Food for Peace Management Information System Users' Guide

Creating a Development Application

Date: 09/18/2017

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Development Application

Purpose:

This guide provides users with step-by-step instructions for creating and submitting development applications in the Food for Peace Management Information System (FFPMIS). Users will learn how to initiate a development application, enter commodity and funding requests, and upload documents.

Please contact the FFPMIS Helpdesk at FFPMIS_Support@devis.com with any questions about submitting a development application in FFPMIS. For questions about application requirements, please refer to the appropriate Request for Applications.

Before Starting:
1. Open FFPMIS using Internet Explorer.
2. Log into FFPMIS as a PIO-PVO user.

Creating a Development Application
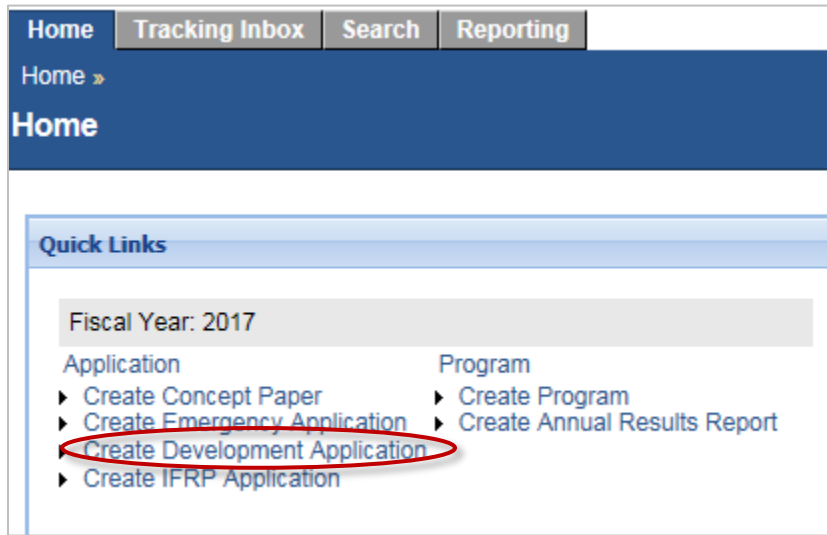
Steps	Section	User Action	Description/Guidance
1.	FFPMIS Welcome page	Click the **Create Development Application** link under the "Application" heading.	

Application

Program Type	Development �korea Ⓡ
Fiscal Year	2017 Ⓡ
Award Type	Single Country Ⓡ
Country / Countries	• Belize Edit Ⓡ
RFA Based	⦿ Yes ◯ No
RFA	
Organization Type	PVO Ⓡ

Steps	Section	User Action	Description/Guidance
2.	Application	Complete the following fields: - **Program Type: (Required)** Select "Development" from the drop-down menu. - **Fiscal Year: (Required)** Select the FY from the drop-down menu. - **Award Type: (Required)** Select "Single Country" from the drop-down menu. - **Country / Countries: (Required)** Click "Add," and check the box next to the desired country. - **RFA Based:** Select "Yes" if this application is in response to a specific RFA. - **RFA:** Select the appropriate RFA from the drop-down menu. - **Organization Type: (Required)** Select whether your organization is a PIO or PVO.	Required fields are marked with an "R" in a red circle. (Ⓡ). If this symbol appears next to the field, users must enter data into that field. Be sure to select the FY in which you are submitting the application. Selecting "Yes" for "RFA based" generates the RFA drop-down menu. If you select "PIO" for the organization type, the **Operation** drop-down menu will appear.

Steps	Section	User Action	Description/Guidance
3.	Application	Complete the following fields: - **Organization: (Required)** Select your organization's name from the drop-down menu. - **Private Award:** Select "No." - **Program Name: (Required)** Enter the program name. - **US In-Kind Title II Costs:** Enter the total amount of funding you are requesting for TII in-kind activities for the life of the award. - **Project Funds:** Enter the total amount of Enhanced 202(e) and Community Development Funds (CDF) you are requesting for the life of the award.	Required fields are marked with an "R" in a red circle. (🅡) If this symbol appears next to the field, users must enter data into that field. The system will automatically generate the **Program Short Name** after you click the **Save** button. The system will automatically calculate the **Life of Award Request** after you click the **Save** button.

Steps	Section	User Action	Description/Guidance
4.	Application	Complete the following fields: - **Program Begin Date: (Required)** Select the program start date. - **Program End Date: (Required)** Select the program end date. - **Description:** Enter a brief description of the project. - **Submissions:** This field will default with "Draft" selected; this should not be changed until the Concept Paper is ready to be submitted for approval.	Required fields are marked with an "R" in a red circle. (ⓡ). If this symbol appears next to the field, users must enter data into that field. You must first save the development application as a draft. At this stage, the system will not allow you to select "Submit" and click the **Save** button.

