COVID-19 Check-In Meetings
Tuesday – October 26, 2021

WELCOME!!!!

Schedule:

- Tuesday – General Focus Meeting – Once per Month
  - November 30, No Meeting in December

Updates

- WSDA Focus on Food – Katie Rains; We Feed Washington Update
- Washington Food Coalition – Trish Twomey
- Harvest Against Hunger – David Bobanick
- Advocacy Update – Aaron Czyzewski, Christina Wong, Claire Lane

FA Updates

- WSDA We Feed Washington Fresh Produce Boxes (Lindsey); WSDA FA Flexible Funding Grants (Lindsey); TEFAP Inventory Training (James); Audit Requirements (Kyle); Other? Questions? Future topics?

Next Mtgs.

- Tuesday – November 30th 9:00 am – General Focus
- Friday – November 19th 9:00 am – Contractor Only (Once per Month)
  - No Meeting in December
Transition to We Feed Washington – FA Portion

$4.5 M Fresh Produce Boxes/Bulk Box Equivalents/S&H Pass-through

Anticipated Vendors: Charlie’s Produce, Fo(ur) Roots, LINC, and Puget Sound Food Hub

- **Ends October 31, 2021**: Food Lifeline, Hopelink, 2nd Harvest

- **Extension & Reduction and Ends November 31, 2021**: EFN, VOA, TCFB, BHFB

- **Extension & Reduction and Ends March 31, 2022**: Othello FB, Davenport Care & Share, Rural Resources, FISH – Ellensburg, OlyCAP, CCFB, Lower Columbia CAP, SVDP – Pasco, BMAC, CSML, Coastal Harvest, WGAP, Yakima Valley OIC, CDCAC, Toppenish FB, Salvation Army – Yakima, North Whidbey Help House, Friday Harbor FB, Lopez FB, Orcas FB, Community Action of Skagit Co. FB

  (Note: No reductions for Contractors receiving 300 boxes or less)

- **Tribes & Tribal Organizations: Extension through June 30, 2022**: Kalispel Tribe, Yakama Nation, Colville Conf. Tribes, Spokane Tribe of Indians, Lummi Nation, Sauk-Suiattle Indian tribe, Swinomish Indian Tribal Community, Tribes served through OlyCAP and Coastal Harvest.
WSDA Food Assistance
Flexible Funding Grants Overview

The Washington State Department of Agriculture (WSDA) Food Assistance programs are offering three (3) grant opportunities to all eligible agencies, tribes, and tribal organizations to help strengthen and equip the hunger relief network of Washington. Applicants do not need to be currently contracted with WSDA’s Food Assistance Program to be eligible for the WSDA Food Assistance Flexible Funding Grants. Visit [www.agr.wa.gov/grants](http://www.agr.wa.gov/grants) for the full eligibility requirements and more information on the grants.

**Application and Award Timeline***

- Applications open:
  - September 29, 2021
- Q&A sessions and FAQ:
  - Weekly
- Applications due:
  - November 15, 2021
- Notifications to applicants:
  - November 30, 2021
- Projects complete:
  - June 30, 2022

**Project Sizes**
- Under $5,000
- $5,000-$50,000
- $50,000 and over

**Reimbursement of Grant Funds**
Grants are awarded on a reimbursement basis. Grant recipients should consider their financial capacity to pay project costs up-front, with reimbursements requested on a monthly basis.

**Website:**
[agr.wa.gov/grants](http://agr.wa.gov/grants)

**Timeline:**
- Notifications: Nov 30
- Projects complete: June 30

(3) project sizes
(3) application sizes

Applications OPEN! until November 15
**Grant Types**

- **Food Distribution Efficiencies**: Meaningfully sustain or improve access to nutritious, culturally relevant foods with staff support or training, capacity improvements, or equipment purchasing.
- **Targeted Community Needs**: Meaningfully support historically underrepresented communities, service programs, or current or emerging community needs.
- **Pilot Projects/Innovations, Food System Improvements**: Meaningfully improve local food systems with a pilot project, innovative program, or by supporting local agriculture or business.

