



Office of General Services
Food Distribution

The Emergency Food Assistance Program
Reach and Resiliency Grant (TEFAP R&R)
Food Bank Briefing
December 21, 2021

Agenda – Background and How to Participate

- TEFAP Reach and Resiliency Grant
- Food Bank maximum amount
- Food Bank proposal
- Notifications of decisions on Food Bank proposal
- Approved Food Bank proposals
- Requesting reimbursement of allowable costs



Agenda – USDA Highlights For Your Proposal

- TEFAP current and expanded reach
- Stakeholders and partners
- Anticipated outcomes and monitoring process
- Key personnel
- Budget



Agenda – Submitting a Proposal

- Materials from OGS
- Your completed proposal
- Notifications of decisions on Food Bank proposal

Agenda – Questions and Answers

- Use the chat window to submit questions to the panel
- OGS will address questions at the end of the presentation
- Food Banks can also submit questions after the presentation to OGSDonatedFoods@ogs.ny.gov





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Background
and
How to Participate

TEFAP Reach and Resiliency Grant

- Expand TEFAP's reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program
- New York letter of intent December 16, 2021
- New York will apply by February 4, 2022, for up to \$2,725,338
- Estimated performance period April 2022 – March 2024



Food Bank Maximum Amount

- New York's application will be based on programs proposed by the Food Banks with which OGS has TEFAP agreements
- Of the \$2,725,338, New York will sub-allocate up to \$2,452,805 to the Food Banks based on the formula in the agreement with OGS, and retain 10% for administration and oversight

Food Bank Maximum Amount

| Food Bank | Maximum |
|--------------------------------|--------------|
| Food Bank for New York City | \$ 1,455,739 |
| Regional Food Bank | \$ 252,884 |
| Feedmore Western New York | \$ 181,753 |
| Food Bank of Central New York | \$ 171,697 |
| FoodLink | \$ 143,489 |
| Long Island Cares | \$ 123,867 |
| Feeding Westchester | \$ 62,056 |
| Food Bank of the Southern Tier | \$ 61,320 |



Food Bank Letter of Intent

- Food Banks that wish to submit proposals for funding under the TEFAP R&R grant should email OGSDonatedFoods@ogs.ny.gov no later than January 5, 2022, expressing the intent to submit the proposal.
- For Food Banks that do not submit an email expressing intent to propose by the deadline, OGS will reallocate the Food Banks' allotment among the remaining Food Banks accordingly.
 - ✓ OGS will send the remaining Food Banks that expressed the intent to propose their revised maximum allowances on January 6, if applicable.

Food Bank Proposal

- Food Banks may submit proposals for up to their maximum amount
- OGS must receive proposals no later than 4:00 p.m. EST, January 21, 2022
 - ✓ Email to OGSDonatedFoods@ogs.ny.gov
- New York will combine approved proposals into a single application to the USDA Food and Nutrition and Service



Notification of Decisions on Food Bank Proposals

- OGS will notify each Food Bank by February 7, 2022, of its decision to include or exclude the Food Bank's proposal in OGS's Application to USDA FNS and the Food Bank's maximum budget amount OGS proposed
- OGS will notify Food Banks about the USDA FNS decision to accept or reject OGS's Application within 1 week of receipt of the decision, anticipated in March 2022



Approved Food Bank Proposals

- OGS will amend its TEFAP agreement with the Food Bank to incorporate the approved proposal
- OGS will send each Food Bank a TEFAP Reach and Resiliency New York State Claim for Reimbursement form with the Food Bank's approved maximum budget
- Food Banks must have a reliable method to capture costs associated with TEFAP Reach and Resiliency



Requesting Reimbursement of Allowable Costs

- Food Banks must request reimbursement of *actual costs incurred* no more frequently than monthly using the TEFAP Reach and Resiliency New York State Claim for Reimbursement form
- Food Banks may not modify their budget without prior written approval from OGS
 - ✓ OGS is required to obtain approval of budget modifications from USDA FNS before any modifications occur

