TEFAP REACH AND RESILIENCY GRANTS

Texas Department of Agriculture
Food And Nutrition Division
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WHAT IS TEFAP REACH AND RESILIENCY GRANT?
The Texas Department of Agriculture plans to award $3,182,702.04 to grant recipients to fund projects that will assist in expanding their operations into targeted remote, rural, Tribal, and/or low-income areas.
OVERVIEW OF TEFAP REACH AND RESILIENCY FUNDING
PURPOSE AND GOALS

Reach and Resiliency
To expand reach into remote, rural, Tribal, and/or low-income areas that are underserved by the program.

Outreach Initiative
The outreach project will increase awareness of TEFAP program’s reach and assist more Texans in need of food access.

Training Initiative
The training project will develop more training resources to increase ERA’s understanding of program operations, resulting in operational efficiencies that will allow for program expansion.

Equipment
The equipment purchases will assist in expanding their operations.
Food banks that have a pre-existing contract with TDA and currently operating TEFAP in Texas are eligible to apply.
GRANT APPLICATION PROCESS
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>6/30/22</td>
<td>Letter of Intent is Due</td>
</tr>
<tr>
<td>7/27/22</td>
<td>RFA Responses Due</td>
</tr>
<tr>
<td>9/1/22</td>
<td>Grant recipient(s) Awarded</td>
</tr>
<tr>
<td>5/31/24</td>
<td>Grant Closeout</td>
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GENERAL INFORMATION

- Please read the entire TEFAP Reach and Resiliency Grant Request for Application (RFA).
- According to the U.S. Department of Agriculture (USDA), the second round of the TEFAP Reach and Resiliency grant, funding will be announced at a later date.
- This is a competitive grant process.
- There are no cost-sharing or matching requirements for this program.
- Please use the Census Tract map for identifying High Risk and Very High-Risk areas when writing your grant narration.
A risk level assessment was completed by TDA to identify any remote, rural, Tribal, and/or low-income areas that are currently underserved by TEFAP. This grant will only target the High Risk and Very High-Risk areas. Census Tract
ALLOWABLE AND UNALLOWABLE COST SUMMARY

PERSONNEL AND FRINGE BENEFITS

Allowable Cost

Salaries/benefits of State agency and/or ERA staff directly involved with organizing, managing, or conducting activities outlined in the proposed project plan.

Not Allowable Cost

Salaries/benefits of State agency and/or ERA staff not directly involved with organizing, managing, or conducting activities outlined in the proposed project plan.
ALLOWABLE AND UNALLOWABLE COST SUMMARY (CONT.)

FOOD

**Allowable Cost**
Only as a travel expense

**Not Allowable Cost**
Food used as refreshments during a meeting, activity, or event

Food for distribution to TEFAP participants or through TEFAP ERAs
ALLOWABLE AND UNALLOWABLE COST SUMMARY (CONT.)

TRAVEL (IN-STATE AND OUT OF STATE)

Allowable Cost

- In-State travel expenses for those organizing or conducting activities.
- In/Out of state travel expenses for conferences and/or training necessary to carry out the project plan.

Not Allowable Cost

- Travel to conferences and/or training with no relation to the objective of the TEFAP Reach and Resiliency grant.
Crates, boxes, shelving, thermometers, personal protective equipment, and other such materials and supplies necessary for reaching underserved areas or populations.

Handouts, flyers, posters, bulletin boards, banners, or other like materials necessary for reaching underserved areas.
<table>
<thead>
<tr>
<th>EQUIPMENT (ITEMS WITH MORE THAN A $5,000 UNIT COST)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALLOWABLE AND UNALLOWABLE COST SUMMARY (CONT.)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowable Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklifts, pallet jackets, refrigerators, freezers, vehicles, and other such equipment necessary for reaching underserved areas or populations.</td>
</tr>
<tr>
<td>Building and warehouse renovations at the State or ERA level necessary for reaching underserved areas or populations.</td>
</tr>
<tr>
<td>Computer software or hardware, or other information technology equipment, necessary for reaching underserved areas or populations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Allowable Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of land or buildings, and the construction of new buildings.</td>
</tr>
</tbody>
</table>
### Allowable Cost

Contractual staff who will work to identify underserved areas or gaps in current TEFAP coverage, or who will perform other activities as outlined in the proposed TEFAP Reach and Resiliency project plan.

