

**Appendix I**  
**Annual Financial and Program**  
**Data Report**

**SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP)  
ANNUAL FINANCIAL AND PROGRAM DATA REPORT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0541. The time required to complete this information collection is estimated to average 2 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

**PART A - HEADING**

1. FEDERAL AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH REPORT IS SUBMITTED  FOOD AND NUTRITION SERVICE, USDA	2. STATE 7-DIGIT AGENCY CODE	3. DUNS UNIVERSAL ID NUMBER
4. STATE AGENCY NAME AND ADDRESS	5. BASIS <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	6. REPORT YEAR From _____ To _____

**PART B - ANALYSIS OF REPORT YEAR PROGRAM ACTIVITY**

TRANSACTION	COST CATEGORY		
	(A) FOOD	(B) ADMIN.	(C) TOTAL
7. FEDERAL GRANT			
8. GROSS OUTLAYS AND UNLIQUIDATED OBLIGATIONS			
9. PROGRAM INCOME			
10. NET OUTLAYS AND UNLIQUIDATED OBLIGATIONS (8 MINUS 9)			
11. FEDERAL PROGRAM OUTLAYS			
12. FEDERAL UNLIQUIDATED OBLIGATIONS			
13. FEDERAL PROGRAM OUTLAYS AND UNLIQUIDATED OBLIGATIONS (11 PLUS 12)			
14. FEDERAL FUNDS TO BE RECOVERED (7 MINUS 13)			

**PART C - PROGRAM DATA**

Profile of Participants		Profile of Farmers/Authorized Outlets	
15. 60 or Older		19. Number of authorized farmers	
16. Less than 60		20. Number of authorized/participating farmers' markets	
17. Non-Federal		21. Number of authorized roadside stands	
18. Total Participants		22. Number of authorized CSAs	
		23. Total number of markets, roadside stands, CSAs (20+21+22)	

**Bulk Purchases**

24. Food funds used for bulk purchases during Fiscal Year's months of operation	
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**COUPON ISSUANCE AND REDEMPTION SUMMARY**

	Federal	Non-Federal	Total
25. Total value of coupons issued			
26. Total value of coupons redeemed			

**PART D - OTHER**

REMARKS

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS CORRECT AND THAT ALL OUTLAYS AND UNLIQUIDATED OBLIGATIONS ARE FOR THE PURPOSES SET FORTH IN THE AWARD DOCUMENT.  STAMP/CERTIFY DATE	TYPED NAME AND TITLE OF CERTIFYING OFFICIAL		
	SIGNATURE		
	TELEPHONE NUMBER	DATE	
	LAST UPDATED BY	LAST UPDATED ON	

# INSTRUCTIONS FOR SENIOR FARMERS' MARKET NUTRITION PROGRAM (SFMNP) ANNUAL FINANCIAL AND PROGRAM DATA REPORT

## **PURPOSE**

Each State agency administering the Senior Farmers' Market Nutrition (SFMNP) Program must use the SFMNP Annual Financial and Program Data Report to report: (1) the composition and disposition of its authorized SFMNP Grant for the Federal fiscal year closed out (i.e., the "report year"); and (2) the program data for the number of participants served, authorized farmers and outlets.

## **Part A – Heading.**

1. Federal Agency. Identifies the Federal agency. Self-explanatory.
2. State 7-Digit Code. Enter the seven digit State agency identification code assigned by FNS.
3. DUNS Universal ID. OMB requires entities applying for Federal grants to provide government agencies with a Universal Identifier. The initial and annual SFMNP State Plan submissions are considered to be applications for a federal grant, and thus State agencies must comply with this requirement. Currently, the Universal Identifier system in use is the Data Universal Numbering System (DUNS).
4. State Agency identifies the State agency and address. Self-explanatory.
5. Basis. Check the block that identifies the reporting basis (cash or accrual) used to prepare the report.
6. Report Year. Enter the beginning and ending dates of the report year. This is the 12-month Federal fiscal year to which the report pertains.

## **Part B – Analysis of Report Year Program Activity.**

This part analyzes the source(s) and applications of the funds available to the State agency for the report year SFMNP outlays. Column (A) captures this information with respect to food outlays (costs); column (B) captures administrative outlays (costs); and column (C) captures the sum of the two components (A&B).

7. Federal Grant. For each column, enter the total dollar amount FNS allocated to the State agency for the report year.
8. Gross Outlays and Unliquidated Obligations for Report year. For each column, enter the sum of the State agency's outlays and unliquidated obligations for report year. Include outlays and unliquidated obligations funded from sources other than the Federal SFMNP grants, e.g. private funds, local funds, State funds.
9. Program Income. Enter the total amount of any income generated by SFMNP operations during the report year. If no program income was realized, enter "0." See 7 CFR 249.13 for information on program income.
10. Net Outlays and Unliquidated Obligations. (Row 8 minus row 9).

11. Federal Program Outlays. Self-explanatory.
12. Federal Unliquidated Obligations. Self-explanatory.
13. Federal Program Outlays and Unliquidated Obligations. (For each column add row 11 plus row 12).
14. Federal Funds to be Recovered. (Row 7 minus row 14)

## **Part C – Program Data.**

15. 60 or Older. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued.
16. Less than 60. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued. This may include participants from Indian Tribal Organizations (ITOs), and participants that are disabled.
17. Non-Federal. Enter the number of persons or households that meet the eligibility requirements and to whom coupon or equivalent benefits have been issued.
18. Total Participants. Self-explanatory.
19. Number of Authorized Farmers. Self-explanatory.
20. Number of Authorized Farmers' Markets. Self-explanatory.
21. Number of Authorized Roadside Stands. Self-explanatory.
22. Number of Authorized CSAs. Self-explanatory.
23. Total Number of Authorized Outlets. Markets, roadside stands, and CSAs, but does not include the number of authorized farmers.
24. Bulk Purchases. Enter the amount of food funds used during the report year for bulk purchases. The amount of funds used for bulk purchases is a subset of (11A).
25. Total Value of Coupons Issued. Self-explanatory.
26. Total Value of Coupons Redeemed. Self-explanatory.

## **Part D – Other.**

Remarks. Enter any additional information that FNS would need to interpret the information presented in Parts A through C.

Certification. These entries are self-explanatory.

Submissions. The State agency shall submit the FNS-683a, SFMNP Financial Report, to the applicable FNS regional office by January 31 of the Federal fiscal year following the report year.