



**Date:** May 25, 2021

**To:** Legislative Advisory Commission Members

Senator Paul Gazelka  
Senate Majority Leader

Representative Melissa Hortman  
Speaker of the House


Senator Julie Rosen, Chair  
Senate Finance Committee

Representative Rena Moran, Chair  
Ways and Means Committee

Senator Abeler, Chair  
Human Services Reform Finance and Policy  
Committee

Representative Tina Liebling, Chair  
Health Finance and Policy Committee

Representative Dave Pinto, Chair  
Early Childhood Finance and Policy Committee

**From:** Jim Schowalter, Secretary Legislative Advisory Commission 

**RE:** Request for 10-Day Review of Federal Funds

Under the provisions of Minnesota Statutes 3.3005, subdivision 4 and 5, the Department of Human Services is submitting to the Legislative Advisory Commission (LAC) four federal grants for a 10-day review.

If no request for further review is received from the six LAC members by Friday, June 4, 2021, I will approve the requests for spending. To expedite the LAC review process during this critical time, LAC members may respond to this review request directly, recommending their approval or request for further review, instead of waiting the 10-day period.

Attached to this memo are details for the four Department of Human Services federal fund review requests.

Agency	Federal Fund Review Request	FY 2021	FY 2022
Human Services	Child Care and Development Block Grant (CCDBG) - Coronavirus Response and Relief Supplemental Act 2021	-	\$60,000,000
Human Services	Supporting Foster Youth and Families through the Pandemic Act (Chafee Program) - Consolidated Appropriations Act, 2021	\$3,000,000	\$6,768,259
Human Services	The Emergency Food Assistance Program (TEFAP) - Coronavirus Response and Relief Supplemental Appropriation	\$1,040,176	\$1,040,176
Human Services	The Emergency Food Assistance Program (TEFAP) Farm to Food Bank Projects	\$167,377	\$167,377

If you require additional information about these requests, please contact Dave Greeman ([dave.greeman@state.mn.us](mailto:dave.greeman@state.mn.us)) at the Department of Human Services.

cc: Bill Marx, House Chief Fiscal Analyst  
Eric Nauman, Senate Lead Fiscal Analyst  
Chris McCall, House Ways and Means Committee Administrator  
Dallas Fischer, Senate Finance Committee Administrator

## Federal Funds for Legislative Advisory Commission (LAC) Review May 25, 2021

### Department of Human Services

#### Child Care Development Block Grant (Coronavirus Response and Relief Supplemental Appropriations)

**Amount: Total federal grant = \$137.048 million. This request is not for additional total spending authority, but to request spending authority of \$60,000,000 for FY 2022.**

**Urgency:** This grant is available until September 30, 2023. Based on stakeholder and legislative engagement, DHS developed plans to spend these funds through state fiscal year 2023. The most recent federal funds submission limits DHS' spending authority to the end of fiscal year 2021. Approving this request will allow counties and tribes to make decisions about serving families who need assistance paying for child care and allow DHS to proceed with contract actions necessary to provide business supports to licensed child care programs and support family, friend and neighbor caregivers.

**Flexibility:** The state has flexibility in determining the use of these funds. DHS has a detailed, multi-year plan for these funds to bolster child care infrastructure and alleviate financial pressures for low-income families. This plan has been reviewed by agency leadership, legislative leadership, the Children's Cabinet and the Governor's Office.

**Summary:** This grant provides funds to state to increase the availability and quality of child care services for all families, and provide access and make child care affordable by paying child care costs on behalf of low-income families when parents are working or attending training or educational programs. CRRSA CDDBG are being used to support public health grants to child care providers, increase funding child care assistance, support family, friend and neighbor child care providers, and provide business support to providers.

#### Supporting Foster Youth and Families through the Pandemic Act (Chafee Program) - Consolidated Appropriations Act, 2021

**Amount: Total federal grant = \$6,768,259. Spending authority request for FY 2021 = \$3,000,000; FY 2022 = \$6,768,259.**

**Urgency:** The state received an additional award for this program through the Consolidated Appropriations Act. These funds were not included in the most recent federal funds summary. However, the state is required by the federal government to obligate funds prior to September 21, 2021. Funds that are not obligated must be returned to the federal government.

