

Food for Peace Management Information System Users' Guide

<u>Creating a Development</u> <u>Application</u>

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This publication was produced for review by the United States Agency for International Development. It was prepared by Development InfoStructure (Devis).

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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 <u>FFPMIS_Support@devis.com</u> 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

Home	Tracking Inbox	Search	Reporting
Home »			
Home			
Ouick I	links		
Fisc	al Year: 2017		
	ication eate Concept Paper eate Emergency Ap eate Development A eate IFRP Application	plication opplication	Program Create Program Create Annual Results Report

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

Application	
Program Type	Development 🗸 🚱
Fiscal Year	2017 🕑 😮
Award Type	Single Country 🗸 😮
Country / Countries	• Belize <u>Edit</u> &
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.	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.
		- Fiscal Year: (Required) Select the FY from the drop- down menu.	Be sure to select the FY in which you are submitting the application.
		- Award Type: (Required) Select "Single Country" from the drop-down menu.	Selecting "Yes" for "RFA based" generates the RFA drop-down menu.
		- Country / Countries: (Required) Click "Add," and check the box next to the desired country.	If you select "PIO" for the organization type, the Operation drop-down menu will appear.
		- 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.	

Organization	Training PVO 🔹 🔞	
Private Award	Ves No	
Shock Type	Refugees Drought Flood Flood/Drought Refurnees	•
Program Name	Training Action	ß
Program Short Name		
US In-Kind Title II Amount (Life of Award Development)[?]	\$100,000,000.00	
Project Funds (Development)	\$0.00	
Life of Award Request (Development)	\$0.00	

Steps	Section	User Action	Description/Guidance
3.	Application	Complete the following fields:	Required fields are marked with an "R" in a red circle.
		- Organization:	(🚯) If this symbol appears
		(Required) Select your	next to the field, users must
		organization's name from the drop-down menu.	enter data into that field.
		-	The system will
		- Private Award: Select "No."	automatically generate the Program Short Name after you click the Save button.
		- Program Name:	
		(Required) Enter the	The system will
		program name.	automatically calculate the
			Life of Award Request after
		- US In-Kind Title II	you click the Save button.
		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.	

Program Begin Date	03/02/2017 (mm/dd/yyyy) 🚯
Program End Date	03/31/2017 (mm/dd/yyyy) 🙆
Description	Training Project Description
Application Submission Status:	
Submissions	Draft 🔹
Application Number	

Steps	Section	User Action	Description/Guidance
4.	Application	Complete the following fields:	Required fields are marked with an "R" in a red circle. (()). If this
		- Program Begin Date:	symbol appears next to the field,
		(Required) Select the program start date.	users must enter data into that field.
			You must first save the
		- Program End Date:	development application as a draft.
		(Required) Select the	At this stage, the system will not
		program end date.	allow you to select "Submit" and click the Save button.
		- 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	
		submitted for approval.	

TEC Review Status: TEC Status Title II Approval Status EFSP Approval Status	
Application Award Status: Status Award Number [?]	
Created By Created Date Updated By Updated Date	03/17/2017 10:43 AM
	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

Ration Calculator Listing								
Application	Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds	Actuals	Executive
(P) Norr	Evenent / html / warr	d event	and (
No records for	Export (html word und.	al excell	pat)					

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

Ration Calculator Application Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds
Fiscal Year 2017		✓ 8			
Created By					
Created Date					
Updated By					
Updated Date					
Save Sp	ell Chec	k			

Steps	Section	User Action	Description/Guidance
7.	Ration Calculator	Complete the following field:	Required fields are marked with an "R" in a red circle.
		- Fiscal Year: (Required) Select the appropriate FY	(Q) If this symbol appears next to the field, users must
		from the drop-down menu.	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

Ration Calculator	
Ration Calculator RAC Program Ar	rea and Elements
Fiscal Year 2017	
Program Area and Elements Commo	dity MT and Recipient Totals (Yearly)
Food Aid Commodity Type	Grand Total MT Number of Bags
Created By	
Created Date	
Updated By	
Updated Date	
Save Spell Ch	heck Delete

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

Ration Calculator	RAC Program Area and Elements
PNew Ex	<pre>kport (html word excel pdf)</pre>

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

RAC Program Area and	Elements
Ration Calculator RAC Prog	ram Area and Elements
Program Area and Elements Number of Recipients	Water Supply & Sanitation 2500
	Save Spell Check

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

RAC Program Area and Eleme	nts							
RAC Program Area and Elements								
Program Area and Elements Number of Recipients		Water S	Supply & Sanitation	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
Total		0.00	0.00	0.00		0		0 0

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. 	

