

INTRODUCED: January 23, 2023

AN ORDINANCE No. 2023-033

To authorize the Chief Administrative Officer to accept funds in the amount of \$20,000.00 from the Virginia Department of Agriculture and Consumer Services, to amend the Fiscal Year 2022-2023 Special Fund Budget by creating a new special fund for the Department of Economic Development called the RVA Street Foodies Special Fund, and to appropriate the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Economic Development's RVA Street Foodies Special Fund by \$20,000.00, for the purpose of facilitating a grant to RVA Street Foodies LLC for the purchase of food carts to serve fresh fruits and vegetables to underserved communities.

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Patrons – Mayor Stoney, Ms. Lambert, Ms. Jordan and Ms. Robertson

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Approved as to form and legality  
by the City Attorney

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PUBLIC HEARING: FEB 13 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$20,000.00 from the Virginia Department of Agriculture and Consumer Services, for the purpose of facilitating a grant to RVA Street Foodies LLC for the purchase of food carts to serve fresh fruits and vegetables to underserved communities.

AYES: 9 NOES: 0 ABSTAIN:

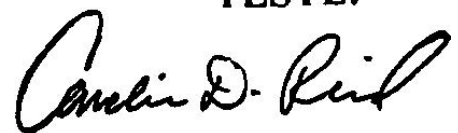
ADOPTED: FEB 13 2023 REJECTED:  STRICKEN:

§ 2. That Ordinance No. 2022-056, adopted May 9, 2022, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Economic Development called the RVA Street Foodies Special Fund, for the purpose of facilitating a grant to RVA Street Foodies LLC for the purchase of food carts to serve fresh fruits and vegetables to underserved communities.

§ 3. That the funds received from the Virginia Department of Agriculture and Consumer Services are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, by increasing estimated revenues by \$20,000.00, increasing the amount appropriated for expenditures by \$20,000.00, and allotting to the Department of Economic Development's RVA Street Foodies Special Fund the sum of \$20,000.00, for the purpose of facilitating a grant to RVA Street Foodies LLC for the purchase of food carts to serve fresh fruits and vegetables to underserved communities.

§ 4. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:  
TESTE:**

A handwritten signature in black ink, appearing to read "Carolin D. Reil". The signature is fluid and cursive, written over the printed name "Carolin D. Reil".

**City Clerk**

O&amp;R Request

2023-029

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# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

### O&R REQUEST

**DATE:** December 12, 2022**EDITION:** 1**TO:** The Honorable Members of City Council**THROUGH:** The Honorable Levar M. Stoney, Mayor

Handwritten signature of Levar M. Stoney.

**THROUGH:** Lincoln Saunders, Chief Administrative Officer

Handwritten signature of Lincoln Saunders.

**THROUGH:** Sabrina Joy-Hogg, Deputy Chief Administrative Officer

Handwritten signature of Sabrina Joy-Hogg.

**THROUGH:** Sheila White, Director of Finance

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**THROUGH:** Jason May, Director of Budget

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**THROUGH:** Sharon Ebert, Deputy Chief Administrative Officer

Handwritten signature of Sharon Ebert.

**FROM:** Leonard L. Sledge, Director, Department of Economic Development

Handwritten signature of Leonard L. Sledge.

**RE:** Acceptance and Appropriation of \$20,000 grant from the Governor's  
Agricultural and Forestry Industries Development Fund**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To accept a \$20,000 grant from the Governor's Agricultural and Forestry Industries Development (AFID) Fund; to amend Fiscal Year 2022-2023 Special Fund Budget (Ord. 2022-056) by creating a new special fund for the Department of Economic Development called "RVA Street Foodies;" to appropriate the \$20,000 grant to the new special fund for the purpose of appropriating the grant funds to the Economic Development Authority of the City of Richmond (EDA); and to authorize the Chief Administrative Officer to sign the Memorandum of Agreement between the City of Richmond and the Virginia Department of Agriculture and Consumer Services, an agency of the Commonwealth of Virginia.

**REASON:** The Commonwealth of Virginia has approved a grant for \$20,000 from the Governor's AFID Fund to assist the expansion of RVA Street Foodies so it may provide SNAP eligible foods, featuring fresh fruits and vegetables, to additional under-served areas of the City. In accordance with the Memorandum of Agreement, the funds will be transferred to the City, which in turn will transfer the funds to the EDA. The EDA will disburse these funds to RVA Street Foodies and provide a \$10,000 matching grant.