**Flexibility:** The state may decide whether to spend these funds on certain budget activities, such as transportation, employment, and education, to support foster children aging out of long-term out-of-home care.

**Summary:** The intent of these funds is to reduce the risk that youth aging out of long term out-of-home placement will become homeless or welfare dependent due to the pandemic. Funds are awarded for the provision of services designed to help older youth, currently or formerly in out-of-home care, prepare for a successful transition to adulthood.

#### The Emergency Food Assistance Program (TEFAP) Coronavirus Response and Relief Supplemental Appropriations Act - TEFAP CRRSA

**Amount: Total federal grant = \$1,040,176. Spending authority request for FY 2021 = \$1,040,176; FY 2022 = \$1,040,176.**

**Urgency:** If spending authority is delayed past beginning of June, there will be significant risk of having to forgo federal funds due to obligation and spending timelines. Distributing agencies (Food Banks and Hunger Solutions) will not be able to store, transport and distribute the additional USDA food provided under TEFAP CRRSA to food shelves, soup kitchens and emergency shelters across the State of Minnesota during the Covid-19 pandemic. Low-income Americans already struggling with food shortage, including elderly people may go

hungry. The Food Assistance Program (TEFAP) helps supplement the diets of low-income Americans, by providing them with emergency food assistance at no cost.

**Flexibility:** The State has no flexibility in determining how and when these funds are spent. The funding expenditure period is determined by USDA. TEFAP CRRSA funds need to be distributed as quickly as possible to eligible distributing agencies, such as food banks and Hunger Solutions to provide additional storage, transportation, and distribution of the additional USDA TEFAP CRRSA foods. That are significantly needed throughout the 87 counties during the Covid-19 pandemic.

**Summary:** TEFAP provides funding to states to enable processing storage and distribution costs incurred in providing food assistance to needy persons. Funds are used to distribute United State Department of Agriculture (USDA) donated food commodities to individuals and families who use on-site meal programs, food shelves and shelters. This program is designed ensures an equitable access distribution of commodities to all 87 counties.

The Emergency Food Assistance Program (TEFAP) Farm to Food Bank- TEFAP Farm to Food Bank

**Amount: Total federal grant = \$167,377. Spending authority request for FY 2021 = \$167,377; FY 2022 = \$167,377.**

**Urgency:** If spending authority is delayed past beginning of June, there will be significant risk of having to forgo federal funds due to federal obligation and spending timelines.

**Flexibility:** The State has no flexibility determining how and when these funds are spent. The funding expenditure period is determined by USDA. Funding expenditures under the first award of \$91,519 must be expended by June 20, 2021 and second award of \$75,858 must be expended by December 2021.

**Summary:** Emergency Food Assistance Program (TEFAP)- Farm to Food Bank provides funds to food banks to help reduce food waste at the agricultural production, processing, or distribution level through the donation of food, provide food to individuals in need, and build relationships between agricultural producers, processors, and distributors through the donation of food. Funds are utilized to engage Minnesota farmers, growers, distributors and processors as food donors; and to assist them to harvest, process, and package and transport these food donations to help relieve hunger in the State.

## Part One – Basic Federal Award Information

**Review Request Type:**      Fall 20-Day Review      20-Day Session Review      Urgent 10-Day Review

**State Agency:** Department of Human Services

**State Legal Authority:** Minnesota Statute 4.07

**Federal Agency:** Department of Health and Human Services

**CFDA#:** 93.575

**Federal Award Title:**

Child Care and Development Block Grant

**Federal Legislation Authorizing the Grant:**

Coronavirus Response and Relief Supplemental Act 2021

**Application Status:**      Pre-Application      Application      Negotiation      Award

**Start Date:** 12/27/2020     **End Date:** 09/30/2023     **Total Federal Award Amount:** \$ 137,048,000

## Part Two – Award Type Information

### New Award

Amount requiring approval in the current biennium:

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium)

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

### Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 for the current biennium \$ 0

### Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?  
 2022-23 Governor's Biennial Budget

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** 2022 **Amt:** \$ 60,000,000

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 for the current biennium \$ 137,048,000 \$ 0 \$ 137,048,000

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**Part Three – Grant Description**

**Narrative Description of the Federal Award**

Provides funds to states to increase the availability and quality of child care services for all families, and provide access and make child care affordable by paying child care costs on behalf of child care for low-income families when parents are working or attending training or educational programs.