TEC Review Status:
TEC Status
Title II Approval Status
EFSP Approval Status

Application Award Status:
Status
Award Number [?]

Created By
Created Date   03/17/2017 10:43 AM
Updated By
Updated Date

Save   Spell Check

Steps	Section	User Action	Description/Guidance
5.	Application	Click the **Save** button when finished.	After clicking **Save**, additional tabs will appear. For applications requesting traditional Title II commodities, click the **Ration Calculator** tab and continue to the next page of this document. For applications requesting funding for cash and market-based activities only, click the **Project Funds** tab and continue to page 27 of this document.

Ration Calculator Tab

Steps	Section	User Action	Description/Guidance
6.	Ration Calculator Listing	Click the **New** button located on the left side of the screen on the toolbar.	

Steps	Section	User Action	Description/Guidance
7.	Ration Calculator	Complete the following field: - **Fiscal Year: (Required)** Select the appropriate FY from the drop-down menu.	Required fields are marked with an "R" in a red circle. (®) If this symbol appears next to the field, users must enter data into that field.
8.	Ration Calculator	Click the **Save** button when finished.	After clicking **Save**, an additional tab will appear.

Ration Calculator (RAC) Program Area and Elements Tab

Steps	Section	User Action	Description/Guidance
9.	Ration Calculator	Click the **RAC Program Area and Elements** tab.	

Steps	Section	User Action	Description/Guidance
10.	RAC Program Area and Elements Listing	Click the **New** button found on the far left of the screen on the toolbar.	

RAC Program Area and Elements

| Ration Calculator | RAC Program Area and Elements |

Program Area and Elements   Water Supply & Sanitation   ☑ **ⓡ**

Number of Recipients   2500

Save   **Spell Check**

Steps	Section	User Action	Description/Guidance
11.	RAC Program Area and Elements	Complete the following fields. - **Program Area and Elements: (Required)** Select the appropriate program area or element from the drop-down menu. - **Number of Recipients:** Enter the number of recipients for this program element.	Required fields are marked with an "R" in a red circle. (ⓡ) If this symbol appears next to the field, user must enter data into that field. If the number of recipients for a program area or element varies by commodity, there needs to be separate entries for each program area or element, commodity, and recipient number combination.
12.	RAC Program Area and Elements	Click the **Save** button when finished.	

Steps	Section	User Action	Description/Guidance
13.	RAC Program Area and Elements	**Activity Food Aid Rations** table: This table allows users to enter the commodity and ration information corresponding to the selected program are or element. - To add a commodity, click the **Add New** button on the table.	

RAC Program Area and Elements

RAC Program Area and Elements

Program Area and Elements — Water Supply & Sanitation
Number of Recipients — 2,500

Activity Food Aid Rations

Add New | Delete

Commodity	Activity	Food Aid Ration Size Per Recipient Per Day (Gs)	Energy per Food Aid Ration per Recipient per Day (Kcals)	Protein per Food Aid Ration per Recipient perDay (Gs)	Number of Recipients per Food Aid Ration	Number of Ration Days Provided	Total MT	Number of Bags
RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG		500.00	1,825.00	35.00	25	60	75	0
BEANS, BLACK BAG-50 KG								0
Total		500.00	1,825.00	35.00	25	60	75	0

Created By — Brandon Hixson (bhixson)
Created Date — 03/17/2017 10:12 AM
Updated By — Brandon Hixson (bhixson)
Updated Date — 03/17/2017 10:26 AM

Save | Spell Check | Delete

Steps	Section	User Action	Description/Guidance
14.	RAC Program Area and Elements	- **Commodity:** Select the commodity from the drop-down menu. - **Food Aid Ration Size per Recipient per Day (Gs):** Enter the appropriate value. - **Number of Recipients per Food Aid Ration:** Enter the appropriate value. - **Number of Ration Days Provided:** Enter the appropriate value. - **Number of Bags:** Enter the number of bags you are requesting for the relevant bulk commodity.	The system will automatically populate the **Energy per Food Aid Ration per Recipient per Day (Kcals)** and **Protein per Food Aid Ration per Recipient per Day (Gs)** fields after clicking **Save**. Users must enter all commodities they are requesting on the ration calculator – even those being used for monetization only. If the user is monetizing a commodity, users will need to enter zeros in the food aid ration size, number of recipients, and number of ration days fields for that commodity.