C Program Area and Elements								
ogram Area and Elements umber of Recipients			Water Supply & S	anitation 2,500	D			
ctivity Food Aid Rations								
Add New Delete								
Commodity	Ac tivity	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 Bag
ICE, 2/7 LG, W-MLD, PRBL BAG-50 KG		500.00	1,825.00	35.00	25	60	75	
EANS, BLACK BAG-50 KG	~							0
otal		500.00	1,825.00	35.00	25	60	75	
eated By			Brandon Hixson ((bhixson)				
reated Date		03/17/2017 10:12 AM						
Updated By			Brandon Hixson (bhixson)					
odated Date			03/17/2017 10:26					

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

AC Program Area and Elements								
Program Area and Elements Number of Recipients		Water S	upply & Sanitation	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 Jpdated By Jpdated Date								

		Description/Guidance
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.
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
F F	Elements RAC Program Area and	Elements RAC Program Area and Click the Application link in the breadcrumb navigation

Annual Estimate of Requirements Tab

Application Ratio	n Calculator AEI	Commodity Pipeline	CRT	LOA Mone	etization	Project Funds	Actuals	Executive	Summary Table
-	ort (html word ex	(cel pdf)							
Fiscal Year						Created B	у		
2017						Brandon H	lixson (bhixso	onPVO)	
Food for Peace Con	Program Area and Elements	stimate of Requirements Projected Recipients	BEANS, BLACK BAG-50 KG	RICE, 2/7 LG, W-MLD, PRBL BAG- 50 KG		a and Elements	Number of Bag	35	
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
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

ER AER Program	n Area and Element					
iscal Year	2017					
Food for Peace Com	modities Annual Es	timate of Requirement	5			
Distribution Type 💌	Program Area and Elements	Projected Recipients		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
18.	Annual Estimate of Requirements Listing	Click the AER Program Area and Elements tab.	

ER Program A	rea and Elemer	nts Listing					
AER Program Area and Elements							
New Expo	rt (html word exc	el pdf)					
Program Area an	d Elements					4	Vear Sp
Water Supply & S	anitation						
Food for Peace Con	nmodities Annual Es	timate of Requirement	its				
Distribution Type	Program Area and Elements	Projected Recipients	BEANS, BLACK BAG-50 KG	DODL DAC	Program Area and Elements Total MT	Number of Bags	
DIRECT DISTRIBUTION							
	Water Supply & Sanitation	2,5	00 75	75	150	0	
Direct Distribution MT Total		2,5	00 75	75	150	0	
MONETIZED							
	Water Supply & Sanitation		0	0			
Monetized MT Total			0	0			
Total MT Operation Reqs		2,5	00 75	75	150	0	

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

AER Program Area and Elements					
AER Program Area and Ele	ments				
Program Area and Elements Year Span Status	Water Supply & Sanitatio	n 🔽 🕄			
Monetized Program Area a	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 Chec	k Delete			

Steps	Section	User Action	Description/Guidance
20.	AER Program	Complete the following fields:	Required fields are marked
	Area and		with an "R" in a red circle.
	Elements	- Year Span: (Required)	(1) If this symbol appears
		Select "Single" from the	next to the field, users must
		drop-down menu.	enter data into that field.
		 Monetized Program Area and Elements table: This table allows users to enter commodity information corresponding to a specific program element. MT Required: Enter the appropriate value 	
		for each commodity.	
		• Number of Bags:	
		Enter the number of	
		bags you are	
		requesting for the	
		relevant bulk	
		commodity.	

AER Program Area and Elements					
AER Program Area and Ele	ments				
Program Area and Elements Year Span Status	Water Supply & Sanitatio	on 🔽 🕄			
Monetized Program Area a	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 Chec	k 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
22		Click the Application link from	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

Commodity Pipeline Listing							
Application	Ration Calculator	AER Commodity Pipeline	CRT LOA Monetization P	roject Funds			
New New	Print						
No records fo	und.						