**THE EMERGENCY FOOD ASSISTANCE PROGRAM REACH AND RESILIENCY GRANT
NEW YORK STATE CLAIM FOR REIMBURSEMENT**

| | |
|-----------------|--|
| Food Bank Name: | |
| SFS Vendor ID: | |

| | |
|--------|--|
| Month: | |
| Year: | |

The above organization requests reimbursement as follows:

| Category | Current Costs Claimed | Cumulative Costs Claimed (including this month) | Total Approved Budget |
|---------------------------------|------------------------------|--|------------------------------|
| Personnel and Fringe Benefits | | | |
| Travel | | | |
| Materials/Supplies | | | |
| Equipment | | | |
| Contractual/Consultant Services | | | |
| Other | | | |
| Total | | | |

I certify (i) this claim is just, true and correct; (ii) the costs are necessary, reasonable and allowable under 2 CFR Part 200, Uniform Administrative Requirements; meet the criteria for the TEFAP Reach and Resiliency Grant; and were incurred pursuant to the OGS-approved proposal included as an amendment to the agreement between OGS and the organization; (iii) that no part thereof has been paid or will be paid, except as stated therein; and (iv) that the balance therein stated is actually due and owing. I agree to retain all supporting documentation for these costs for the balance of this State fiscal year and six additional full years thereafter; and will provide access to the documentation to OGS, the State Comptroller, the Attorney General, and any other person or entity authorized to conduct an examination.

| | | |
|--|--|--|
| | | |
|--|--|--|

Signature of Food Bank Officer

Title

Date

Email completed claims to: OGSDonatedFoods@ogs.ny.gov



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**USDA FNS Highlights
For Your Proposal**

TEFAP Current and Expanded Reach

- Detailed explanation of:
 - ✓ Current reach
 - ✓ Underserved remote, rural, Tribal and/or low-income areas
- Description of methodology to identify underserved areas
 - ✓ Must be informed by data
- Description of how and why you defined remote, rural, Tribal and/or low-income in the way you do
 - OR use funds to identify this population



Stakeholders and Partners

- Specific plan on how the Food Bank will work and/or consult with Stakeholders to expand the Food Bank's TEFAP reach to the grant population
 - ✓ How stakeholder data informed the Food Bank's plan
- Describe any partnerships the Food Bank will engage in to carry out the plan, including monitoring and oversight



Anticipated Outcomes and Monitoring

- How the Food Bank will work and/or consult with Stakeholders to expand the Food Bank's TEFAP reach to the grant population
 - ✓ How stakeholder data informed the Food Bank's plan
- Describe any partnerships the Food Bank will engage in to carry out the plan, including monitoring and oversight
- Key indicators of progress/success
 - ✓ Timeline



Budget

- Budget should correlate to the specific plan and activities
- Categories of spending
 - ✓ Personnel
 - ✓ Travel
 - ✓ Equipment
 - ✓ Supplies
 - ✓ Contractual
- Detailed with justifications



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**USDA FNS Highlights
For Your Proposal**



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Submitting a Proposal

Materials from OGS

- By December 27, 2021, OGS will provide Food Banks with:
 - ✓ A summary of the program and how to apply to OGS
 - ✓ This slide deck, with subsequent Q&As
- The summary will include a template each Food Banks must use to propose their plan and maximum budget
- OGS will use the same template to consolidate proposals into a single application for TEFAP Reach and Resiliency Grant funds



Send Completed Proposal - Reminder

- OGS must receive complete proposals no later than 4:00 p.m. EST, January 21, 2022
 - ✓ Email to OGSDonatedFoods@ogs.ny.gov
 - ✓ OGS will send you an email acknowledging receipt
- OGS will not accept proposals that are incomplete or late
- Food Banks may submit proposals before the deadline to request a completeness review, but must allow ample time for OGS review and for Food Banks to correct deficiencies
- OGS may raise questions to Food Banks after the deadline to clarify responses

Notification of Decisions on Food Bank Proposals

- OGS will notify each Food Bank by February 7, 2022, of its decision to include or exclude the Food Bank's proposal in OGS's Application to USDA FNS and the Food Bank's maximum budget amount OGS proposed
- OGS will notify Food Banks about the USDA FNS decision to accept or reject OGS's Application within 1 week of receipt of the decision



Summary

- Background and how to participate
- USDA highlights for your proposal
- Submitting your proposal



Questions and Answers