RAC Program Area and Elements

RAC Program Area and Elements

Program Area and Elements   Water Supply & Sanitation
Number of Recipients   2,500

Activity Food Aid Rations

Add New   Delete

Commodity	Activity	Food Aid Ration Size Per Recipient Per Day (Gs)	Energy per Food Aid Ration per Recipient per Day (Kcals)	Protein per Food Aid Ration per Recipient perDay (Gs)	Number of Recipients per Food Aid Ration	Number of Ration Days Provided	Total MT	Number of Bags
RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG		500.00	1,825.00	35.00	25	60	75	0
BEANS, BLACK BAG-50 KG		500.00	1,705.00	110.00	25	60	75	0
Total		1,000.00	3,530.00	145.00	50	120	150	0

Created By
Created Date
Updated By
Updated Date

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance
15.	RAC Program Area and Elements	Click the **Save** button when finished.	Repeat steps 13-15 for each commodity you wish to add under this program element. Click the **RAC Program Area and Elements Listing** link in the breadcrumb navigation trail, and repeat steps 9-15 for each program element you wish to add. To add ration calculator information for additional FYs, Click the **Ration Calculator Listing** link in the breadcrumb navigation trail, and repeat steps 6-15 for each additional year.
16.	RAC Program Area and Elements	Click the **Application** link in the breadcrumb navigation trail (not shown).	If you are monetizing commodities and have added all FYs, Click the **AER** tab and continue to the next page. If you are not monetizing commodities, click the **Commodity Pipeline** tab and skip to page 18 of this document.

Annual Estimate of Requirements Tab

Steps	Section	User Action	Description/Guidance
17.	Annual Estimate of Requirements Listing	Select the fiscal year for which you would like to enter data.	FFPMIS will automatically populate the AER with the program area and elements and commodity information entered on the **Ration Calculator** tab.

AER Program Area and Elements Tab

Steps	Section	User Action	Description/Guidance
18.	Annual Estimate of Requirements Listing	Click the **AER Program Area and Elements** tab.	

AER Program Area and Elements Listing

| AER | AER Program Area and Elements |

New   Export (html | word | excel | pdf)

Program Area and Elements	Year Span
Water Supply & Sanitation	

Food for Peace Commodities Annual Estimate of Requirements

Distribution Type	Program Area and Elements	Projected Recipients	BEANS, BLACK BAG-50 KG	RICE, 2/7 LG, W-MLD, PRBL BAG- 50 KG	Program Area and Elements Total MT	Number of Bags
DIRECT DISTRIBUTION						
	Water Supply & Sanitation	2,500	75	75	150	0
Direct Distribution MT Total		2,500	75	75	150	0
MONETIZED						
	Water Supply & Sanitation		0	0		
Monetized MT Total			0	0		
Total MT Operation Reqs		2,500	75	75	150	0

Steps	Section	User Action	Description/Guidance
19.	AER Program Area and Elements Listing	Select the program area or element for which you would like to enter data.	The **AER Program Area and Elements** tab shows a summary of the program element information for the FY you selected.

15

AER Program Area and Elements

AER Program Area and Elements

Program Area and Elements   Water Supply & Sanitation

Year Span   Single Year   ▾   Ⓡ

Status

Monetized Program Area and Elements

Add New   Delete

Commodity	MT Required	Number of Bags
BEANS, BLACK BAG-50...	80	0
RICE, 2/7 LG, W-MLD, P...	60	0
Total	140	0

Created By
Created Date
Updated By
Updated Date

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance

20.	AER Program Area and Elements	Complete the following fields:
		
		- **Year Span: (Required)** Select "Single" from the drop-down menu.
		
		- **Monetized Program Area and Elements** table: This table allows users to enter commodity information corresponding to a specific program element.
		
		   o **MT Required:** Enter the appropriate value for each commodity.
		
		   o **Number of Bags:** Enter the number of bags you are requesting for the relevant bulk commodity.
			Required fields are marked with an "R" in a red circle. (Ⓡ) If this symbol appears next to the field, users must enter data into that field.

AER Program Area and Elements

AER Program Area and Elements

Program Area and Elements   Water Supply & Sanitation
Year Span   Single Year
Status

Monetized Program Area and Elements

Add New Delete

Commodity	MT Required	Number of Bags
BEANS, BLACK BAG-50...	80	0
RICE, 2/7 LG, W-MLD, P...	60	0
Total	140	0

Created By
Created Date
Updated By
Updated Date

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance
21.	AER Program Area and Elements	Click the **Save** button when finished.	Repeat steps 19-21 for each monetized commodity you would like to add for that program element. To add AER commodity information for additional FYs, click the **AER Listing** link in the breadcrumb navigation trail, and repeat steps 17-21 for each additional year.
22.	AER Program Area and Elements	Click the **Application** link from the breadcrumb navigation trail then click the **Commodity Pipeline** tab (not shown).	

