



Agricultural Marketing Service  
Local Food Purchase Assistance Cooperative Agreement Program

<b>Participant Name</b>	Name of Cooperative Agreement Recipient
<b>Participant DUNS/UEI</b>	
<b>Date Range of Report</b>	Date range covering the reporting period by calendar quarter

Vendor Tab Fields

For each food purchase activity that occurred in the reporting period, provide the following information.	
<b>Vendor (Contract Holder) Name</b>	Name of the vendor that has entered into a contract with the recipient. This may be a farmer, distributor, food hub etc. (e.g. The Food Company, Inc.)
<b>Is Vendor Socially Disadvantaged?</b>	Drop down options: Yes, No or Unknown. Indicate if the vendor is a socially disadvantaged business
<b>Farmer/Producer Name</b>	Name of the farmer or producer that sold the food to the Vendor
<b>Is Farmer/Producer Socially Disadvantaged?</b>	Drop down options: Yes, No or Unknown. Indicate if the farmer or producer is a socially disadvantaged business
<b>Value</b>	Enter the dollar amount of the purchased product by product type. The number can be entered without any formatting (e.g. 45000 will autoformat to \$45,000.00)
<b>Product Type</b>	Choose from one of the drop down options for the type of product purchased.
<b>Comments</b>	Open field for any additional information or comments

Distribution Tab

For each food distribution activity that occurred during the reporting period, provide the following information.	
<b>Organization Distributing Food</b>	Name of the primary organization responsible for food distribution
<b>Organization Receiving Food</b>	Name the organization receiving food
<b>Is Distribution Location Underserved?</b>	Drop down options: Underserved, Yes, No or Unknown. Underserved definition is in Executive Order 13985 :https://www.federalregister.gov/documents/2021/01/25/2021-01753/advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government
<b>Value of Food Distributed</b>	Dollar value of the food distributed
<b>Distribution City</b>	Enter the City of distribution location
<b>Distribution State</b>	Select the State for the distribution location
<b>Distribution County</b>	Select the County for the distribution location
<b>Distribution Zip Code</b>	5 Number Zip Code for distribution location
<b>Comments</b>	Open field for any additional information or comments



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Total Sum  
\$2,400.00

Participant Name

Participant DUNS/UEI


Date Range of Report

Vendor (Contract Holder) Name	Is Vendor Socially Disadvantaged?	Farmer/Producer Name	Is Farmer/Producer Socially Disadvantaged?	Value	Product Type	Comments
Joe Distributor	Unknown	Cindy's produce	Unknown	\$1,500.00	Produce	purchased weekly
		Marc Family Seafood	No	\$200.00	Fish and seafood	
		Gwen Farm	Yes	\$150.00	Meat and poultry	M and P purchased together
		Gwen Farm	Yes	\$250.00	Meat and poultry	
Sunrise Farm	Yes	Sunrise Farm	Yes	\$300.00	Dairy and milk	purchased directly from farm

SAMPLE