### Not Allowable Cost
## ALLOWABLE AND UNALLOWABLE COST SUMMARY (CONT.)

### Allowable Cost

- Training on food distribution, cultural competency, community engagement/organization, and racial equity, are necessary for reaching underserved populations.
- Translation services
- Necessary building and warehouse renovations

### Not Allowable Cost

Purchase of land or buildings, and the construction of new buildings.
TDA expects that applicants will read the entire Request for Application (RFA) prior to submission and comply with all requirements outlined in the application.

Applicants are expected to fill out the online form completely and upload the following forms listed below:

1. TEFAP Reach and Resiliency Grant Application Template (Word)
2. Accounting System Financial Cap Question
3. A current annual audit
The applications must be complete and include all the following information:

- Cover Sheet (Applicant Contact information)
- Executive Summary
- Project Objective
- Project Narrative
- Budget and Budget Narrative
- Administrative Form Uploads
POST REWARD PROCESS

A webinar and/or grant guide will be provided on grant requirements.

Grant Manager will assist you with any questions.

There is a quarterly outreach report. Annual and Final Performance Progress reports are due.

Payment requests are submitted by grant recipients for approval.

Payment requests are processed if there within the grant parameters.
REPORTING REQUIREMENT

Quarterly Outreach Performance Report
Due 30 days after each quarter ends

Semiannual Financial and Performance Progress Reports
Due 30 days after each year ends

Final Financial and Performance Progress Report
Due 30 days after the closeout date
OUTREACH INITIATIVE
# Outreach Initiative Extension Applicants Allowable Costs

When utilizing TDA-provided materials, the below **must** be followed to ensure all standards for resource distribution are met.

<table>
<thead>
<tr>
<th><strong>Do/Allowable</strong></th>
<th><strong>Don’t/Not Allowable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Only</em> utilize TDA provided materials to maintain consistent messaging to participants.</td>
<td><em>Don’t</em> create your own outreach materials (it dilutes the message and participants become confused).</td>
</tr>
<tr>
<td>Promote across social media platforms of your choice.</td>
<td><em>Don’t</em> change colors or remove/add anything to the TDA provided materials, unless specified in this table.</td>
</tr>
<tr>
<td>Partner with trusted organizations within your community and provide them with TDA resources to help you promote.</td>
<td><em>Don’t</em> add your logo to any other TDA materials besides the items mentioned in the “Do’s/Allowable” column of this table.</td>
</tr>
<tr>
<td>Your logo can be added in the blank space in the upper left- or right-hand corner of the digitally provided TDA Poster, One-Pager, and Postcard <strong>only</strong>.</td>
<td></td>
</tr>
<tr>
<td>Keep good records of distribution efforts; TDA will ask for the below Activity Outcome/Metrics <strong>every quarter</strong>.</td>
<td></td>
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TRAINING INITIATIVE
TRAINING INITIATIVE

All grant recipients are required to participate in the outreach and training through surveys, fact-finding and data gathering, trainings, and distribution of TDA-provided materials throughout this grant to help us assess the needs and improve proficiency.
CONTACT AND RESOURCES INFORMATION

Grant Manager

Sylvia Garrett
Contracted Grants Manager
Phone: (512) 463-8215
Email: Sylvia.Garrett@TexasAgriculture.gov

Resources

TEFAP Reach and Resiliency Grant Website
TEFAP Reach and Resiliency Application And Instructions
Questions