

FFY 2021 WSDA Food Assistance The Emergency Food Assistance Program (TEFAP) Farm to Food Bank (FTFB) Grant Application

Summary

[The Agriculture Improvement Act of 2018](#) provided funding for TEFAP state agencies to pay for projects to harvest, process, package, or transport commodities donated by agricultural producers, processors, or distributors for use by emergency feeding organizations. These projects are known as Farm to Food Bank (FTFB). [The Emergency Food Assistance Program: Implementation of the Agriculture Improvement Act of 2018](#), codified this change in TEFAP regulations at 7 CFR [251.6](#) and [251.10](#). The purpose of the new program is to reduce food waste by capturing donated food, provide food to those who need it, and build relationships between hunger relief organizations and agricultural producers, processors and distributors.

FTFB funds can only be used for the costs associated with harvesting, processing, packaging, or transporting privately donated foods, and cannot be used to purchase foods for agricultural production activities (e.g., purchasing seeds or planting crops). Additionally, these funds may not be used for costs associated with handling USDA Foods provided for distribution through TEFAP.

The Washington State Department of Agriculture (WSDA) Food Assistance (FA) is currently accepting applications for FTFB projects in Washington State. The start date of the selected projects is dependent on approval of WSDA's revised State plan by USDA. We anticipate the start date of these projects to be December 1, 2020 with projects finalized by September 30, 2021. The deadline for submission of this grant application is **October 23, 2020 at 11:59 PM**. Prior to awarding funds, USDA must approve WSDA's revised State plan. We anticipate successful applicants will be notified by November 30, 2020.

On 10/1/20 USDA released the [FFY 2021 TEFAP Farm to Food Bank Guidance Memo](#) that includes state allocations. Currently Washington State's allocation is \$79,513, however this may change. Based on last year's initial allocation compared to the final funding level, we suspect our state's allocation will be somewhere in the range of \$79,513 - \$180,000 for FFY 21. WSDA will be awarding a minimum of \$30,000 for each project selected. Awardees can claim indirect expenses. Awardees will be funded through reimbursement. Advanced payment is not allowed.

Eligibility Criteria

Organizations applying to this grant must meet the following minimum requirements:

- A current WSDA TEFAP, CSFP, EFAP or EFAP - Tribal Contractor
- Must not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded in any Federal or State department or agency from participating in transactions
- Currently registered as a [Statewide Vendor for the State of Washington](#)
- Have a [Data Universal Numbering System \(DUNS\)](#) number, or register with in 30 days of award
- Currently registered as a Corporation with the [Washington Secretary of State](#)
- Currently registered with the [System for Award Management \(SAM\)](#), or register with in 30 days of award
- Must distribute the food resulting from FTFB projects through TEFAP channels

Partners and Collaborators

Applicants are encouraged to seek and create collaborative partnerships with public or private, nonprofit or for-profit entities in order to maximize the use of grant funds. Project partners and collaborators need not meet the eligibility requirements. Award recipients may sub-award to organizations not eligible to apply. Awardees who plan on issuing sub-awards must enter into Subcontracts using the [TEFAP FTFB Project Subcontract \(AGR-2349\)](#).

Match Requirements

All Federal funds utilized for Farm to Food Bank projects must be matched dollar for dollar by non-federal funds. The match requirement must be met through a cash or in-kind contribution. Match funds must be used for allowable Farm to Food Bank costs. Donated foods, including the value of foods donated as a part of a Farm to Food Bank project, cannot count toward the match requirement.

Examples of qualifying matching contributions may include direct costs such as: rent for office space used exclusively for the funded project; cost to process the product; transportation costs; staff time to harvest the food; equipment costs, volunteer time to glean, use of organization's vehicle; etc.

Additional guidance on allowable cash and in-kind match contributions for Farm to Food Bank projects can be found at 7 CFR [251.9\(c\)](#) and [251.10\(j\)\(4\)](#).

Questions?

If your organization has any questions about this new and exciting program, please feel free to reach out to Nichole Garden at ngarden@agr.wa.gov or by phone at 360-515-6875. All questions posed to WSDA will be added to the FAQ as they come in.



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Applicant Information

* **Contact Information**

Name of person completing this form	<input type="text"/>
Organization name	<input type="text"/>
Mailing Address	<input type="text"/>
City/Town	<input type="text"/>
State	<input type="text" value="-- select state --"/>
ZIP Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

*** Eligibility**

What program(s) are you contracted with WSDA to administer? (select all that apply)

- | | |
|--------------------------------|--|
| <input type="checkbox"/> TEFAP | <input type="checkbox"/> EFAP - Tribal |
| <input type="checkbox"/> CSFP | <input type="checkbox"/> My organization does not hold a contract with WSDA for the programs listed. |
| <input type="checkbox"/> EFAP | |

*** Reach**

How many TEFAP food pantries and meal programs would this project support?