**RECOMMENDATION:** The City Administration recommends the approval to accept the \$20,000 AFID Grant, to appropriate such funds to a new special fund and then to the EDA, and to authorize the execution of the Memorandum of Agreement between the City of Richmond and the

**BACKGROUND:** RVA Street Foodies Mobile Market is an Urban Social Enterprise (USE) providing SNAP eligible foods, featuring fresh foods and vegetables, in targeted areas of Richmond using food carts. The organization wishes to expand their operations with additional food carts so it may expand its reach to underserved communities. Agricultural products grown in the Commonwealth will be featured, with 30% or greater from Minority Business Enterprise (MBE) farming operations such as Goldman Farms of Central Virginia (Cullen/Lynchburg) and Thelonious Cook. RVA Street Foodies also will work with minority-owned farmers who engage in sustainable agricultural practices and support family-owned Virginia-based businesses as their primary suppliers.

The Memorandum of Agreement between the Commonwealth of Virginia and the City sets forth the terms and conditions under which the local \$20,000 performance-based cash grant will be disbursed to the Company. To meet the required local match for the AFID Grant, the EDA has offered \$10,000 in cash.

**FISCAL IMPACT / COST:** No cost to the City of Richmond.

**FISCAL IMPLICATIONS:** No implications to the City of Richmond.

**BUDGET AMENDMENT NECESSARY:** A budget amendment to the FY 2022-2023 Special Fund Budget is required to accept and appropriate the AFID Grant of \$20,000 for the current FY23 Budget.

**REQUESTED INTRODUCTION DATE:** January 9, 2023

**CITY COUNCIL PUBLIC HEARING DATE:** January 23, 2023

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Finance and Economic Development Standing Committee

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** The Economic Development Authority of the City of Richmond will administer the \$20,000 AFID Grant.

**AFFECTED AGENCIES:** Department of Economic Development, Department of Budget, and the Department of Finance

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A

**ATTACHMENTS:**

Agriculture and Forestry Industries Development Fund  
Infrastructure Grant Program (AFID) Fund  
Memorandum of Agreement

**STAFF:** Leonard L. Sledge, Director, Department of Economic Development / (804) 646-7576

## **MEMORANDUM OF AGREEMENT**

301-23-014

RVA Street Foodies

This Agreement is hereby entered into this 1<sup>st</sup> day of July, 2022 by **City of Richmond**, hereinafter referred to as Awardee, and the **Virginia Department of Agriculture & Consumer Services**, an agency of the Commonwealth of Virginia, hereinafter referred to as Agency.

**WITNESSETH** that Awardee and Agency, in consideration of the mutual covenants, promises, and agreements contained herein, agree as follows:

### **1. Scope of Services:**

Awardee shall be responsible for developing and delivering those actions and results included in the work plan proposed in its grant application (including any amendments/changes proposed by Agency), which is hereby made a part of this Agreement, except where otherwise noted in the body of this Agreement. The approved work plan is attached as Exhibit A. The Awardee acknowledges and agrees that to the extent necessary, grant funds awarded pursuant to this Agreement will pass through or be subgranted to the Economic Development Authority of the City of Richmond, Virginia in order for the scope to be carried out in accordance with the applicable laws and constitutional requirements of the Commonwealth of Virginia.

### **2. Period of Performance:**

The agreement shall run from July 1, 2022 through June 30, 2024, unless a written request to extend the Agreement is submitted by Awardee and approved by Agency. Agency shall not provide reimbursement for any expenses incurred after June 30, 2024, unless agreed to in writing by Awardee and Agency. The proposed timeline for performance is the fourth quarter of calendar year 2022 through the first quarter of calendar year 2023.

