

III. Funding

- A. Please attach a detailed description of the State agency's financial management system that will provide for accurate, current and complete disclosure of the financial status of the FMNP. At a minimum, include the following elements:
1. procedures to ensure prompt and accurate payment of allowable and allocable costs, and ensure that costs claimed are in accordance with A-87 (Cost Principles Applicable to Grants and Contracts with State/ITO and Local Governments) and FNS guidelines and instructions (see §248.12 of the Federal FMNP regulations and [FMNP Policy Memorandum 2002-1, WIC and WIC FMNP Cost Allocation](#));
 2. procedures for obligating funds, including drawing down and disbursing funds from the Letter of Credit;
 3. descriptions of how farmers are paid, and claims procedures for overpayments to farmers, farmers' markets, roadside stands, and recipients;
 4. claims procedures for overpayments to farmers, farmers' markets, roadside stands, and recipients; and
 5. a description of the time reporting system used to distribute employee salaries and related costs, and procedures and forms for conducting time studies.
- B. Describe the funding source(s) and amounts the State agency intends to use to meet the minimum **30 percent State/ITO match requirement** for the FMNP, which will be \$ _____ for your State/ITO in FY **2017** based on the Federal Funds Request and State/ITO Matching Funds Estimation worksheets on page 30, per §248.14(a)(i-ii). **(Please note that the 30 percent minimum match requirement only applies to the total FMNP administrative cost of the program, although the State agency may meet this match requirement with State/ITO funds provided for food in addition to administrative costs):**

Type	Source	Amount
State/ITO and local funds		\$
Private funds		
In-kind Contributions		
Similar Programs		
Program Income		
Total:		\$

State/ITO and local funds. If available, attach documentation, such as a copy of appropriations legislation, budget page containing this line item, etc.

Private Funds. Describe in detail or attach documentation of all cash donations or letters

of commitment from organizations/individuals planning to make such donations.

In-kind Contributions. If any portion of the State agency's minimum 30 percent matching requirement will be met through in-kind contributions, describe the in-kind contribution, its value, and include any supporting documentation.

Similar Programs. **Federal funds provided for SFMNP or any other FNS program cannot be used as a match source.** Include the title of the program, the source of funding and a brief description of how the program operates.

Program Income: Describe type(s) and amount(s). (More specific information can be found in WIC Policy Memorandum #2005-3)_____

- C. Is the State agency seeking approval to use up to 2 percent of its total Program funds for market development or technical assistance to farmers' markets in FY 2016?

Yes No

NOTE: These funds are only available for farmers' markets in socially or economically disadvantaged areas, or remote rural areas, where individuals eligible for participation in the FMNP have limited access to locally grown fruits and vegetables.

If yes, describe in detail the justification for the market development and/or technical assistance funds, including documentation to support the qualifications of the areas to be targeted and specific plans to achieve the stated goals.

- D. Describe in detail the State agency's record keeping system (per §248.23) for the FMNP, addressing **at a minimum** the following areas:

1. financial operations
2. check/coupon issuance and redemption and EBT, if applicable
3. FMNP participation reporting
4. tracking staff time and other administrative expenses to ensure that federal FMNP funds are only used for costs which are allowable and allocable for FMNP.

NOTE: A description of the State's financial management system is required in Section III A above. If some of the same information has already been provided under that section, it is not necessary to duplicate that information. It may either be provided here or cross-referenced to the relevant section._____

If forms have been developed to facilitate any of these functions, an example of each form, along with a brief explanation of its intended use, should be attached to this document.

E. As required under §248.14(a)(i), there is a matching requirement for State and/or local funds equal to or not less than 30 percent of the total administrative costs of the State agency's FMNP. Detailed below are the FMNP Federal Funds Allocation Process and how the State/ITO match is calculated.

1. Total Federal funds requested (prior year's total Federal grant) X 17% (or 19%) = Federal administrative funds.

2. Federal administrative funds ÷ 70% = Estimated total administrative cost.

3. Estimated total administrative cost X 30 % = State/ITO match amount.

(A State agency may provide more in State funds to administer the Program than is required. However, the FNS allocation is based on the minimum amount that a State agency must match, not the total amount of funds/resources a State agency actually provides).

4. Total Federal funds requested (prior year's total Federal grant) + State/ITO match amount = Estimated total Program cost.

F. Federal Funds Request and Budget Worksheets

I. FY 2017 FMNP ESTIMATED FEDERAL BUDGET SUMMARY

This Worksheet summarizes the Federal food and administrative funds requested. **All State agencies must complete this worksheet.**

II. ADMINISTRATIVE BUDGET ESTIMATE

This worksheet summarizes administrative activities and related funding. **All State agencies must complete this worksheet.**

III. FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION

This worksheet estimates either the amount of Federal funds based on the State/ITO match amount available, or for estimating the State/ITO match amount and total Program funds based on the amount of Federal food funds requested. **All State agencies must complete either Part A or Part B of this worksheet as applicable.**

IV. FEDERAL FOOD FUNDS REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants and children) will receive the same benefit level. **All state agencies must complete either this worksheet or worksheet V, below.**

V. FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (women, infants and children) will receive a benefit level different from the other categories. **All state agencies must complete either this worksheet or worksheet IV, above.**

I. FY 2017 FMNP ESTIMATED FEDERAL BUDGET SUMMARY

1. Total Federal Funds Requested <i>(Prior Year's Total Federal Grant or Less):</i>	\$ 78,911.00	\$ 78,911.00
2. Plus: Expansion Funds requested (if any): <i>(Include expansion funds in calculation of requested funds)</i>	N/A	N/A
3. Less: Federal Administrative Funds at 17% of total:	\$ 13,415.00	
4. Less: Market Development/Technical Assistance Funds <i>(up to 2% of total):</i>		\$ 1,578.00
5. Federal Foods Funds:		
a. 83% <i>(total without market Development funds request):</i>	\$ 65,496.00	
OR		
b. 81% <i>(total with market development funds request):</i>		\$ 63,918.00