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

Application Ration Calcu	AER Commodity Pipeline CRT LOA Monetization Project Funds Actuals
Fiscal Year	2017
Program Name	Testing out User Guide for creating a Dev App
FFP Funding Source	
	1.2 Dity Pipeline Data to have future months update (fields will still be editable)
Note: Submit the Commo	
Note: Submit the Commo	
Note: Submit the Commo Created By Created Date	
Inland Rate Note: Submit the Commo Created By Created Date Updated By Updated Date	

Steps	Section	User Action	Description/Guidance
24.	Commodity Pipeline	 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. (()) If this symbol appears next to the field, users must enter data into that field.
		- Inland Rate: Enter the appropriate value.	
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:	If you have carryover commodities, enter the MT amount in the Opening Stocks / Levels field in the first month of the
		 Call Forward MT: Enter the appropriate value. Call Forward Bags: Enter the appropriate value. 	commodity pipeline. Click the Save button frequently to make sure your work is not lost.
		 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.	

			n from this Commodity Pipeline.
Note: Submit the Commodity Pig	ha wadata (falda will atil	ha aditable)	$\wedge \wedge$
202(e) \$			
ITSH \$			
Inland \$			
Ocean \$			
Commodity CF \$			
Closing stocks/ (Shortfall)			

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. 	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.
		- 202(e) \$: Enter the amount of 202(e) you are requesting in each of the appropriate months.	

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

CRT Listing							
Application Ratio	n Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds	Actuals
No records found.	Print						

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

CRT					
Application	Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization
Fiscal Year	2017		✓ 0		
Created By Created Date	2				
Updated By	-				
Updated Date	e				
	Save S	pell Che	ck		

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.

CRT											
CRT											
Fiscal Year			[2017		✓ 🔒					
CRT											
											Add New Jelete
Expected S Date Start	Expected S Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange at time of sale	Estimated F cost p/MT		Partner/Cons Monetization fee		Anticipated sales price p/M	Anticipated Monetization Proceeds Generated	Anticipated Cost Recovery
		Average									
		Total									
Created By								 			
Created Date											
Jpdated By											
Updated Date											
				Save Sp	ell Check	Delete					

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

iscal Year				2017		▼ B							
CRT													
Add New De	lete												
Expected Sale Date Start	Expected Sale Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange R at time of sale				Partner/Conso Monetization f			Anticipated sales price	Anticipated Monetization Proceeds Generated	Anticipated Cost Recover
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 Created Date Jpdated By Jpdated Date				03/17/201 Brandon H	Hixson (bhixsor 7 11:10 AM Hixson (bhixsor 7 11:19 AM								

Steps	Section	User Action	Description/Guidance
34.	CRT	Complete the following fields:	Only commodities entered on the ration calculator will
		- Expected Sale Date Start: Select the appropriate date	appear in the Food Aid Commodity drop-down menu
		from the pop-up calendar.	for selection.
		- 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.	

Fiscal Year				2017		▼ B							
CRT													
Add New De	elete												
Expected Sale Date Start	Expected Sale Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange R at time of sale				Partner/Conso Monetization f			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	52.279
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)							
Jpdated Date Jpdated By Jpdated Date					11	n)							

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.	

RT													
iscal Year				2017		▼ 8							
CRT													
Add New De	lete												
Expected Sale Date Start	Expected Sale Date End	Food Aid Commodity	Tonnage (MT) for Call Forward	Exchange R at time of sale		Ocean Freight Estimate p/MT		Partner/Conso Monetization f			Anticipated sales price	Antic ipated Monetization Proceeds Generated	Anticipated Cost Recover
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	44.00	23.00	46.00	52.27
		Average		2.00	1.00	34.00	4.00	3.00	2.00	44.00	23.00		52.27
		Total	4.00		2.00	68.00	8.00	6.00	4.00	88.00	46.00	92.00	
Created By Created Date Jpdated By Jpdated Date				Save	Spell Chec	k Delete							

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 P	Pipeline CRT LO	A Monetization Project Funds							
New New	🖶 Print										
No records fo	ound.										

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

LOA Mone	tization			
Application	Ration Calculator	AER	Commodity Pipeline	CRT LOA Monetization
Fiscal Year			2017	✓ 3
Start Date			03/02/2017	(mm/dd/yyyy) 🚯
End Date			03/31/2017	(mm/dd/yyyy) 🚯
Monetization	n Approved Budget (p	/MT)		0.0
Monetization	n Budget Request (p/	MT)		3,000,685.0
Monetization	n Anticipated Proceed	is (p/MT)		2,000,423.0
Monetizatior	n Proceeds Expended	l (p/MT)		0.0
			Save Spell C	heck

Steps	Section	User Action	Description/Guidance
39.	LOA Monetization	 Complete the following fields: Fiscal Year: (Required) Select the FY from the drop- down menu. 	You will only need to create one LOA Monetization record per FY.
		- 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.	

