



Emergency Food Assistance Program (EFAP) Biennial Meeting Presentation Guidelines for Interested Parties

In an effort to ensure consistency and transparency in the application process statewide, WSDA's Food Assistance (FA) program requires all Lead Agencies to provide all Interested Parties with the minimum required information to present at the EFAP Biennial Meeting for consideration prior to voting. Please review the [EFAP Procedures Manual](#) Section 2.4 Interested Parties.

Food Pantry Sub Agency Presentation Requirements:

Parties interested in becoming a Food Pantry Sub Agency must present their qualifications and their plan for providing Food Pantry services at the scheduled EFAP Biennial Meeting. Participating Sub Agencies and the Lead Agency vote to determine if the agency is providing duplicative services of another participating Food Pantry. If otherwise eligible, duplication of service is the only grounds by which an agency can be denied entry into EFAP.

Interested Parties should first familiarize themselves with the EFAP requirements associated with being a Food Pantry Sub Agency (See the [EFAP Procedures Manual](#) for more details). In advance of the scheduled meeting, Interested Parties should reach out to the Lead Agency who will determine eligibility.

Below are the standardized presentation topics. This is the minimum requirement. If eligible and choosing to present at the scheduled Biennial Meeting, Food Assistance (FA) asks that the Interested Party provide the information below to coincide with their presentation to the Lead Agency so the Lead Agency may make this information available to the voting agencies at the Biennial Meeting. Voting agencies (Food Pantries and the Lead Agency) will likely have additional questions; be prepared to respond. Food Pantry Sub Agencies are approved by two-thirds majority vote.

Be prepared to present at the Biennial Meeting.

1. Days of operation by week and/or month (frequency) and hours of operation.
2. Description of service(s):
 - a. Distribution method (home delivery, drive through, client choice, other) and location(s).
 - b. How often a client may receive services.
 - c. Types of food provided — fresh, frozen, shelf-stable, and culturally familiar.
3. Description of the client management system.
 - a. Client data from previous year.
4. Community(ies) served, including any priority service populations.
 - a. Understanding that regardless of communities (typically) served, any eligible client in the state of Washington must be served.
5. Sourcing practices — donation, grocery rescue, purchasing, and farming/gleaning.

Lead Agency Presentation Requirements

Parties interested in becoming their county's Lead Agency must present their qualifications and plan for providing services to the Food Pantries in a county or multi-county region at the scheduled EFAP Biennial Meeting. Participating Food Pantries vote to determine what agency will hold the EFAP Lead Agency Agreement for the upcoming biennium.

Interested Parties should first familiarize themselves with the EFAP requirements associated with being a Lead Agency (See the [EFAP Procedures Manual](#) for more details). Interested Parties at the time of the scheduled meeting must have already written a

letter of interest in the program to Food Assistance (FA) and after an evaluation, have been declared eligible for the position by FA. In advance of the meeting, FA recommends the Interested Party reach out to participating EFAP Food Pantry Sub Agencies to assess their needs and expectations of a Lead Agency in the communities it intends to serve. Understanding the network of Food Pantries in the county or multi-county region is crucial to the success of the program.

Below are the standardized presentation topics. This is the minimum requirement. Depending on the expressed need of the county or multi-county region, the Lead Agency (or prospective Lead Agency) may have additional priorities it will present. Sub Agencies will likely have additional questions; be prepared to respond. Lead Agencies are approved by two-third majority vote.

Be prepared to present at the Biennial Meeting.

1. Proposed plan for providing services to the Food Pantries.
2. Proposed funding breakout (categories: admin, indirect, operations, food purchases, equipment).
3. Proposed spending plan.
4. Proposed allocation formula for distributing food and/or funds among the Food Pantries.

Food Bank Sub Agency Presentation Requirements

Parties interested in becoming their county Food Bank Sub Agency must present their qualifications and plan for providing services to the Food Pantries in a county or multi-county region at the scheduled EFAP Biennial Meeting. Participating Sub Agencies and the Lead Agency vote to determine what agency, if any, will provide food-banking services as Food Bank Sub Agency for the upcoming biennium.

Interested Parties should first familiarize themselves with the EFAP requirements associated with being a Food Bank Sub Agency (See the [EFAP Procedures Manual](#) for more details). Interested Parties at the time of the scheduled meeting must have reached out to the Lead Agency and after an evaluation, been declared eligible for the position. In advance of the meeting, FA recommends the Interested Party reach out to participating EFAP Food Pantry Sub Agencies to assess their needs and expectations of a Food Bank in the communities it intends to serve. Understanding the network of Food Pantries in the county or multi-county region is crucial to the success of a Food Bank presentation.

Below are the standardized presentation topics. This is the minimum requirement. Depending on the expressed need of the county or multi-county region, the Food Bank may have additional priorities that it will present. Voting agencies (Food Pantries and the Lead Agency) will likely have additional questions; be prepared to respond. Food Bank Sub Agencies are approved by two-third majority vote.

Be prepared to present at the Biennial Meeting.

1. Proposed plan for providing services to the Food Pantries.
 - a. Including storage and transportation capabilities.
 - b. Proposed pounds of food and/or services that will be provided.
2. Proposed funding breakout (categories: admin, indirect, operations, food purchases, equipment).
3. Proposed spending plan.
 - a. Types of food that will be purchased and/or delivered.
 - i. Fresh, frozen, shelf-stable, culturally familiar, etc.
 - ii. Food procurement policy and sources.
 - iii. Sourcing practices — donation, grocery rescue, purchasing, farming/gleaning.
 - b. Food Bank operations.
 - c. Equipment.
 - d. Other.
4. Proposed transportation plan to get the food from the Food Bank to the Food Pantries.