Emergency Food Assistance Program (Administrative Costs)

TEFAP
Number: 10.568
Agency: Department of Agriculture
Office: Food and Nutrition Service

PROGRAM INFORMATION

Authorization (040):

Objectives (050):
To help supplement the diets of low-income persons by making funds available to States for storage and distribution costs incurred by State agencies and local organizations, such as soup kitchens, food banks, and food pantries, including faith-based organizations, in providing food assistance to needy persons.

Types of Assistance (060):
FORMULA GRANTS

Uses and Use Restrictions (070):
Administrative funds are provided to State agencies to cover administrative costs incurred at the State and local level in the operation of the program. Funds may only be used for approved administrative expenses, and the State agency is required to pass through at least 40 percent of the funds to emergency feeding organizations or expend such funds on their behalf. In addition, the States must match, either in cash or in-kind, the amount of administrative funds not passed through to emergency feeding organizations.

States may choose sites that distribute to low-income households and/or congregate sites that provide prepared meals to the needy. Allowable costs include nutrition education, warehousing, food delivery, participant certification, and other administrative costs.

Eligibility Requirements (080)

Applicant Eligibility (081):
State agencies that are designated as distributing agencies by the Governor or other appropriate State executive authority may receive these administrative funds to support the distribution of USDA Foods to low-income persons.

https://www.cfda.gov/index?s=program&mode=form&id=acef3c64314ee8bea79def070c... 10/12/2017
Beneficiary Eligibility (082):
Public or private non-profit organizations, such as food banks, food pantries, and soup kitchens, which provide food assistance to low-income persons.

Credentials/Documentation (083):
State agencies and local organizations are required to document their use of the administrative funds, and only those administrative costs permitted under 2 CFR Part 200 for State and local governments will be allowed. Local agencies may be required to document their non-profit status. 2 CFR 200, Subpart E - Cost Principles applies to this program.

Application and Award Process (090)

Preapplication Coordination (091):
An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. Environmental impact information is not required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedures (092):
2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards applies to this program.

Award Procedure (093):
Administrative funds are allocated among the States on the basis of a legislatively-mandated formula that takes into account each State's relative share of the National number of persons with income below the poverty level (60 percent) and of unemployed persons (40 percent). At a minimum, States must make at least 40 percent of the administrative grant available to emergency feeding organizations, or expend such funds on their behalf.

Deadlines (094):
Not Applicable.

Range of Approval/Disapproval Time (095):
Not Applicable.

Appeals (096):
Not Applicable.

Renewals (097):
Federal/State agreements are ongoing and amended as necessary. Local organizations receiving administrative funds must have an agreement with the State agency or with another local organization participating in the program. Such agreements are ongoing and amended as necessary.

Assistance Consideration (100)

Formula and Matching Requirements (101):

https://www.cfda.gov/index?s=program&mode=form&id=acef3c64314ee8bea79def070c... 10/12/2017
Statutory Formula: Title Agriculture, Chapter 7, Part 251.3.
Matching Requirements: States are required to pass through to emergency feeding organizations at least 40 percent of the administrative funds allocated to the State. States are required to match, either as cash or in-kind contribution, 100 percent of the administrative funds not passed through to emergency feeding organizations. This program does not have MOE requirements.

Length and Time Phasing of Assistance (102):
Funds are provided through the electronic transfer system as they are needed for actual expenditures on a fiscal year basis. Any funds which are made available through the initial allocation or a subsequent reallocation that are not used are turned back to the Federal government, and reallocated according to the legislatively mandated formula. Method of awarding/releasing assistance: by letter of credit.

Post Assistance Requirements (110)

Reports (111):
No program reports are required. Quarterly and annual financial reports are made on FNS-667. No progress reports are required. No expenditure reports are required. No performance monitoring is required.

Audits (112):
In accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, non-Federal entities that expend financial assistance of $750,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Non-Federal entities that expend less than $750,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503.

Records (113):
Normal records accounting for receipts and dispersals; retention required for 3 years following the close of the fiscal year or until any outstanding audit, claim, or litigation is settled.

Financial Information (120)

Account Identification (121):
12-3507-0-1-605.

Obligations (122):
(Formula Grants) FY 16 $77,930,804; FY 17 est $59,401,000; and FY 18 est $54,401,000 - FY 2015 administrative funds include $49,401,000 in appropriated funds and an additional $24,566,173 after conversions and recoveries.
FY 2016 administrative funds include $54,401,000 in appropriated funds and an additional $23,529,804 after conversions and recoveries.

Range and Average of Financial Assistance (123):
In Fiscal Year 2016, the range for assistance to State agencies was from $26,085 to $11,460,005, after conversions and recoveries; the average amount of assistance was $1,416,924.

Program Accomplishments (130):
Fiscal Year 2016: Provided 460,073,845 pounds of USDA Foods purchased with appropriated funds for TEFAP to State and local agencies for distribution to needy persons for use at home or for use at sites which serve prepared meals. Fiscal Year 2017: No Current Data Available. Fiscal Year 2018: No Current Data Available.
Regulations, Guidelines, and Literature (140):
7 CFR Part 251; refer to 7 CFR Part 250 for applicable provisions on USDA Foods handling.

Information Contacts (150)

Regional or Local Office (151):
See Regional Agency Offices.

Headquarters Office (152):
Erica Antonson 3101 Park Center Drive, Alexandria, Virginia 22302 Email: Erica.Antonson@fns.usda.gov Phone: 70333052680

Website Address (153):
http://www.fns.usda.gov/tefap/emergency-food-assistance-program-tefap

Related Programs (130):
10.551 Supplemental Nutrition Assistance Program; 10.561 State Administrative Matching Grants for the Supplemental Nutrition Assistance Program; 10.569 Emergency Food Assistance Program (Food Commodities)

Examples of Funded Projects (170):
Not Applicable.

Criteria for Selecting Proposals (100):
Not available.