### **3. Reimbursement:**

Agency will provide Awardee a total of up to \$20,000 in reimbursement expenses. Of this amount, 75 percent (\$15,000) will be reimbursed upon receipt of a valid invoice; the Awardee shall use the invoice template, which is attached as Exhibit B. Each invoice from Awardee must include a description as to how the expenditures submitted for reimbursement are related to the approved project work plan. The remaining 25 percent (\$5,000) will be reimbursed upon receipt and approval of the final report and invoice by Agency at the end of the project, unless an alternative reimbursement process is requested in writing by Awardee.

and agreed to by Agency. Payment by Agency will be made within 30 days of approval of the invoice. In addition, as required in the guidelines established for the Governor's Agriculture and Forestry Industries Development Fund Infrastructure Grant program, which are incorporated by reference into this Agreement, Awardee shall repay to Agency all previously reimbursed funds should Agency determine that Awardee failed to substantially complete those actions and results included in the approved work plan attached as Exhibit A.

**4. Budget for Approved Work plan:**

Budget Items	AFID funds	Cash from Locality	In-Kind from Locality	Other Cash	Other In-Kind	TOTAL
Personnel						
Fringe						
Travel						
Supplies/Materials	\$20,000	\$10,000				\$30,000
Contractual						
Other						
<b>Totals</b>	<b>\$20,000</b>	<b>\$10,000</b>				<b>\$30,000</b>

Agency retains the authority to audit the source of all matching funds. The Agency acknowledges and agrees that the matching funds are being provided by the Economic Development Authority of the City of Richmond, Virginia.

**5. Travel:**

All travel reimbursements requested by Awardee must be in accordance with the current Virginia Department of Accounts State Travel Regulations. The current link to these regulations is:

[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics\\_Cardinal/20335-2015-Dec.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics_Cardinal/20335-2015-Dec.pdf)

**6. Audit Requirements:**

The Awardee shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**7. Site Visits:**

Agency and/or its authorized representatives have the right, at all reasonable times, to make site visits to review project accomplishments and management control systems, and to provide such technical assistance as may be required.

**8. Withholding Payment:**

Agency reserves the right, upon written notice to Awardee, to withhold future payments after a specified date if Awardee fails to comply with any of the conditions of this Agreement. Agency also reserves the right, at Agency's discretion, to withhold payment until Awardee submits additional documentation evidencing how the expenditures submitted relate to the approved work plan.

**9. Cancellation of Agreement:**

Agency reserves the right, upon written notice to Awardee, to terminate the Agreement at any time if Agency determines that Awardee failed to comply with any of the conditions of this Agreement. Termination of the Agreement by Awardee may occur, but only upon submittal of a written request for termination by Awardee, and approval of such termination by Agency.

**10. Reporting Requirements:**

Awardee is required to submit an interim report by June 30, 2023. In addition, Awardee is required to submit a final report and budget close-out form no later than August 1, 2024. The templates for these documents are attached as Exhibit C.

**11. Revision of Scope or Objectives:**

Except as modified by this Agreement, awardee must submit a written request for approval by Agency to modify the work plan attached as Exhibit A. Such written request shall include a justification for the work plan change, a description of the revisions proposed, and any budget revisions, if applicable.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed intending to be bound thereby.

**For: City of Richmond**

By: \_\_\_\_\_

(Signature in Ink)

Name.  
Title

\_\_\_\_\_  
(Date Signed)

**For: Virginia Department of  
Agriculture and Consumer Services**

  
(Signature in Ink)

Joseph W. Guthrie, Commissioner

  
(Date Signed)

**Governor's Agriculture and Forestry Industries Development Fund –  
Infrastructure Grant Program  
(AFID Infrastructure Program)  
Grant Application**

**I. Overview**

Project Title: RVA Street Foodies	
Applicant Jurisdiction: City of Richmond	Other localities (for multijurisdictional applications only):
Project Start Date: July 1, 2022	Anticipated End Date: Winter, 2022
Requested Amount: \$20,000	
Primary Contact Information	
Name: George Bolos	
Title: Economic Development Business Services Manager	
Organization: City of Richmond Department of Economic Development	
Telephone: (804) 646-0477	
Email Address: <a href="mailto:George.bolos@rva.gov">George.bolos@rva.gov</a>	
Mailing Address: 1500 East Main Street, Suite 400	
City, State, Zip: Richmond, VA 23219	



## II. Project Description

Please provide a narrative describing your project purpose; the issue to be addressed; and the importance of the project. Clearly identify project goals in this section, including but not limited to, the following:

- Expected impact of the project on affected localities' agriculture and forestry related industries
- Demonstration of the likelihood of success in achieving the promised deliverables
- Demonstration of support from the agricultural community
- Demonstration of sustainable agriculture practices