Commodity Pipeline Tab

Steps	Section	User Action	Description/Guidance
23.	Commodity Pipeline	Click the **New** button on the left hand side of the screen from the toolbar.	

Steps	Section	User Action	Description/Guidance
24.	Commodity Pipeline	Complete the following fields: - **Fiscal Year: (Required)** Select the FY from the drop-down menu. - **Inland Rate:** Enter the appropriate value.	Required fields are marked with an "R" in a red circle. (🔴) If this symbol appears next to the field, users must enter data into that field.
25.	Commodity Pipeline	Click the **Save** button when finished.	After clicking **Save**, the system will generate the **Commodity Pipeline** table.

Commodity Pipeline				
Month / Activities	'BEANS, BLAC...	'RICE, 2/7 LG, ...	'MT Total'	Amounts
January				
Opening Stocks/ Levels				
Call Forward MT				0
Call Forward Bags				0
Value of Bags - Ocean				0
MT Arrivals (+)				
Loans (In or Out) (+/-)				
Planned Distribution/ Usage (-)				

Steps	Section	User Action	Description/Guidance
26.	Commodity Pipeline	**Commodity Pipeline** table: The commodities will pre-load from the ration calculator. For each month of the year, users will need to enter the following values: - **Call Forward MT:** Enter the appropriate value. - **Call Forward Bags:** Enter the appropriate value. - **Value of Bags – Ocean:** Enter the appropriate value. - **MT Arrivals (+):** Enter the appropriate value. - **Loans (In or Out) (+/-):** Enter the appropriate value. - **Planned Distribution/ Usage (-):** Enter the appropriate value.	If you have carryover commodities, enter the MT amount in the **Opening Stocks / Levels** field in the first month of the commodity pipeline. Click the **Save** button frequently to make sure your work is not lost.

Closing stocks/ (Shortfall)				
Commodity CF $				
Ocean $				
Inland $				
ITSH $				
202(e) $				

Note: Submit the Commodity Pipeline Data to have future months update (fields will still be editable)

Warning: Select a commodity below and click the Delete Commodity button to remove the entire commodity column from this Commodity Pipeline.

Delete Commodity

Steps	Section	User Action	Description/Guidance
27.	Commodity Pipeline	**Commodity Pipeline** table: The commodities will pre-load from the ration calculator. For each month of the year, you need to enter the following values, as appropriate: - **ITSH $:** Enter the amount of ITSH you are requesting in each of the appropriate months. - **202(e) $:** Enter the amount of 202(e) you are requesting in each of the appropriate months.	If you are requesting ITSH and 202(e) funding for multiple months, enter the amount being requested in each month. The **202(e) $** field reflects traditional 202(e) associated with TII commodity activities.

Opening Stocks/ Levels	1000	2500	0	1300	4800	
Call Forward MT	500	40	120		660	642920
Call Forward Bags						0
Value of Bags - Ocean						0
MT Arrivals (+)						
Loans (In or Out) (+/-)						
Planned Distribution/ Usage (-)	250	1000		120	1370	
Closing stocks/ (Shortfall)	750	1500	0	1180	3430	
Commodity CF $						642920
Ocean $						189420
Inland $						66000
ITSH $						
202(e) $						

Steps	Section	User Action	Description/Guidance
28.	Commodity Pipeline	Click the **Save** button when finished (not shown).	Clicking **Save** will update the **Closing stocks/ (Shortfall)**, **Commodity CF $**, **Ocean $**, and **Inland $** fields. To add commodity pipeline information for additional FYs, click the **Commodity Pipeline Listing** link in the breadcrumb navigation trail, and repeat steps 23-28 for each additional year.
29.	Commodity Pipeline	Click the **Application** link in the breadcrumb navigation trail (not shown).	If you are monetizing commodities, click the **CRT** tab and continue to the next page. If you are requesting CDF or enhanced 202(e) funding, click the **Project Funds** tab and skip to page 30 of this document. All other users should click the **Executive Summary** tab and skip to page 36 of this document.

Cost Recovery Table (CRT) Tab

Steps	Section	User Action	Description/Guidance
30.	CRT Listing	Click the **New** button on the left hand side of the screen on the toolbar.	

Steps	Section	User Action	Description/Guidance
31.	CRT	**Fiscal Year: (Required)** Select the FY from the drop-down menu.	
32.	CRT	Click the **Save** button when finished.	After clicking **Save**, the **CRT** table will appear. You will only need to create one table per FY. You will enter all commodity sale information for a FY on the same CRT.