Application Ration Calculator AE	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/N	0.0

Steps	Section	User Action	Description/Guidance
40.	LOA	Click the Save button when finished.	Repeat steps 38-40 to add
	Monetization		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

Project Fu	unds Listing										
Application	Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds	Actuals	Executive Summary Table	Partner Documents	Award Documents	Assignments
New No records f	Export (html wor	d exce	l pdf)								
no recordo r	ound.										

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.	

Project Fur	nds				
Application	Ration Calculator AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds Actuals
Fiscal Year	2017	✓ 6			
	Save Spell Chec	k Cancel			

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. (() 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.

Project	oject Funds												
Project F	Project Funds												
Fiscal Ye	Fiscal Year 2017												
Project Add Nev	Project Funds Fiscal Year Summary Table												
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
IDA FY Total													
OCO FY Total													
CDF FY Total													
Title II FY Total													
FY Total													

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:	The request number will be auto-generated by the system. The requested number will not be repeated.
		 Month: Enter the month you are requesting to receive funds. Country: Select the appropriate country. 	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.
		 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 	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.
		- Activity: Select the appropriate Activity	

roject	Funds												
Project F	unds												
Fiscal Ye	ar			2017									
Project	Funds Fise	al Year Sum	mary 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.	You must enter at least one modality for each request.
		- Modality: Regional Procurement: Enter the	

Project I	roject 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: 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.	If you select Other for any of these fields (Program Area and Elements , Activity , or
		- Modality: General Program Funds: Enter the appropriate amount.	Commodity), you will need to enter a description for "Other" in the Program Area and Elements ,
		- Modality: Admin: Enter the appropriate amount.	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		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												

48. Project Funds Click the Add New button to add a new line on the Local and Regional Commodity table. The Month, I Area and Ele Local and Regional Commodity table. Complete the following fields: Complete the following fields: From the Project table, but are - Country: Select the appropriate country. For regional cawards, you na separate ent the associated region or Subregion. - Commodity: Select the commodity you wish to purphase -
 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. Commodity MT Amount: Enter in the total MT amount

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

Executive Summary Table (EST) Tab

Executive Summary Listing										
Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds	Actuals	Executive Summary Table			
Export (html word excel pdf)										
nd.										
	Ration Calculator	Ration Calculator AER	Ration Calculator AER Commodity Pipeline Export (html word excel pdf)	Ration Calculator AER Commodity Pipeline CRT Export (html word excel pdf)	Ration Calculator AER Commodity Pipeline CRT LOA Monetization Export (html word excel pdf)	Ration Calculator AER Commodity Pipeline CRT LOA Monetization Project Funds Export (html word excel pdf)	Ration Calculator AER Commodity Pipeline CRT LOA Monetization Project Funds Actuals Export (html word excel pdf)			

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

Executive Summ	nary Table								
Application Ration	Calculator AER	Commodity Pipeline	CRT	LOA Monetization	Project	Funds	Actuals	Executive Summa	ry Table
Fiscal Year	2017	× 8							
Inland Rate		\$88.00		Mont	h	Septe	ember	\checkmark	R
Direct Distribution (\$))	\$0.00		Direct Distributio	n (MT)			0	
Monetization (\$)		\$0.00		Monetization (M		0			
Total (\$)		\$0.00		Total (MT)				0	
				Total % Monetiz	ation			0.00%	
ITSH		\$620,500.00							

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

0			0	TOUGOD		2024-2 0	000(-) T-I-I (I O I
	modity (LOA)	Inland (LOA)	Ocean (LOA)	ITSH (LOA)		202(e) Program (LOA)	
Total (\$)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mission Funds Implen	nentation	\$126,550.0	0		PVO Cost Share Impl	ementation	\$100,752.0
Mission Funds (LOA)		\$0.00	נ		PVO Cost Share (LO/	A)	\$0.0
Other Funds Impleme	ntation	\$396,102.0	0		CDF Implementation		\$0.00
Other Funds (LOA)		\$0.00	D		CDF (LOA)		\$0.00
Total FFP Cost		\$0.00	D		Total Project Value		\$0.0
Total FFP Cost (LOA)		\$0.00	0		Total Project Value (L	OA)	\$0.0

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

	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		67,040.0
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		209,270.0
Commodity (LOA) otal (\$) \$183,750.00	Inland (LOA) Ocean (LOA) \$25,520.00 \$0.00	ITSH (LOA) \$620,500.00	202(e) Admin (LC \$500	DA) 202(e) Progr	am (LOA) 202(e) Total (LOA) \$1,500.00		
lission Funds Implementation	\$126,550.00		PVO Cost Share			\$100,752.00		
lission Funds (LOA)	\$126,550.00		PVO Cost Share			\$100,752.00		
ther Funds Implementation	\$396,102.00		CDF Implementa	tion		\$0.00		
ther Funds (LOA)	\$396,102.00		CDF (LOA)			\$0.00		
otal FFP Cost	\$831,270.00		Total Project Val	le	S	1,454,674.00		
otal FFP Cost (LOA)	\$831,270.00		Total Project Valu	ue (LOA)	\$	1,454,674.00		
reated By								
reated Date								
Ipdated By								