The City of Richmond Department of Economic Development wishes to support food-based, community-based entrepreneurial development in the City as way to increase economic growth and opportunity. Dr. Malcolm Andress, III of RVA Street Foodies has a proven record of successful social enterprise in the City. Through this project proposal we wish to support his efforts as they align with the goals of the City. Specifically, Objective 17.4 of the City's Comprehensive Plan (Richmond 300) states, ***"Expand access to the local healthy food system, prioritizing residents in low-income areas."***

RVA Street Foodies Mobile Market is an Urban Social Enterprise (USE) Mobile Market Case Study, providing SNAP eligible foods featuring fresh fruits and vegetables in targeted areas of Richmond using food carts. The USE Mobile Market creates employment and entrepreneurship to exceed livable wage standards, a business literacy and vocational training curriculum to educate and launch new social entrepreneurs, a food supply chain to increase access to healthy food options, and a strategic marketing plan that utilizes cultural values to meet social integration standards.

RVA Street Foodies wishes to expand this method of sales and distribution of SNAP eligible foods featuring fresh fruits and vegetables to a larger cross-section of the public. In 2020, RVA Street Foodies rented a commissary for food storage and production to increase the quantity of Virginia farmed goods and, in 2021, developed a partnership with the City of Richmond to launch the RVA Street Foodies Mobile Market on four Richmond Public School lots.

This grant will provide additional carts to expand RVA Street Foodies ability to reach additional communities. Agricultural products grown in the Commonwealth will be featured products offered by RVA Street Foodies. SNAP eligible foods featuring fresh fruits and vegetables will be distributed in underserved communities in targeted areas of the city. These products are grown by Virginia farmers, with 30% or greater from originating MBE farming operations such as Goldman Farms of Central Virginia (Cullen/Lynchburg), Thelonious Cook, Hanover Vegetable Farm, Second Baptist Church of South Richmond Farm, Black Church Food Security Network, and Dr. Marcus Comer of Virginia State University. RVA Street Foodies will also work with minority-owned farm growers who engage in sustainable agricultural practices and support family-owned Virginia-based businesses as their primary suppliers.

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### III. Eligibility

Please briefly describe how your project meets one or more of the following eligible project types:

- Processing facilities that are primarily locally owned, including commercial kitchens, packaging and labeling facilities, animal slaughtering facilities, or other facilities, and that are primarily utilized for the processing of meats, dairy products, produce, or other products
- Farmers' markets
- Food hubs and other agricultural aggregation facilities

Through the commissary, which purchases and prepares for sale SNAP eligible foods featuring fresh fruits and vegetables through the carts, RVA Street Foodies acts as an aggregator of local produce.

### IV. Match Requirement

Please indicate if your project qualifies for a reduced match requirement as described in the Program Guidelines:

A. Is the project located in an economically-distressed locality Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>
B. Is the project located in an underserved community? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
C. Does the project serve two or more small-scale agricultural producers? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>

If you responded "Yes" to either B. or C., please describe how your project meets the criterion.

The communities served by RVA Street Foodies are identified as low income and low access according to the USDA's Food Access Research Atlas. The additional carts will increase access to SNAP eligible foods featuring fresh fruits and vegetables from multiple local agricultural producers.

### V. Budget and Budget Narrative

Please use the attached budget form to show total project costs. Provide a budget narrative below; outline specifics on the proposed use of funding and explain the details about the personnel and expenses that are itemized in the budget.

Funds will be used to purchase and outfit three to four additional food carts to distribute food to communities throughout Richmond. The \$30,000 needed to purchase the carts will come from

AFID funds and a cash match of \$10,000 from the Economic Development Authority of the City of Richmond.

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**VI. Work Plan**

<b>Project Activity</b>	<b>Who</b>	<b>Timeline (Month / Year)</b>
Food cart purchase (3 to 4)	RVA Foodies	Summer of 2022

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**VII. Metrics and Outcomes**

Please describe what success would mean for the project and how that success will be measured.

This project would create additional selling opportunities by increasing the number of carts used in the distribution of meals and will open new markets of opportunity in underserved communities through partnership agreements with Richmond Public Schools and other interested parties. The continued use of carts as the distribution mechanism will create new job training and shared ownership.

