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# BHA FY22 Annual Reporting

— Partner Orientation  
September 2022 —

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# Please note

- This is an orientation, not a comprehensive guide
- Font for the presentation - conducive to people with low vision
- Presentation is attached with the sign-up sheet
- BHA is conducting three identical orientations - please attend one
- Please add any questions to the chat. Questions will be addressed at the end of the presentation

# Key Reporting Requirements

- NGO or private contractor recipients
- Implementing BHA, legacy FFP, and legacy OFDA awards
- Submitting Annual and Final Reports (some Semi-Annual)
  - Refer to your specific award reporting requirements
- The AR submission is due on **October 30th**.
- Submit all FY22 Reports in **AAMP/ART**.
- Award language is ultimate source of reporting requirements.

# Report Deliverables: RFSA

<b>Documents to Upload</b>	<b>Direct Data Entry</b>
<p><b>REQUIRED</b></p> <ul style="list-style-type: none"><li>● Annual Narrative Report</li><li>● IPTT</li></ul> <p><b>REQUIRED if APPLICABLE</b></p> <ul style="list-style-type: none"><li>● Baseline, Evaluation, Assessments, and Research Reports</li></ul> <p><b>Recommended</b></p> <ul style="list-style-type: none"><li>● Humanitarian Stories (formerly Success Stories)</li></ul>	<p><b>REQUIRED</b></p> <ul style="list-style-type: none"><li>● Unique Award level beneficiaries</li><li>● Performance Indicators</li></ul> <p><b>REQUIRED if APPLICABLE</b></p> <ul style="list-style-type: none"><li>● Modality Actual Tables (only for Final Report)</li><li>● Evaluation indicators (as a separate report in ART)</li></ul>

# Partner resources: RFSA

Note - Google “BHA Partner with us”

<b>Resource</b>	<b>Who to contact at BHA</b>
BHA <a href="#">RFSA</a> AR Guidance	
BHA RFSA <a href="#">Pipeline and Resource Estimate Proposal (PREP)</a> Guideline	Respective BHA AOR
BHA Guidance for <a href="#">Monitoring, Evaluation, and Reporting for RSAs</a>	Respective BHA AOR and
BHA RFSA <a href="#">Performance Indicator Handbook Part II</a>	M&E Advisor
BHA RFSA <a href="#">IPTT Template</a>	
ART software issues	<a href="mailto:BHA.AAMP@usaid.gov">BHA.AAMP@usaid.gov</a>

# Report Deliverables: Emergency\*

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

\*Refers to awards issued using BHA's Emergency Application Guidelines (EAG), including emergency, DRR and other awards.

# Report Deliverables: Emergency (cont.)

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

# Partner resources: Emergency

<b>Resource</b>	<b>Who to contact at BHA</b>
BHA <a href="#">Emergency</a> AR Guidance	Respective BHA AOR
BHA Emergency <a href="#">Application Guidelines</a>	
BHA Emergency <a href="#">M&amp;E Technical Guidance</a>	Respective BHA AOR and M&E Advisor
BHA <a href="#">Emergency Indicator Handbook</a>	
BHA ITT <a href="#">suggested template</a>	
Legacy FFP <a href="#">Indicator Handbook III</a>	
ART software issues	<a href="mailto:BHA.AAMP@usaid.gov">BHA.AAMP@usaid.gov</a>



# Annual vs Final Report (BHA Emergency Awards)

- BHA partners submit reports twice a year, a **semi-annual report due April 30th** and an **annual report due October 30th**
- BHA partners also submit a **final performance report due 90 calendar days after the award end date**
- Awards in the final year: In the final year of an award, both an Annual Report and a Final Performance Report are not required.
- Awards starting in Q4: If the award date start date is within **60** calendar days of the end of the FY, no AR is required.
  - For FY22, if an award starts in August or September 2022, no FY22 AR is required.

# **Annual Report Submission to ART (Award Results Tracking)**

# BUREAU FOR HUMANITARIAN ASSISTANCE

## Application & Award Management Portal



### OUR MISSION:

Save lives, alleviate human suffering, and reduce the physical, social and economic impact of rapid and slow-onset disasters by supporting at-risk populations to build stable foundations for their journey to self-reliance.

USAID's Bureau for Humanitarian Assistance brings together the vast experiences and resources of the former Offices of U.S. Foreign Disaster Assistance (OFDA) and Food for Peace (FFP) into one influential voice on humanitarian assistance, enabling us to deliver life-saving aid more efficiently and effectively.

The Application and Award Management Portal (AAMP) is a single platform for organizations to submit concept papers, applications and results reporting for BHA.

## Bureau for Humanitarian Assistance (BHA)



### Application Submission

Submit concept papers, applications and modification requests



### Resources

USAID/BHA Partner with Us  
BHA Reference Guide



### Award Results Tracking (ART)

Submit all baseline, programmatic, and financial reports

# ART - Create a new report

1. Navigate to the ART dashboard
2. Locate your award number
3. Click on *Create New Report*
4. Select *Report Type* and **Reporting Period Fiscal Year** == **2022** (Most important- Select appropriate **report type** for your award)