*** Service Area**

What county(ies) would your organization serve under this proposed grant?

- | | |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Adams | <input type="checkbox"/> Lewis |
| <input type="checkbox"/> Asotin | <input type="checkbox"/> Lincoln |
| <input type="checkbox"/> Benton | <input type="checkbox"/> Mason |
| <input type="checkbox"/> Chelan | <input type="checkbox"/> Okanogan |
| <input type="checkbox"/> Clallam | <input type="checkbox"/> Pacific |
| <input type="checkbox"/> Clark | <input type="checkbox"/> Pend Oreille |
| <input type="checkbox"/> Columbia | <input type="checkbox"/> Pierce |
| <input type="checkbox"/> Cowlitz | <input type="checkbox"/> San Juan |
| <input type="checkbox"/> Douglas | <input type="checkbox"/> Skagit |
| <input type="checkbox"/> Ferry | <input type="checkbox"/> Skamania |
| <input type="checkbox"/> Franklin | <input type="checkbox"/> Snohomish |
| <input type="checkbox"/> Garfield | <input type="checkbox"/> Spokane |
| <input type="checkbox"/> Grant | <input type="checkbox"/> Stevens |
| <input type="checkbox"/> Grays Harbor | <input type="checkbox"/> Thurston |
| <input type="checkbox"/> Island | <input type="checkbox"/> Wahkiakum |
| <input type="checkbox"/> Jefferson | <input type="checkbox"/> Walla Walla |
| <input type="checkbox"/> King | <input type="checkbox"/> Whatcom |
| <input type="checkbox"/> Kitsap | <input type="checkbox"/> Whitman |
| <input type="checkbox"/> Kittitas | <input type="checkbox"/> Yakima |
| <input type="checkbox"/> Klickitat | |

*** DUNS #**

Does your organization have a Data Universal Numbering System (DUNS) number?

*Please be aware, all FTFB awardees will be required to obtain a DUNS number within 30 days of award.

No

If Yes, indicate your DUNS number below

*** SAM Registration**

Is your organization registered with the Systems for Awards Management (SAM)?

*Please note that awardees must register with SAM within 30 days of award.

Yes

No



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Project Proposal

*** Organization Experience - 5 points**

Describe your organization's experience in working with these types of projects.

*** Project Description - 20 points**

Provide a detailed description of your proposed FTFB project. The description should highlight the following:

- Ways your proposed project meets the TEFAP FTFB definition: the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors for use by TEFAP food pantries and meal programs.
- How your proposed project will: reduce food waste at the agricultural production, processing, or distribution level; build relationships between agricultural producers, processors, and distributors through the donation of food; and provide food to individuals in need.

Project Partners - 5 points

Please list any partners you plan to engage in your Farm to Food Bank project, indicating the role you anticipate they will play.

*Please note, TEFAP food pantries and meal programs would not be included in this section as project partners unless they are involved with FTFB project activities outside of food distribution.

Partner #1/Role	<div style="border: 1px solid black; height: 25px;"></div>
Partner #2/Role	<div style="border: 1px solid black; height: 25px;"></div>
Partner #3/Role	<div style="border: 1px solid black; height: 25px;"></div>
Partner #4/Role	<div style="border: 1px solid black; height: 25px;"></div>
Partner #5/Role	<div style="border: 1px solid black; height: 25px;"></div>
If more than 5 partners, please provide complete list here	<div style="border: 1px solid black; height: 25px;"></div>

*** Organization Buy In**

Have you received approval from your organization to conduct this project, complying with your own organization's policies and procedures?

- Yes
- No



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Project Costs

* Estimated total project budget by category. Please include funding from all sources.

Indirect/Admin:	<input type="text"/>
Personnel:	<input type="text"/>
Operations:	<input type="text"/>
Equipment:	<input type="text"/>
Other (specify):	<input type="text"/>
Total cost of project:	<input type="text"/>

* Estimated project budget by category to be charged to the FTFB grant.

Indirect/Admin:	<input type="text"/>
Personnel:	<input type="text"/>
Operations:	<input type="text"/>
Equipment:	<input type="text"/>
Other (specify):	<input type="text"/>
Total cost to be billed to FTFB grant:	<input type="text"/>

* **Match**

How do you intend to meet the required \$1 for \$1 match? Please list the source of any cash match and/or the activities that would qualify as in-kind match.

*** Minimum Funding Needed**

If your organization was only partially awarded the requested amount (minimum \$30,000), would you still be able to carry the project forward?

Yes

No

If you answered no, what is the minimum FTFB funding needed to accomplish the project?



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Application Submission

Thank you for your interest in the WSDA TEFAP Farm to Food Bank Project grant! Please click the "Done" button below to submit your application.

If you have any questions or concerns regarding your application, please contact ngarden@agr.wa.gov.

Prior to awarding funds, USDA must approve WSDA's revised State plan. We anticipate successful applicants will be notified by November 30, 2020.