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**VIII. Letters of Support/Attachments**

Please attach the following documentation:

- Letter for the chief administrative officer of applicant political subdivision(s) expressing support and how they will assist
- Letters of support from the agricultural industry, forestry industry, and/or other affected constituents

**AFID INFRASTRUCTURE GRANT  
PROJECT BUDGET FORM**

EXHIBIT A

Locality Name	City of Richmond		
Project Title	RVA Street Foodies		
Requested Award	\$20,000		
<b>INCOME SOURCES</b>	<b>AMOUNT</b>	<b>COMMENTS</b>	
<b>APPLICANT MATCH</b>			
Local Cash Match	\$10,000		
Local In-Kind Match			
Subtotal Applicant Match Income	\$ 10,000		
<b>OTHER MATCH</b>			
Foundation/Non-profit			
Cash			
In-kind			
Federal			
Virginia Tobacco Region Revitalization Commission			
Other			
Subtotal Other Match Income	\$ -		
<b>TOTAL INCOME</b>	<b>\$ 10,000</b>		

EXPENSES	TOTAL PROJECT BUDGET	AFID REQUEST	CASH MATCH	IN-KIND MATCH
Personnel				
Fringe				
Travel				
Supplies/Materials	\$30,000	\$20,000	\$10,000	
Contractual				
Other				
<b>TOTAL EXPENSES</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

**BUDGET CATEGORIES**

Personnel: Costs for staff that are employees of the locality

Fringe: Costs for FICA and other payroll taxes, health and life insurance for employees

Travel: Mileage and per diems

**AFID INFRASTRUCTURE GRANT  
PROJECT BUDGET FORM**

**EXHIBIT A**

**Supplies/Materials:** All programmatic and office supplies, including capital expenditures

**Contractual:** Costs for consultants creating feasibility studies, strategic plans, etc.

**Other:** Any items not covered in the above categories, such as postage, marketing expenses, etc.

**To submit a reimbursement request:**

All reimbursement requests and back up receipts and documentation should be submitted to:

**Jennifer Perkins**  
**VDACS**  
**102 Governor Street**  
**Richmond, VA 23219**

\*\*\*Please contact Jen Perkins with any questions.\*\*\*

Up to 75% of the AFID grant award may be paid out prior to the close of the grant. To submit a reimbursement request, you must fill out both the Budget Overview and the AFID Fund Tracking Sheet form with updated numbers. If you are applying a portion of the locality cash match, please also include the Cash Match Tracking Sheet.

The most common approved budget items for the AFID Infrastructure grant are supplies/materials and contractual.

For reimbursement requests for **supplies/materials**, provide:

- Receipt (original or copy are both acceptable)
- Copy of the cancelled check showing payment has been made

For reimbursements for **contractual work**, provide the following, which may appear on a typical invoice:

- The name of the consultant and the nature of services provided;
- Whichever of the following is applicable:
  - The rate and dates and/or hours worked, or
  - The number of units of service provided and the start and end dates of the period of service

For reimbursement requests for **travel**, provide:

- Date(s) of travel;
- The start and end locations; and
- Total miles driven, mileage will be reimbursed at the standard business mileage rate as determined by the Internal Revenue Service.

For reimbursements containing **personnel/fringe** requests, provide:

- Payroll documented in accordance with generally accepted practices;
- Where multiple grants are involved, timesheets must show hours spent per grant and show the total activity for which the employee is compensated; timesheet must include the employee's signature.

**To close out the grant:**

In order to receive the final 25% of AFID funds, please submit the following:

- The final report, using the template that was emailed separately as Exhibit C to the Memorandum of Agreement.
- The final AFID reimbursement request with all required receipts and documentation:
  - Updated Budget Overview with final AFID request
  - Final AFID Funds Tracking Sheet
  - Final Cash Match Tracking Sheet
  - Attachments:
    - Any remaining invoices, receipts, or other documentation
    - Proof (typically in the form of cancelled checks) showing disbursement of the locality's cash match

# AFID Infrastructure Grant Reimbursement Request

EXHIBIT B

Date		Project Name	RVA Street Foodies
MOA #	301-23-014	Name/Title	George Bolos
MOA Start Dates	7/1/2022	Organization	City of Richmond
MOA End Dates:	8/31/2024	Street	1500 East Main St, Suite 400
Request #		City, State, Zip	Richmond, VA 23219
Federal ID		Phone & Email	804-646-0477; george.bolos@rva.gov