Steps	Section	User Action	Description/Guidance
33.	CRT	Click the **Add New** button to add a new line on the table.	

CRT

CRT

Fiscal Year   2017 ▼ Ⓡ

CRT

Add New   Delete

Expected Sale Date Start	Expected Sale Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange R... at time of sale	Estimated F... cost p/MT	Ocean Freight Estimate p/MT	Inland Fre... estimate p...	Partner/Conso... Monetization f...	Anticipated T... and Duties p...	Total Estima... Cost p/MT	Anticipated sales price ...	Anticipated Monetization Proceeds Generated	Anticipated Cost Recovery
03/02/2017	03/31/2017	BEANS, BLA...	2.00	2.00	1.00	34.00	4.00	3.00	2.00	44.00	23.00	46.00	52.27%
03/02/2017	03/31/2017	RICE, 2/7 L...	2.00	2.00									
		Average		2.00	1.00	34.00	4.00	3.00	2.00	44.00	23.00		52.27%
		Total	2.00		1.00	34.00	4.00	3.00	2.00	44.00	23.00	46.00	

Created By   Brandon Hixson (bhixson)
Created Date   03/17/2017 11:10 AM
Updated By   Brandon Hixson (bhixson)
Updated Date   03/17/2017 11:19 AM

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance
34.	CRT	Complete the following fields: - **Expected Sale Date Start:** Select the appropriate date from the pop-up calendar. - **Expected Sale Date End:** Select the appropriate date from the pop-up calendar. - **Food Aid Commodity:** Select the appropriate commodity. - **Tonnage (MT) for Call Forward:** Enter the appropriate data. - **Exchange Rate at time of sale:** Enter the appropriate data.	Only commodities entered on the ration calculator will appear in the Food Aid Commodity drop-down menu for selection.

CRT

CRT

Fiscal Year   2017 ▼ Ⓡ

CRT

Add New   Delete

Expected Sale Date Start	Expected Sale Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange R... at time of sale	Estimated F... cost p/MT	Ocean Freight Estimate p/MT	Inland Fre... estimate p...	Partner/Conso... Monetization f...	Anticipated T... and Duties p...	Total Estima... Cost p/MT	Anticipated sales price ...	Anticipated Monetization Proceeds Generated	Anticipated Cost Recovery
03/02/2017	03/31/2017	BEANS, BLA...	2.00	2.00	1.00	34.00	4.00	3.00	2.00	44.00	23.00	46.00	52.27%
03/02/2017	03/31/2017	RICE, 2/7 L...	2.00	2.00	1.00	34.00	4.00	3.00	2.00		23.00		
		Average		2.00	1.00	34.00	4.00	3.00	2.00	44.00	23.00		52.27%
		Total	2.00		1.00	34.00	4.00	3.00	2.00	44.00	23.00	46.00	

Created By   n)
Created Date
Updated By   n)
Updated Date

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance
35.	CRT	- **Estimated FAS cost p/MT:** Enter the appropriate data. - **Ocean Freight Estimate p/MT:** Enter the appropriate data. - **Inland Freight Estimate p/MT:** Enter the appropriate data. - **Partner/Consortium Monetization fee p/MT:** Enter the appropriate data. - **Anticipated Taxes and Duties p/MT:** Enter the appropriate data. - **Anticipated sales price p/MT:** Enter the appropriate data.	

Steps	Section	User Action	Description/Guidance
36.	CRT	Click the **Save** button when finished.	After clicking **Save**, FFPMIS will calculate the **Total Estimated Cost p/MT**, **Anticipated Monetization Proceeds Generated**, and **Anticipated Cost Recovery**. Repeat steps 33-36 for each commodity sale you would like to add. To add CRT information for additional FYs, click the **CRT Listing** link in the breadcrumb navigation trail, and repeat steps 30-36 for each additional year.
37.	CRT	Click the **Application** link in the breadcrumb navigation trail then click the **LOA Monetization** tab (not shown).	Click the **LOA Monetization** tab to enter monetization information.

Life of Award (LO20A) Monetization Tab

LOA Monetization Listing

| Application | Ration Calculator | AER | Commodity Pipeline | CRT | **LOA Monetization** | Project Funds |

New   Print

No records found.

Steps	Section	User Action	Description/Guidance
38.	LOA Monetization Listing	Click the **New** button on the left hand side of the screen on the toolbar.	