**Grant Objectives (for projects $5,000 or more)**

- Strategy, efficiency, and preparedness
- Sustainability and resiliency
- Equity, inclusivity, and removing barriers
- Local agriculture and/or local business

**Grant Management and Reports Schedule**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Invoices and reimbursement requests</td>
<td>Monthly</td>
</tr>
<tr>
<td>Progress reports including goals, objectives, outcomes, financial status</td>
<td>Quarterly</td>
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<tr>
<td>Project completion</td>
<td>June 30, 2022</td>
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<tr>
<td>Final reports submitted</td>
<td>July 15, 2022</td>
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**Remember:**

- SAM, DUNS #
- Weekly info sessions: Fridays 10am
- All hunger relief agencies eligible
- Full eligibility information: agr.wa.gov/grants
Farm to Food Pantry SFY 22-23 Application

- $3.5K-$30K per SFY to buy local farm food
- Contracts will run from 1/1/22 – 6/30/23 with biennial funding allocated by SFY
- Application Open!
- Application Closes – Nov. 30
- Funding Decisions Made – Mid. Dec.
- Subcontract Begins – Jan. 1st

Weekly Q & A Sessions every Wed at 11 AM
Microsoft Teams meeting
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 564-999-2000,,670938044# United States, Olympia
Phone Conference ID: 670 938 044#
# TEFAP Subcontractor Inventory Reporting

## The Emergency Food Assistance Program (TEFAP) — Subcontractor Inventory Report

If you have questions regarding your inventory, please contact your contractor. Send this completed form to your contractor.

<table>
<thead>
<tr>
<th>Report Month/Year:</th>
<th>Type of distribution site:</th>
<th>Food Pantry</th>
<th>Meal Program</th>
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**Food Pantry Name:**

- Total Clients: *
- Total Household Members: *

**Meal Program Name:**

- Total Meals Served: *

<table>
<thead>
<tr>
<th>Commodity Description</th>
<th>Beginning Inventory</th>
<th>Cases Received</th>
<th>Total Cases</th>
<th>Issued to Clients</th>
<th>Damage **</th>
<th>Book Inventory</th>
<th>Physical Inventory</th>
<th>Report Check*</th>
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*Clients refer to the person receiving TEFAP food on behalf of their household.

**Complete a Commodity Loss/Adjustment Report for Subcontractors for any damaged commodities, or for any overage/shortage listed on this inventory report.
TEFAP Subcontractor Inventory Reporting

Things you should know about TEFAP Subcontractor Inventories.

• TEFAP inventory reports are due to contractors monthly
• Beginning inventory must match the previous months ending inventory
• Received food must match BOL received from the contractor
• Expectation is that food pantries and meal programs will do a physical count of food products every month
• Damage or loss must be tracked
  • Loss forms must be filled out
• Physical and book inventories must match

We will be doing a in-depth training Tuesday November 2\textsuperscript{nd} please join us to learn everything you need to know to succeed at Subcontractor Inventories!
Audit Requirements

**Single Audit:** required if receiving $750,000 or more in federal funds. Things that count towards that threshold include (but are not limited to):

- TEFAP, TMP, or CSFP commodities
  - Unsure if this includes Farmers to Families Food Boxes (aka CFAP)
- TEFAP, TMP, or CSFP funds + amendments for FFCRA & CARES & BBB
- Federal funds awarded through WSDA state contracts
  - EFAP CARES Targeted Capacity Year 1 and Year 2
  - EFAP CARES Stabilization Year 1 and Year 2
  - EFAP Supplemental funds
  - EFAP Federal funds in the current biennium
  - Capacity Grant Funds – there have been two cycles of Capacity grants effective July 1, 2020 or later. Both cycles include federal funds.
    - Upcoming grant cycle will include some federal funds as well.
- Federal funds received from other programs or sources, such as CARES funding from City or County agencies.
Audit Requirements Continued...

Financial Audit:
Orgs receiving at least $100,000 of state funding, but less than $750,000 of federal funding are required to get a Financial Audit at least every two years, which covers the previous two years.

Accounting System Verification Form:
Required for organizations receiving $20,000-$99,999 in a fiscal year and not required to get a Single Audit or Financial Audit. The form is available on the WSDA Forms and Publications webpage.

All Subcontractors should be completing the Audit Requirement Form and sending it to your Contractor annually within 30 days of the close of your fiscal year to verify whether if you are exempt from a Single Audit or not.

Additional details on audit requirements can be found in Program Procedures Manuals.
Questions/Feedback?

We welcome and will continue to seek feedback and ideas! We have gathered a lot of input along the journey and have implemented many improvements but always recognize that there is room to grow – YOUR voice matters.

Thank YOU!
COVID-19 Check-In Meeting

Be Flexible

Change is Inevitable

Changing Landscape

Situations Change

Goals Remain Steady

Adapt and Overcome

NEVER GIVE UP

"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."

-Michael Jordan