Steps	Section	User Action	Description/Guidance
55.	Executive	Click the Save button when	Clicking save will populate the
	Summary	finished.	Program Area and Elements
	Table		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
56		Click the Engentine Survey	additional year.
56.	Executive	Click the Executive Summary	
	Summary	Table Listing link in the	
	Table	breadcrumb navigation trail,	
		and click the Partner	
		Documents tab.	

Partner Documents Tab

Application	Ration Calculator	AER	Commodity Pipeline	CRT	LOA Monetization	Project Funds	Actuals	Executive Summary Table	Partner Documents
🎦 New	Print								
Docume	nt Description								Required
Applicatio	on Narrative								Required
Budget									Required
Budget N	larrative								Required
CVs of K	ey Staff								As Require
Central C	Contractor Registration	n and Uni	versal Identifier (DUNS)						Required
Certificat	ions, Assurances, and	d Other St	tatements of Applicant ar	nd/or Re	cipient				As Require
Country I	Мар								Required
Detailed	Implementation Plan I	Non-Eme	rgency						As Require
Gender A	Analysis Plan								Required
General I	Implementation Plan								As Require
Glossary	and List of Acronyms								Required
Host Cou	Intry Agreement (HCA	N)							As Require
Indicator	Performance Tracking	g Table (I	PTT)						Required
Initial Env	vironmental Examinat	ion							Required
Letters of	f Committment								As Require
Letters of	Letters of Support As Required								
Marking a	and Branding Plan								As Require
Motor Ve	hical Procurement Ta	ble							As Require
NICRA									Required
Other Do	cuments								Required
Partner F	OC Information								Required
Past Per	formance								Required
Performa	nce Monitoring Table								As Require
Results F	ramework								Required
	Export								

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.

Partner Documents	
Document Description	Application Narrative
Document Type	Proposal Submission
Required	Required
Document Title	Example
Document Link	Test document for FFP attachment testing.docx (v1.0) 3
	[Update Versions Annotate Lock]
Comment	Example
	· · · · · · · · · · · · · · · · · · ·
Created By	System Auto Generated
Created Date	03/02/2017 01:42 PM
Updated By	Brandon Hixson (bhixsonPVO)
Updated Date	
	Save Spell Check Delete

Steps	Section	User Action	Description/Guidance
58.	Partner Documents	 Complete the following fields: Document Description: Required) This field will autopopulate 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.

artner Documents Listing					USAID - FFP - bhixson (Adm	ninistr
pplication Ration Calculator AER Commodity Pipeline	CRT LOA Monetization Project Funds	Actuals Executive Summary	Table Partner Documents Award Documents Assignment	sents		
					Assignment: Administ	trator
🞦 New 🤤 Print						
Document Description	Required	Document Title	Document Link	Created By	Updated On	
Application Narrative	Required		Test document for FFP attachment testing.docx	System Auto Generated	03/17/2017 01:03 PM	
Branding Strategy and Marking Plan	As Required			System Auto Generated		
Budget Narrative	Required			System Auto Generated		
CVs of Key Staff	As Required			System Auto Generated		
Country Map	Required			System Auto Generated		
Environmental Safeguards Plan	Required			System Auto Generated		
Gender Analysis Plan	Required			System Auto Generated		
Glossary and List of Acronyms	Required			System Auto Generated		
 Host Country Agreement (HCA) 	As Required			System Auto Generated		
Indicator Performance Tracking Table (IPTT)	Required			System Auto Generated		

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

Application Submission

Application Submission Statu	s:
Submissions Sub	mit 🗸
Application Number	
TEC Review Status:	
TEC Status	
Title II Approval Status	
DA Approval Status	
Application Award Status:	
Application Status	
Award Number	
Created By	
Created Date	
Updated By	
Updated Date	
Si	ave Spell Check Delete

Steps	Section	User Action	Description/Guidance
61.	Application	Change the Submissions field	Please review all information
		from "Draft" to "Submit."	before you click the Save
			button. You cannot make
			changes after submitting the
			application.
62.	Application	Click the Save button when	After clicking Save, the
		finished.	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 <u>FFPMIS_Support@devis.com</u>.