**10-Day Urgent Request – Describe the nature of the urgency.**

This grant is available until 9/30/23. The most recent federal funds submission limits DHS' spending authority to the end of fiscal year 2021. These funds will be allocated to counties for the Basic Sliding Fee program. Counties are developing their budgets now and making decisions about how many families they can support. Any delay in approving the funds may result in some families remaining on the waiting list. Approving this request will allow counties and tribes to make decisions about serving families who need assistance paying for child care and allow DHS to proceed with contract actions necessary to provide business supports to licensed child care programs and support family, friend and neighbor care.

**20-Day Review - Describe any implications if the spending authorization is delayed.**

[Empty text area for 20-Day Review]

**Part Four – Short and Long-Term Commitments**

**Provide a narrative description of the short and long-term commitments.**

The grant is available until September 30, 2023. It does not create short-term or long-term commitments.

**Maintenance of Effort (MOE)**

Does the award contain a maintenance of effort requirement?  Yes  No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

[Empty text area for MOE narrative description]

**Match requirement:**

Is a hard (cash contributions) or soft (in-kind contributions) match required?  Yes  No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_

3. Description of the program and budget activity from where cash contributions will originate.

**FTE**

How many FTE(s) are needed to carry out this project/proposal? <sup>3</sup> \_\_\_\_\_ New \_\_\_\_\_ Existing \_\_\_\_\_

Is the continuation of positions a condition of receiving the federal award?  Yes  No  
 If yes, please describe.

**Indirect Costs**

Are indirect costs included in the proposal?  Yes  No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

Indirect costs are 10% of administrative costs. DHS does not have an approved indirect rate, but it does have a federally-approved cost allocation plan which caps indirect costs at 10%. The lesser of 10% of allocated costs are paid. The indirect costs are applied to administrative costs, which is approximately 0.03% of the total grant award.

**Part-Five – Signatures**

**David Greeman** Digitally signed by David Greeman  
 Date: 2021.05.20 13:16:54 -05'00'

Agency Finance Director's Signature

Date

 Digitally signed by Ahna Minge  
 Date: 2021.05.20 13:29:35 -05'00'

Department Head's Signature

Date

 Digitally signed by Travis L. Bunch  
 Date: 2021.05.20 18:18:41 -05'00'

Executive Budget Officer's Signature

Date



## Part One – Basic Federal Award Information

Review Request Type:  Fall 20-Day Review  20-Day Session Review  Urgent 10-Day Review

State Agency: Department of Human Services

State Legal Authority: Minnesota Statutes 4.07

Federal Agency: Department of Health and Human Services

CFDA#: 93.674

Federal Award Title:

Supporting Foster Youth and Families through the Pandemic Act,

Federal Legislation Authorizing the Grant:

Division X of Public Law (P.L.) 116-260, the Consolidated Appropriations Act, 2021

Application Status:  Pre-Application  Application  Negotiation  Award

Start Date: 10/01/2020 End Date: 09/30/2022 Total Federal Award Amount: \$ 6,768,259

## Part Two – Award Type Information

### New Award

Amount requiring approval in the current biennium:

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

State FY: 2021 Amt: \$ 3,000,000

Anticipated federal grant expenditures in the planning years (next biennium)

State FY: 2022 Amt: \$ 6,768,259

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

### Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

### Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

State FY: \_\_\_\_\_ Amt: \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

Other Revision

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### **Part Three – Grant Description**

#### **Narrative Description of the Federal Award**

The intent of the funds is to reduce the risk that youth aging out of long-term out-of-home placement will become homeless or welfare dependent. Funds are therefore awarded for the provision of services designed to help older youth, current or formerly in out-of-home care, prepare for a successful transition to adulthood. These additional funds are intended to support foster youth affected by the pandemic.