Steps	Section	User Action	Description/Guidance
39.	LOA Monetization	Complete the following fields: - **Fiscal Year: (Required)** Select the FY from the drop-down menu. - **Start Date: (Required)** Select the appropriate start date. - **End Date: (Required)** Select the appropriate end date. - **Monetization Approved Budget (p/MT):** Enter the appropriate data. - **Monetization Budget Request (p/MT):** Enter the appropriate data. - **Monetization Anticipated Proceeds (p/MT):** Enter the appropriate data. - **Monetization Proceeds Expended (p/MT):** Enter the appropriate data.	You will only need to create one LOA Monetization record per FY.

LOA Monetization

| Application | Ration Calculator | AER | Commodity Pipeline | CRT | **LOA Monetization** |

Fiscal Year 2017 Ⓡ

Start Date 03/02/2017 (mm/dd/yyyy) Ⓡ

End Date 03/31/2017 (mm/dd/yyyy) Ⓡ

Monetization Approved Budget (p/MT) 0.0

Monetization Budget Request (p/MT) 3,000,685.0

Monetization Anticipated Proceeds (p/MT) 2,000,423.0

Monetization Proceeds Expended (p/MT) 0.0

Save | **Spell Check**

Steps	Section	User Action	Description/Guidance
40.	LOA Monetization	Click the **Save** button when finished.	Repeat steps 38-40 to add LOA monetization information for additional FYs. After clicking **Save**, click the **Executive Summary** tab and skip to page 36 of this document.

Project Funds Tab

Steps	Section	User Action	Description/Guidance
41.	Project Funds Listing	Click the **New** button on the left hand side of the screen on the toolbar.	

Steps	Section	User Action	Description/Guidance
42.	Project Funds	Complete the following fields: - **Fiscal Year: (Required)** Select the FY from the drop-down menu.	Required fields are marked with an "R" in a red circle. (**R**) If this symbol appears next to the field, users must enter data into that field.
43.	Project Funds	Click the **Save** button.	After clicking **Save**, the system will generate the **Project Funds Fiscal Year Summary** table.

Steps	Section	User Action	Description/Guidance
44.	Project Funds	Click the **Add New** button to add a new line on the table. Complete the following fields: - **Month**: Enter the month you are requesting to receive funds. - **Country:** Select the appropriate country. - **Total Request Amount:** Enter the total amount being requested for this month, program element, and activity combination. - **Program Area and Elements:** Select the appropriate Program Element. - **Activity**: Select the appropriate Activity	The request number will be auto-generated by the system. The requested number will not be repeated. The **Month**, **Country**, **Program Area and Elements**, and **Activity** all have to be the same in order to have multiple modalities on a single request. For example, if you want to request funding for two modalities and the **Month**, **Country**, and **Program Area and Elements** are the same, but the **Activity** is different, you need to create a separate request for each activity.

Project Funds

Project Funds

Fiscal Year   2017

Project Funds Fiscal Year Summary Table

Add New Delete

Request Number	Month	Country	Total Request Amount	Program Area and Elements	Activity	Fund Type	Modality: Local Procurement	Modality: Regional Procurement	Modality: Cash Transfers	Modality: Vouchers	Modality: General Program Funds	Modality: Admin	Monthly Total
	January	Belize	$1,000.00	Basic Education	School Feeding (Take home ration)	Title II		$500.00					
IDA FY Total													
OCO FY Total													
CDF FY Total													
Title II FY Total													
FY Total													

Steps	Section	User Action	Description/Guidance
45.	Project Funds	- **Modality: Local Procurement:** Enter the appropriate amount. - **Modality: Regional Procurement:** Enter the	You must enter at least one modality for each request.

Project Funds

Project Funds

Fiscal Year 2017

Project Funds Fiscal Year Summary Table

Add New Delete

Request Number	Month	Country	Total Request Amount	Program Area and Elements	Activity	Fund Type	Modality: Local Procurement	Modality: Regional Procurement	Modality: Cash Transfers	Modality: Vouchers	Modality: General Program Funds	Modality: Admin	Monthly Total
1	January	Belize	$1,000.00	Basic Education	School Feeding (Take home ration)	Title II		$500.00					$500.00
2	September	Belize	$1,000.00	Basic Education	Other	Title II		$500.00				$500.00	$1,000.00
IDA FY Total													
OCO FY Total													
CDF FY Total													
Title II FY Total			$2,000.00					$1,000.00				$500.00	$1,500.00
FY Total			$2,000.00					$1,000.00				$500.00	$1,500.00

Steps	Section	User Action	Description/Guidance
46.	Project Funds	- **Modality: Vouchers:** Enter the appropriate amount. - **Modality: General Program Funds:** Enter the appropriate amount. - **Modality: Admin:** Enter the appropriate amount.	If you select **Other** for any of these fields (**Program Area and Elements**, **Activity**, or **Commodity**), you will need to enter a description for "Other" in the **Program Area and Elements, Activity, or Commodity "Other" Table**.
47.	Project Funds	Click the **Save** button (not shown).	Repeat steps 44-47 for each Month, Country, Program Element, and Activity combination you wish to add. After clicking **Save**, the **CDF FY**, **Title II FY**, and **FY** totals will automatically calculate.