The screenshot displays the USAID ART dashboard interface. At the top, there is a navigation bar with the USAID logo and the text 'FROM THE AMERICAN PEOPLE'. The user's name 'Mohit HOLMESHEORAN' and the organization 'Road to Prosperity, Inc.' are visible in the top right corner. Below the navigation bar, there is a search bar and several utility buttons: Search, Reset, Sort, Show Charts, Show Filters, Dashboard Tour, Help, Export to Excel, and My Favorites. The main content area is titled 'Reports' and 'Beneficiaries'. It shows a list of reports for the award 'DRC/CE : 720BHA21GR00999'. The first report is 'DRC/CE' with an amount of '\$2,000,000.00', status 'In-Progress', start date 'Sep-01-2021', and end date 'Aug-31-2022'. A modal window titled 'Create New Report: Report Details' is open, showing the project details and a dropdown menu for 'Report Type'. The dropdown menu is open, showing options: Baseline - Emergency, Baseline - RFSA, Program - Emergency, Program - RFSA, Financial, Evaluation - Emergency, Evaluation - RFSA, M and E Plan, Milestones, Needs Assessment, Property, Work Plan, and Other. The 'Program - Emergency' option is selected. The modal also shows the 'Reporting Period Fiscal Year' as 2021. Below the modal, there are more report entries for 'Madagascar/ER4-RFSA : 720BHA21GR00997' and 'Zimbabwe/FFP : 72DFFP20GR00996'.

# ART - Create a new report (cont.)

1. Select Report Frequency as **Annual Report**
2. Each report component is intuitively named. For example, *Award Beneficiaries* shows a screen that allows recipients to provide award level beneficiary data.
3. Once data for all components is reported, navigate to the *Review and Finalize* component and submit the report

The screenshot displays the USAID ART (Award Reporting Tool) interface. At the top, the USAID logo and navigation links (Home, Award Navigator, Application Navigator, Indicator Lookup, Help) are visible. The main header shows the current report information: Project Name: Tumenia/CE, Award Nbr: 7208HAXOIOX000X, Report Type: Program - Emergency, Report Frequency: Annual, Report Nbr: 6. Below the header, there are buttons for Save, Cancel, Close, Generate Report, Back, Next, and Partner with Us, along with a note that some fields are required. The 'Report Details' section is active, showing the following information: Report Nbr: 6, Report Type: Program - Emergency, Reporting Period Fiscal Year: 2022, Report Frequency: Annual (selected from a dropdown), Report Due Date: Oct-31-2022, Reporting Period Start Date: Oct-01-2021, and Reporting Period End Date: Sep-30-2022. The form is updated by atutasigon on Sep-21-2022. A 'Comments' section with a rich text editor is present, and an 'Email List for Notifications' field is at the bottom. A sidebar on the left lists report components: Report Details, Award Level Beneficiaries, Sector Level Beneficiaries, Purpose Indicators, Keyword Indicators, Sub-Sector Indicators, Commodity/Modality Details, Attach Documents, and Review and Finalize.

# ART - Email List for Notifications

USAID FROM THE AMERICAN PEOPLE

Home | Award Navigator | Application Navigator | Indicator Lookup | Help

Home

Report

Project Name Tumeria/CE Award Nbr 7208HAXOIOI00000X Report Type Program - Emergency Report Frequency Annual Report Nbr 6 Report Status Draft

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

Report Details

Updated by atutasig on Sep-21-2022

Report Nbr 6

Report Type Program - Emergency

\* Reporting Period Fiscal Year 2022

\* Report Frequency Annual

Report Due Date Oct-31-2022

Reporting Period Start Date Oct-01-2021

Reporting Period End Date Sep-30-2022

Comments

Email List for Notifications

- New “Email list for notifications” text box.
- Award recipients may now list **additional** emails to receive status updates on annual reports via email. List multiple email addresses by separating them with semicolons
- Notifications will continue to be automatically sent to the original listserv associated with the report submission



### Report

Project Name Tumeria/CE    Award Nbr 720BHAGR5000001    Report Type Program - Emergency    Report Frequency SA1 (Oct -Mar)    Report Nbr 1

- Report Details
- Award Level Beneficiaries
- Sector Level Beneficiaries
- Purpose Indicators
- Keyword Indicators
- Sub-Sector Indicators
- Attach Documents
- Review and Finalize**

#### Review and Finalize

Updated by JDOE on Apr-29-2050

Review Data	Complete
Report Details	✓
Award Level Beneficiaries	✓
Sector Level Beneficiaries	✓
Purpose Indicators	✓
Keyword Indicators	✓
Sub-Sector Indicators	✓
Attach Documents	✓
<a href="#">Click here to review data</a>	

Users will use the “Finalize Report” table to update the status of their report

Finalize Report	
Click here to mark the report as Draft to make it editable	<input type="button" value="Draft"/>
Click here to mark the report as Complete	<input type="button" value="Complete"/>
Click here to Submit the report to USAID/BHA.	<input type="button" value="Submit"/>
Click here to Recall report from USAID/BHA.	<input type="button" value="Recall"/>



#### Status

Status	User	Date	Comments
Requires Revision	BHA Staff	Jun-06-2050 02:48 PM	
Under Review	BHA Staff	Jun-05-2050 02:48 PM	
Submitted	Jane Doe	May-19-2050 04:16 PM	
Completed	Jane Doe	May-19-2050 04:16 PM	
Draft	Jane Doe	May-18-2050 03:40 PM	



# Post-submission

After a recipient submits their annual report package via ART, the following process may take place:

- The appropriate BHA staff will receive a notification.
- The AOR, or a designated Humanitarian Assistance Officer, will lead the review process in consultation with relevant BHA technical advisors. Recipients will receive an automated email, from ART, with details on their respective reports' status:
  - **Under Review:**
  - **Requires Revision**
  - **Accepted**
  - **Not Accepted**

**\*Reminder this notification functionality is still new to BHA, and may not appear for all awards submitting an Annual Report. Unless the Award Recipient is notified via email, Annual Report requirement is satisfied when the award recipient marks their report as "Submit"\***