**10-Day Urgent Request – Describe the nature of the urgency.**

Extended foster care costs for the program began in March and direct services started in early May, however, current LAC authority does not include sufficient spending authority to reflect the increased federal award and the increased county costs. DHS will be responsible for reimbursing counties in the end of FY2021 and beginning of FY2022. If counties request reimbursement in FY 2021, there is a risk that DHS will exceed its spending authority. Given uncertainty of when counties will seek reimbursement, DHS is requesting increased authority in both FY2021 and FY2022.

**20-Day Review - Describe any implications if the spending authorization is delayed.**

**Part Four – Short and Long-Term Commitments**

**Provide a narrative description of the short and long-term commitments.**

**Maintenance of Effort (MOE)**

Does the award contain a maintenance of effort requirement?  Yes  No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

**Match requirement:**

Is a hard (cash contributions) or soft (in-kind contributions) match required?  Yes  No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_

3. Description of the program and budget activity from where cash contributions will originate.

**FTE**

How many FTE(s) are needed to carry out this project/proposal? 0 **New** 0 **Existing**

Is the continuation of positions a condition of receiving the federal award?  Yes  No  
 If yes, please describe.

**Indirect Costs**

Are indirect costs included in the proposal?  Yes  No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

**Part-Five – Signatures**

**David Greeman**

Digitally signed by David Greeman  
 Date: 2021.05.20 13:18:45 -05'00'

Agency Finance Director's Signature

Date



Digitally signed by Ahna Minge  
 Date: 2021.05.20 13:28:46 -05'00'

Department Head's Signature

Date



Digitally signed by Travis L. Bunch  
 Date: 2021.05.20 18:19:35 -05'00'

Executive Budget Officer's Signature

Date

## Part One – Basic Federal Award Information

**Review Request Type:**       Fall 20-Day Review       20-Day Session Review       Urgent 10-Day Review

**State Agency:** Department of Human Services

**State Legal Authority:** Minnesota Statute 4.07

**Federal Agency:** Department of Agriculture

**CFDA#:** 10.568

**Federal Award Title:**

The Emergency Food Assistance Program (TEFAP) Coronavirus Response and Relief Supplemental Appropriation

**Federal Legislation Authorizing the Grant:**

The Agriculture Improvement Act of 2018; the Food and Nutrition Act of 2008; the Emergency Food Assistance Act of 1983.

**Application Status:**       Pre-Application       Application       Negotiation       Award

**Start Date:** 04/01/2021      **End Date:** 09/30/2021      **Total Federal Award Amount:** \$ 1,040,176

## Part Two – Award Type Information

**New Award**

Amount requiring approval in the current biennium:

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** 2021      **Amt:** \$ 1,040,176

Anticipated federal grant expenditures in the planning years (next biennium)

**State FY:** 2022      **Amt:** \$ 1,040,176

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**Increase in Award Amount (includes continuation and increase in award amount)**

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

**Change in Fiscal Years Spending Authority Only**

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

### Part Three – Grant Description

#### Narrative Description of the Federal Award

The State has been awarded \$1,040,176 from The Emergency Food Assistance Program (TEFAP) Coronavirus Response and Relief Supplemental Appropriations Act - TEFAP CRRSA. The funds will be used to cover costs associated with storage, distribution and transportation of USDA foods.

The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. Through TEFAP, the U.S. Department of Agriculture (USDA) purchases a variety of nutritious, high-quality USDA Foods, and makes those foods available to State Distributing Agencies (Food Banks and Hunger Solutions). The following services are provided by Distributing Agencies: local storage, transportation, and distribution of United States Department of Agriculture commodities to food shelves, soup kitchens and emergency shelters across the State of Minnesota under The Emergency Food Assistance Program (TEFAP). The Emergency Food Assistance Program (TEFAP) Coronavirus Response and Relief Supplemental Appropriations Act will be expended for all of the same activities as TEFAP. Therefore, the State plans to use these funds the same way as the current TEFAP funds.

**10-Day Urgent Request – Describe the nature of the urgency.**

TEFAP CRRSA funds need to be distributed as quickly as possible to eligible distributing agencies, such as food banks and Hunger Solutions to provide additional storage, transportation and distribution of the additional USDA TEFAP CRRSA foods that are significantly needed throughout the 87 counties during the Covid-19 pandemic. Funds under TEFAP CRRSA must be spent by 9/30/2021, and delays in approving these funds may result in them not being fully spent and having to be returned to the Federal government. If spending authority is delayed until next fiscal year distributing agencies will not be able to store, transport and distribute the additional USDA food provided under TEFAP CRRSA to food shelves, soup kitchens and emergency shelters across the state.