Local and Regional Commodity Table

Add New Delete

Request Number	Month	Program Area and Elements	Local or Regional	Country	Region/Sub-Region	Commodity	Country of Purchase	Country of Origin	Commodity MT Amount	Commodity Amount	Ocean Freight	Inland Freight	Transportation, Storage, and Distribution Costs	Total Funding	Price per MT
1	January	Basic Education	Regional												
2	September	Basic Education	Regional												

Steps	Section	User Action	Description/Guidance
48.	Project Funds	Click the **Add New** button to add a new line on the Local and Regional Commodity table. Complete the following fields: - **Country:** Select the appropriate country. - **Region/Sub-Region:** Select the associated region or Sub-region. - **Commodity:** Select the commodity you wish to purchase. - **Country of Purchase:** Select the country where you will purchase the commodity. - **Country of Origin:** Select the country of origin for the commodity. - **Commodity MT Amount:** Enter in the total MT amount of Commodity you wish to purchase.	The **Month, Program Area and Elements, and Local and Regional** values will auto-populate from the Project Funds table, but are editable. For regional or global awards, you must create a separate entry for each country, quarter, and FY in which activities were implemented.

Local and Regional Commodity Table

Add New Delete

Request Number	Month	Program Area and Elements	Local or Regional	Country	Region/Sub-Region	Commodity	Country of Purchase	Country of Origin	Commodity MT Amount	Commodity Amount	Ocean Freight	Inland Freight	Transportation, Storage, and Distribution Costs	Total Funding	Price per MT
1	January	Basic Education	Regional												
2	September	Basic Education	Regional												

Steps	Section	User Action	Description/Guidance
49.	Project Funds	- **Commodity Amount:** Enter the total cost of the Commodity. - **Ocean Freight:** Enter the total cost of Ocean Freight for that Commodity. - **Inland Freight:** Enter the total cost of Inland Freight for that Commodity - **ITSH:** Enter the total cost of ITSH for that Commodity.	

	Program Area and Elements Other Table		Activity Other Table		Commodity Other Table	
	Request Number	Comment	Request Number	Comment	Request Number	Comment
			2	Comment inserted here		

Steps	Section	User Action	Description/Guidance
50.	Project Funds	Complete the following fields: - **Program Area and Elements Other Table:** Enter the program element. - **Activity Other Table:** Enter the activity. - **Commodity Other Table:** Enter the commodity.	The **Program Area and Elements Other Table**, **Activity Other Table,** and **Commodity Other Table** allow users to enter in comments concerning Program Areas and Elements, Activities, and Commodities that were selected into the "Other" category. After clicking **Save**, the Request Number will auto-populate.
51.	Project Funds	Click the **Save** button. After clicking **Save**, click the **Application** link in the breadcrumb navigation trail, and click the **Executive Summary** tab. (not shown)	Repeat steps 44-51 for each FY you wish to add.

Executive Summary Table (EST) Tab

Steps	Section	User Action	Description/Guidance
52.	Executive Summary Table Listing	Click the **New** button on the left hand side of the screen on the toolbar.	

Steps	Section	User Action	Description/Guidance
53.	Executive Summary Table	Complete the following fields: - **Fiscal Year: (Required)** Select the appropriate FY from the drop-down menu. - **Inland Rate:** Enter the appropriate value. - **Month: (Required)** Select the appropriate month. - **ITSH:** Enter the appropriate value, if applicable.	Required fields are marked with an "R" in a red circle. (🔴) If this symbol appears next to the field, users must enter data into that field. These values should only include **ITSH** associated to traditional TII activities. And should not include any **ITSH** values entered on the **Project Funds** tab.

	Ocean Value of Bags	$0.00					

	Commodity (LOA)	Inland (LOA)	Ocean (LOA)	ITSH (LOA)	202(e) Admin (LOA)	202(e) Program (LOA)	202(e) Total (LOA)
Total ($)	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Mission Funds Implementation	$126,550.00		PVO Cost Share Implementation	$100,752.00
Mission Funds (LOA)	$0.00		PVO Cost Share (LOA)	$0.00
Other Funds Implementation	$396,102.00		CDF Implementation	$0.00
Other Funds (LOA)	$0.00		CDF (LOA)	$0.00
Total FFP Cost	$0.00		Total Project Value	$0.00
Total FFP Cost (LOA)	$0.00		Total Project Value (LOA)	$0.00

Steps	Section	User Action	Description/Guidance
54.	Executive Summary Table	- **Ocean Value of Bags:** Enter the appropriate amount. - **Mission Funds Implementation:** Enter the appropriate data. - **PVO Cost Share Implementation:** Enter the appropriate data. - **Other Funds Implementation:** Enter the appropriate data.	The **ITSH (LOA)**, **Mission Funds (LOA)**, **Other Funds (LOA)**, **PVO Cost Share (LOA)**, **Total FFP Cost**, **Total FP Cost (LOA)**, **Total Project Value**, and **Total Project Value (LOA)** will calculate after clicking the **Save** button.

