after every subsequent report submission.

4. The recipient re-submits the report within **a week** of receiving BHA IL.
5. Steps 2-5 repeat until BHA accepts the annual or final report.

Annex A: Humanitarian Stories - Communicating Program Impacts

Why are stories about BHA-funded programs valuable?

Stories about USAID's lifesaving programs help to educate key stakeholders and the public about the impact we have in the lives of people around the world. The stories should describe BHA-supported activities using non-technical language and explain program results and/or their benefits in a way understood by the average person.

What type of stories is BHA expecting?

BHA seeks stories about our programs that go beyond dollar amounts and the specifics of how many metric tons of assistance was delivered. Instead, we encourage partners to focus on the transformative impacts of the program, highlighting personal stories, or sharing new or cutting-edge innovations. The most effective stories focus on the following:

- **People** and how they're **empowered** to help themselves
- **Sustainable change** rather than one-off successes
- Permanent "**leave behinds**" created, such as new infrastructure, skills that have a lasting impact, or reduced need for outside help in the future due to program results

Topics of interest include:

- Addressing climate change
- Mitigating the impact of future disasters
- Empowering women and youth
- Highlighting creative approaches that use technology or other innovations that clearly improve response
- Building the resilience of people, families, and communities
- Demonstrating outcomes and results. We know this is a much more difficult request than simple output information (e.g., number of people trained vs. how that training changed a person's behavior), but to the extent possible, USAID encourages partners to submit stories with this information.

How will my story be used?

Selected stories may be showcased on [BHA's Facebook](#) page, [BHA's Twitter](#) handle, or [BHA's Instagram](#) account. They may also be included on [USAID's website](#), in [BHA annual reports](#) and in other communications products that highlight the work of BHA and its recipients. In addition to uploading these stories to the BHA Awards Results Tracking System (ART), please also feel free to send stories and photos to: BHA.Comms@usaid.gov and copy respective AOR. If you do, please provide Award Number, Award Name, Partner Name, and Country of Implementation in the email.

What does a great success story look like?

Stories should include the following sections (text does not have to be in this order):

1. Title or Heading (approximately 5-10 words including country and/or region of award)
2. 1-2 sentences (approximately 50 words) briefly describing the situation in the country that required BHA assistance.
3. 3-4 sentences (approximately 100-150 words) describing the award being implemented in country.
4. 1-2 sentences (approximately 25-50 words) describing why that activity was the most appropriate response to the situation described.
5. 1-2 sentences (approximately 25-50 words) describing the results and success of the implemented award.

What are some DOs and DON'Ts of writing Success Stories?

DO...

- DO think big picture and include a good explanation of the program that explains, in a conversational tone, how the program is saving lives.
- DO use powerful statistics or facts that illustrate how the BHA-supported activity is making a difference: Example: With support from USAID's Bureau for Humanitarian Assistance, every single household in the community has access to safe drinking water.
- DO include quotes as much as possible because these bring a story to life.
- DO include a beneficiary or person involved in the activity because good characters make a bigger impact than facts. For beneficiaries, include complete information – name, age, village, family information, if available.
- DO include results, after all, that's why we're sharing these stories!
- DO create emotional/personal details that bring viewers into the story.
- DO include photos. Photos should be colorful, depict action, capture people's attention, and feature a main character if that's the story's focus. We love photos with USAID branding.
 - Note: Please provide only a .jpg, .bmp, or .gif file with at least 300 dpi (dots per inch) resolution. The photo caption should include the photographer's name and organization as well as a caption of 25 words or less summarizing what is occurring in the photo, including date, location, and names of person(s) in the photo.
 - For all participants named or photographed, we require informed consent, and defer to the partner organization on their own procedures for obtaining that consent. Partners can also consult with the USAID mission in the country in which they are working to get any country-specific guidance on beneficiary consent.

- DO keep things short. These stories don't need to be long or drawn out. Shorter is better, and we prefer them to be written in a narrative style.

DON'T...

- DON'T use acronyms
- DON'T use technical speak
- DON'T use statistics that present numbers or percentages with no sense of context or scale
- DON'T lead with \$\$ amounts

Last but not least, remember that these stories are a way to tell the world about the great work that USAID and our partners accomplish every day!