

UTAH DEPARTMENT OF WORKFORCE SERVICES
HOUSING AND COMMUNITY DEVELOPMENT DIVISION
STATE COMMUNITY SERVICES OFFICE

EMERGENCY FOOD NETWORK PROGRAM
POLICIES AND PROCEDURES
(UPDATED 10/22/19)



EMERGENCY FOOD NETWORK PROGRAM POLICIES AND PROCEDURES

Emergency Food Network Program Objectives:

Emergency Food Network program funding provides grants to non-profit 501(c)(3) entities and governmental agencies that operate food pantries to help ease the burden and meet the basic nutritional needs of low-income Utahns and/or provide advocacy related to food insecurity and emergency food assistance in Utah. The State Community Services Office is charged with administration and monitoring of this State funded program.

The following categories are allowed under EFN funding:

- *Food Purchases*
- *Operational Costs (utilities, rent, etc.)*
- *Transportation*
- *Supplies/Equipment*
- *Technical Assistance*
- *Other – Capacity Building, Advocacy*

Program Procedures:

The Emergency Food Network program funds organizations that can demonstrate a need for specific pantry services in helping meet the nutritional needs of low-income individuals in the State of Utah. It also funds organizations that conduct research to better understand need and food insecurity in Utah.

Public Notification:

Requests for funding proposals are advertised statewide through local media and through direct email notice to prior year grantees. Information regarding application for funding is provided in public notice forums and Housing and Community Development Division (HCDD), State Community Services Office (SCSO) website:

<https://jobs.utah.gov/housing/scso/efn/index.html>

All applications received by the deadline indicated are reviewed and rated by staff. Available funds are awarded based on score, and award notifications are emailed within 30 days of application review.

Accountability and Program Requirements:

Direct services funded by EFN are designated for low-income Utahns. While low-income is not defined by statute or rule, it must be defined by Grantees. Additionally, Grantees must define how eligibility is determined.

REQUIRED DCOUMENTATION:

- ❑ A 501(c)(3) tax rebate on donated food must be on file with the Tax Commission
- ❑ Current charitable solicitations permit
- ❑ Registration as nonprofit with office of Lt. Governor (if applicable)

REPORTING:

- ❑ Grantees must submit an Outcome Measurement Report for project activities based on their contract scope of work for this funding within 15 days from the contract's expiration. Specific contract reporting requirements are detailed in the contract's scope of work. Reports are generally due by July 15, unless otherwise specified in the scope of work.
- ❑ Program Reporting must show quantifiable project objectives and accomplishments, per contract scope of work.

Contractor Reimbursement:

At minimum, all claims submitted for reimbursement are expected to include a general ledger detail reflecting all incurred expenses. Additional documentation may be requested for any claim. Claim must be limited to activities and costs allowed by the funding source and by the agency's scope of work.

Additional considerations for claims:

- ❑ Costs incurred during appropriate and reported time frame
- ❑ Include description of product/service
- ❑ Include evidence of payment
 - Invoices, quotes, and estimates are not evidence of payment
- ❑ Sales tax is NOT allowed for non-profits
- ❑ Copies must be legible
- ❑ Date of Purchase
 - No accruals
- ❑ Submit at least quarterly and no more frequently than monthly
- ❑ Include notes as needed—there is a place for this in WebGrants.

Program Monitoring Requirements and Process

Grantees will be monitored at least once a year by an on-site visit or desktop review for programmatic and fiscal compliance. If on-site, notification of visit will be provided at least two weeks in advance of the scheduled monitoring review.

Monitoring Preparation

An on-site monitoring review notification letter and questionnaire will be emailed to the agency. The agency will return the questionnaire generally 1 week in advance of the monitoring visit, per SCSO instruction. Additional documentation may be requested at that time.

For desktop reviews as well as desktop preparation for on-site visits, the following documentation will be reviewed. SCSO may request any of the following documentation it may not already have:

- ❑ Most recent application for Emergency Food Network program (EFN)
- ❑ Award EFN notification & copy of executed EFN contract agreement
- ❑ Copies of all EFN Requests for Funds per FY under review
- ❑ Back up documentation (as needed) for EFN Requests for Funds
- ❑ Contract performance outcomes
- ❑ Proof of 501(c)(3) status
- ❑ Proof of currency of charitable solicitations permit
- ❑ Proof of registry with Office of Lt. Governor as a nonprofit
- ❑ Financial reports related to funding in file.
- ❑ State tax ID number
- ❑ Federal EIN number
- ❑ Records pertaining to previous monitoring reviews (if applicable).

DEFINITIONS OF EMERGENCY FOOD NETWORK PROGRAM SERVICES

Capacity Building (note – some of these items may be considered part of the supplies/equipment category)

To improve the existing pantries operations for services

- Purchase of Commercial Freezer/Refrigerator
- Storage Bins
- Pallet Racking
- Shelving
- Purchase of Fork Lift* (**with restrictions and approval only**)
- Delivery Truck* (**with restrictions and approval only**)
**required approval based upon pantry need and reasonable cost*
**for trucks, collaboration of food delivery services of various pantries within designated county is expected*
- Other – Pantry innovative projects

Meal Service

Pantries are to obtain more of nonperishable food items for nutritional balance meals serving.

- Nutritional Non-perishable Food Items
- Aggregate Meals to Senior Citizens Program
- Other – food items that are usually not donated

Other/Food/Operations - Pantry Facility

This category represents pantry operations costs.

- Utility Operation Costs
- Pantry General Repairs
- Vehicle Minor Maintenance Repair Costs
- Salary costs of pantry staff person who works directly in the pantry (budget may have this line broken out separately).

Transportation

To assist with the cost of transporting various food items to pantries statewide.

- Transportation cost to transport food to other Food Pantries or to collect food from grocery rescue programs.

Supplies/Equipment

To assist with purchases of minor pantry operations items that is pantry related.

- Pantry Operation Supply Upgrade
- Pantry Operation Minor Equipment

Technical Assistance

A food security approach to help bring together a variety of community groups that includes farmers, youth groups, schools and local leaders. Funds will provide a match to competitive federal grants to help low-income individuals to continue to work towards self-sufficiency.

- Agriculture Community Support
- Gardening Classes to community groups in collaboration with a master gardening program
- Outreach and education about federal nutrition programs
- Network Stenghtening: research and coordination projects to better understand and connect Utah's emergency food network.
- Conducting a general statewide survey of emergency food providers and federal nutrition programs. (Note: **Grantee will be responsible to write and compile annual reports**)