II. FY 2017 FMNP ADMINISTRATIVE BUDGET ESTIMATE

Coupon Management	Market Management	Nutrition Education	Financial Management	Total @ 17%
\$ 4,695.00	\$ 1,610.00	\$ 2,281.00	\$ 4,829.00	\$ 13,415.00
35 %	12 %	17 %	36 %	100 %

Coupon Management	Market Management	Nutrition Education	Financial Management	Total @ 19%
\$ 5,248.00	\$ 1,799.00	\$ 2,549.00	\$ 5,397.00	\$ 14,993.00
35 %	12 %	17 %	36 %	100 %

Coupon Management: Pricing and reconciling/issuing checks, coupons and EBT cards to recipients, and instructing recipients on the purpose of the program and their proper use.

Market Management: Authorizing, training, technical assistance, marketing, and monitoring of farmers/ farmers’ markets/roadside stands.

Nutrition Education: Instructing recipients on the nutritional benefits of fresh, nutritious, unprepared foods such as fruits and vegetables.

Financial Management: Preparing financial and recipient reports, issuing payments to farmers/farmers’ markets and costs associated with FMNP audits.

III. FY 2017 FMNP FEDERAL FUNDS REQUEST AND STATE/ITO MATCHING FUNDS ESTIMATION

Part A of this worksheet should be completed by a State agency that knows exactly the amount of State/ITO funds available to meet the matching requirement, and wants to estimate the level of Federal funds the State/ITO matching funds can support. Part B of this worksheet should be completed by a State agency that wishes to **estimate** its match amount and total Program funds based on the amount of Federal food funds requested.

A: To estimate the Federal food and administrative funds based on the matching amount:

17% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
= Federal Administrative Funds

3. Federal Administrative Funds: / **.17** = \$ Total Federal Funds

A: To estimate the Federal food and administrative funds based on the matching amount:

19% rate:

1. Matching Funds: \$ / **.30** = Total Administrative Funds

2. Total Administrative Funds: - Matching Funds
= Federal Administrative Funds

3. Federal Administrative Funds: / **.19** = \$ Total Federal Funds

B. To estimate the matching and administrative amounts based on the Federal food funds requested:

17% rate:

1. Prior year's food grant:	<input type="text"/>	\$	<input type="text"/>	/	.83 =	<input type="text"/>	Total Federal Funds Requested, Food and Administrative
2. Total Federal Funds Requested:	<input type="text"/>			x	.17 =	<input type="text"/>	Federal Administrative Funds
3. Federal Administrative Funds:	<input type="text"/>			/	.70 =	<input type="text"/>	Estimated Total Administrative Funds, Federal and State
4. Estimated Total Administrative Funds:	<input type="text"/>			-		Federal Administrative Funds:	<input type="text"/>
=	<input type="text"/>					State Agency's Match for New Fiscal Year.	
5. State/ITO Matching Funds:	<input type="text"/>			+		Total Federal Funds	\$ <input type="text"/>
	<input type="text"/>					Estimated Total Program Funds	=

B. To estimate the matching and administrative amounts based on the Federal food funds requested:

19% rate:

1. Prior year's food grant:	<input type="text"/>	\$	<input type="text"/>	/	.81 =	<input type="text"/>	Total Federal Funds Requested, Food and Administrative
2. Total Federal Funds Requested:	<input type="text"/>			x	.19 =	<input type="text"/>	Federal Administrative Funds
3. Federal Administrative Funds:	<input type="text"/>			/	.70 =	<input type="text"/>	Estimated Total Administrative Funds, Federal and State
4. Estimated Total Administrative Funds:	<input type="text"/>			-		Federal Administrative Funds:	<input type="text"/>

= State Agency's Match for New Fiscal Year.

5. State/ITO Matching Funds: + Total Federal Funds \$ =
 Estimated Total Program Funds

IV. FY 2017 FMNP FEDERAL FOOD FUND REQUEST BASED ON A UNIFORM BENEFIT LEVEL

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when each category of recipient (i.e., women, infants, and children) will receive the same benefit level:

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):

2. Percent of Total Federal Funds Available for Food: or

3. Available Food Funds:

Divided by Divided by

4. Proposed Federal Food Benefit Level
 Minimum \$10; Maximum \$30

5. Total Projected Federal Caseload:

V. FY 2017 FMNP FEDERAL FOOD FUNDS REQUEST BASED ON VARYING BENEFIT LEVELS

This worksheet estimates the number of recipients that can be supported with the Federal funds requested, when one or more of the recipient categories (woman, infants and children receives a benefit level different from the other categories:

1. Total Federal Funds Requested (Prior Year's Total Federal Grant or Less):

2. Percent of Total Federal Funds Available for Food: or

3. Available Food Funds:

	CATEGORY I (specify)	CATEGORY II (specify)	CATEGORY III (specify)
4. Number of Proposed Program Recipients by Category	-0-	-0-	-0-
	X	X	X
5. Proposed food benefit level:	-0-	-0-	-0-
6. Total per category =	-0-	-0-	-0-

7. Add together the total of Lines 6, which must be equal to or be less than the total available Federal food funds in line 3:

CATEGORY I		CATEGORY II		CATEGORY III		Grand Total
-0-	+	-0-	+	-0-	=	\$ -0-