Budget Item	Total Budgeted Amount	Balance before this Request	AFID	Local Match: Cash	Local Match: In-Kind	Other Match: Cash	Other Match: In-Kind	New Balance
Personnel								
Fringe								
Travel								
Supplies/Materials	\$ 30,000.00		\$ 20,000.00	\$ 10,000.00				
Contractual								
Other	\$ -							
Total	\$ 30,000.00	\$ -	\$ 20,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -

## AFID Funds Tracking Sheet

Budget Item	Total AFID Budgeted Amount	Balance before this Request	This Request	New Balance
Personnel				
Fringe				
Travel				
Supplies/Materials	\$ 20,000.00			
Contractual				
Other				
Total	\$ 20,000.00	\$ -	\$ -	\$ -

\*Add additional columns as needed



## Cash Match Tracking Sheet

Budget Item	Match Budgeted Amount	Payment #1	Payment #2	Payment #3	New Balance
Personnel					\$ -
Fringe					\$ -
Travel					\$ -
Supplies/Materials	\$ 10,000.00				\$ 10,000.00
Contractual					\$ -
Other					\$ -
					\$ -
					\$ -
Total	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 10,000.00

\*Add additional columns as needed

## **AFID Infrastructure Interim Report Format**

The interim report shall be completed using the following format:

### **I. Activities Performed**

- Briefly summarize activities performed, targets, and/or performance goals achieved during the reporting period. Include the significant results, accomplishments, conclusions and recommendations.
- Provide a comparison of actual accomplishments with the goals and timeline described in the approved workplan.
- Present the significant contributions and role of project partners in the project.

### **II. Problems and Delays**

- Note unexpected delays, impediments, and challenges that have been confronted in order to complete the goals for each project. Explain why these challenges arose and describe actions taken to address them.
- In the event that the work plan, outcomes, and/or budget needs to be adjusted, provide an outline of those changes.
- Describe any changes that are anticipated in the project.

### **III. Funding Expended To Date**

- Provide information regarding the level of grant funds expended to date in the table below, using the format provided:

<b>Budget Items</b>	<b>AFID funds</b>	<b>Cash from Locality</b>	<b>In-Kind from Locality</b>	<b>Other Cash</b>	<b>Other In-Kind</b>	<b>TOTAL</b>
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
<b>Totals</b>						

- Provide an itemized list of each expenditure, providing the following information for each: expenditure description, amount, date, source of funds (AFID, Local Cash, Local In-Kind, Other Cash, Other In-Kind), and how the expenditure relates to the activities outlined in the approved project workplan.

## **AFID Infrastructure Final Report Format**

The final report should be completed using the following format:

### **I. Project Summary**

- Describe the initial purpose of the project and the specific need/problem to be addressed
- Describe this project's approach toward achieving its purpose and addressing that specific need/problem. Include the goals of the project and its specific deliverables.

### **II. Goals and Outcomes Achieved**

- Supply the activities and specific deliverables completed in order to achieve the goals and outcomes for the project.
- Compare actual accomplishments with the goals and deliverable described in the approved project workplan. Explain what went right/wrong in achieving/not achieving each.

### **III. Lessons Learned**

- Offer insights into the lessons learned by the project staff as a result of completing this project. Share what advice you have for others interested in pursuing a similar project.
- What should be done next to address the specific need/problem identified in this project?

### **IV. Budget Summary**

- Provide a summary of the project budget in the table below, using the format provided:

<b>Budget Items</b>	<b>AFID funds</b>	<b>Cash from Locality</b>	<b>In-Kind from Locality</b>	<b>Other Cash</b>	<b>Other In-Kind</b>	<b>TOTAL</b>
Personnel						
Fringe						
Travel						
Supplies/Materials						
Contractual						
Other						
<b>Totals</b>						

- Provide an itemized list of each expenditure, providing the following information for each: expenditure description, amount, date, source of funds (AFID, Local Cash, Local In-Kind, Other Cash, Other In-Kind), and how the expenditure relates to the activities outlined in the approved project workplan.

### **V. Additional Information**

- For any equipment purchases, please include photographs of the equipment (installed, if applicable).