

Reporting Requirements

1. Regularly Update FM Tracks reports:

- Your market will need to update your market profile and market metrics at the start of the season to assure that we have all necessary contact information and data to properly report on grant activities to the USDA. This is a one time task and should take less than 15 minutes.
- Your market's weekly FM Tracks reports must be updated at least every 2 weeks and updated in full for a given reporting period by that period's due date (reporting periods are TBD). The bare minimum that must be reported into FM Tracks is an Aggregate (daily total) Transaction and a Post Market Report for each market day. Please see FM Tracks instructions section on pages 5-9 for more details about these two required components.

2. Submit invoices/receipts and associated files:

- All markets must keep careful track of administrative expenses related to the MHB program and plan to provide proof of these expenses in order to receive reimbursement from MFFM. In order to receive reimbursement for outreach and administrative expenses please follow the following procedures:
 - i. First, receive approval from MFFM prior to paying for any program related expense. Examples of permitted purchases/expenses include MHB outreach printing costs for fliers, banners etc., MHB ads in the newspaper or on the radio, tents for information booth where MHB transactions occur, stipends to MHB staff/volunteers, etc.;
 - ii. After approval has been given, make purchase using market funds (or grant funds on hand from a previous grant installment);
 - iii. Following purchase, save the receipt or invoice;
 - iv. Each time a report is due, submit copies of purchase receipts along with copy of material content (i.e. print out or digital file of print material, radio spot script) for printed materials/promotional activities.

3. Submit record of contributions (aka match):

- Every grant dollar that your market receives (incentive, outreach and admin funds combined) must be matched with local contributions. For instance, if throughout the season your market used a total of \$1,500 in grant funds, and we would need to see \$1,500 of in-kind local contribution to your MHB program. These contributions must be recorded and that record must be submitted to MFFM for each reporting period. A template for contribution record-keeping is

available on our website as a PDF for printing and a Google sheet for easy sharing. Contributions can include:

- i. Money donated by local people / businesses and spent on MHB program (money donated that is sitting in the bank doesn't count; it must be spent);
- ii. Volunteer time spent on any of the various aspects of operating a MHB/SNAP program, generally valued at \$15 / hour;
- iii. MHB/SNAP program staff time paid by a non-grant funds/ non-federal source;
- iv. Donation of a good that is key to MHB/SNAP program (such as table or tent); and/or
- v. Donation or discount of a service used for MHB/SNAP program (such as newspaper ad, radio spot, printing).

4. Reporting Deadlines are TBA

- Later in the season, MFFM will inform all markets of the reporting period deadlines. By the end of each reporting period, the following will need to be submitted to the SNAP Program Coordinator (below is essentially a summary of bullet-points 1 to 3):
 - i. FM Tracks reports are fully up to date
 - ii. Receipts and invoices are submitted to MFFM for reimbursement
 - iii. Staff or volunteer timesheets and other in-kind contributions for your market's match will need to be submitted