Program Area and Elements

Program Area and Elements	Commodity	DD or Monetized	Total Commodi...	Commodity A...	Program Cash...	Inland ($)	Ocean ($)	Commodities and Freight...
Water Supply & Sanitation	BEANS, BLACK BAG-50 KG	DD	75	56,250.00		6,600.00		62,850.00
Water Supply & Sanitation	RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG	DD	75	37,500.00		6,600.00		44,100.00
Water Supply & Sanitation	BEANS, BLACK BAG-50 KG	MTZ	80	60,000.00		7,040.00		67,040.00
Water Supply & Sanitation	RICE, 2/7 LG, W-MLD, PRBL BAG-50 KG	MTZ	60	30,000.00		5,280.00		35,280.00
Basic Education					1,000.00			
Total			290	183,750.00	1,000.00	25,520.00		209,270.00

Ocean Value of Bags $0.00

	Commodity (LOA)	Inland (LOA)	Ocean (LOA)	ITSH (LOA)	202(e) Admin (LOA)	202(e) Program (LOA)	202(e) Total (LOA)
Total ($)	$183,750.00	$25,520.00	$0.00	$620,500.00	$500.00	$1,000.00	$1,500.00

Mission Funds Implementation	$126,550.00		PVO Cost Share Implementation	$100,752.00
Mission Funds (LOA)	$126,550.00		PVO Cost Share (LOA)	$100,752.00
Other Funds Implementation	$396,102.00		CDF Implementation	$0.00
Other Funds (LOA)	$396,102.00		CDF (LOA)	$0.00
Total FFP Cost	$831,270.00		Total Project Value	$1,454,674.00
Total FFP Cost (LOA)	$831,270.00		Total Project Value (LOA)	$1,454,674.00

Created By
Created Date
Updated By
Updated Date

Save   Spell Check   Delete

Steps	Section	User Action	Description/Guidance
55.	Executive Summary Table	Click the **Save** button when finished.	Clicking save will populate the **Program Area and Elements** table, the **Cost to FFP** field, and the **Program Cost** field. The **Program Area and Elements** table summarizes the information entered on the ration calculator, AER, and Project Funds tab for that FY. To add executive summary information for additional FYs, click the **Executive Summary Table Listing** link in the breadcrumb navigation trail, and repeat steps 52-55 for each additional year.
56.	Executive Summary Table	Click the **Executive Summary Table Listing** link in the breadcrumb navigation trail, and click the **Partner Documents** tab.	

Partner Documents Tab

Steps	Section	User Action	Description/Guidance
57.	Partner Documents Listing	Select a document type to upload.	If a document type has a designation of "Required," users must upload a document for that listing in order to submit the application.

Steps	Section	User Action	Description/Guidance
58.	Partner Documents	Complete the following fields: - **Document Description: Required)** This field will auto-populate with the Document Type selected, leave this field as it is. - **Document Title:** Enter the appropriate information. - **Document Link: (Required)** Click the **Browse** button (not shown) to select and upload a document from your computer. - **Comment:** Add comments as necessary.	Required fields are marked with an "R" in a red circle. ( ) If this symbol appears next to the field, users must enter data into that field.
59.	Partner Documents	Click the **Save** button when finished.	You can add additional documents by returning to the listing page and clicking on the **New** button. Repeat steps 57-59 for each document you wish to include.

Steps	Section	User Action	Description/Guidance
60.	Partner Documents Listing	Click the **Application** link in the breadcrumb navigation trail.	

Application Submission

Steps	Section	User Action	Description/Guidance
61.	Application	Change the **Submissions** field from "Draft" to "Submit."	Please review all information before you click the **Save** button. You cannot make changes after submitting the application.
62.	Application	Click the **Save** button when finished.	After clicking **Save**, the screen will refresh and all information will be read only. You cannot make changes unless FFP rejects the application for revision.

This concludes the data entry procedures for creating and submitting a development application. For more assistance, please contact the FFPMIS Helpdesk at FFPMIS_Support@devis.com.