**20-Day Review - Describe any implications if the spending authorization is delayed.**

[Empty text area for 20-Day Review]

**Part Four – Short and Long-Term Commitments**

**Provide a narrative description of the short and long-term commitments.**

Short and long-term commitment of receiving the Emergency Food Assistance Program (TEFAP) Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA).

1. Make grant awards to TEFAP Distributing Agencies (Food Banks and Hunger Solutions).
2. Monitor contracted partners for compliance.

**Maintenance of Effort (MOE)**

Does the award contain a maintenance of effort requirement?  Yes  No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

[Empty text area for MOE narrative description]

**Match requirement:**

Is a hard (cash contributions) or soft (in-kind contributions) match required?  Yes  No

If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_

3. Description of the program and budget activity from where cash contributions will originate.

**FTE**

How many FTE(s) are needed to carry out this project/proposal? \_\_\_\_\_ New <sup>2</sup> \_\_\_\_\_ Existing

Is the continuation of positions a condition of receiving the federal award?  Yes  No  
 If yes, please describe.

**Indirect Costs**

Are indirect costs included in the proposal?  Yes  No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The State will award funds to Food Banks and Hunger Solutions. The State will not be keeping any administrative funds from this award. Therefore there is \$0 indirect costs from this grant.

**Part-Five – Signatures**

**David Greeman**

Digitally signed by David Greeman  
 Date: 2021.05.20 13:02:53 -05'00'

Agency Finance Director's Signature

Date



Digitally signed by Ahna Minge  
 Date: 2021.05.20 13:25:51 -05'00'

Department Head's Signature

Date



Digitally signed by Travis L. Bunch  
 Date: 2021.05.20 18:18:08 -05'00'

Executive Budget Officer's Signature

Date



## Part One – Basic Federal Award Information

**Review Request Type:**       Fall 20-Day Review       20-Day Session Review       Urgent 10-Day Review

**State Agency:** Department of Human Services

**State Legal Authority:** Minnesota Statute 4.07

**Federal Agency:** Department of Agriculture

**CFDA#:** 10.568

**Federal Award Title:**

The Emergency Food Assistance Program (TEFAP) Farm to Food Bank Projects.

**Federal Legislation Authorizing the Grant:**

The Agriculture Improvement Act of 2018; the Food and Nutrition Act of 2008; the Emergency Food Assistance Act of 1983.

**Application Status:**       Pre-Application       Application       Negotiation       Award

**Start Date:** 06/01/2020      **End Date:** 12/30/2021      **Total Federal Award Amount:** \$ 167,377

## Part Two – Award Type Information

**New Award**

Amount requiring approval in the current biennium:

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** 2021      **Amt:** \$ 167,377

Anticipated federal grant expenditures in the planning years (next biennium)

**State FY:** 2022      **Amt:** \$ 167,377

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**Increase in Award Amount (includes continuation and increase in award amount)**

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

**Change in Fiscal Years Spending Authority Only**

Date the current biennium amount was originally approved?

Incremental amount requiring approval in the current biennium

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Anticipated federal grant expenditures in the planning years (next biennium):

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

**State FY:** \_\_\_\_\_ **Amt:** \$ \_\_\_\_\_

Amount originally approved + Incremental amount requested = New total current biennium amount  
 \_\_\_\_\_ + \_\_\_\_\_ = \$ 0

## Part Three – Grant Description

### Narrative Description of the Federal Award

Section 4018(b) of the Agriculture Improvement Act of 2018 (P.L. 115-334) amended Section 203D of the Emergency Food Assistance Act of 1983 to provide 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 (EFOs). These projects are known as Farm to Food Bank Projects. The final rule entitled, The Emergency Food Assistance Program: Implementation of the Agriculture Improvement Act of 2018 (84 FR 52997), codified this change in TEFAP regulations at 7 CFR 251.6 and 251.10

Farm to Food Bank Projects are defined at 7 CFR 251.10(j) as the harvesting, processing, packaging, or transportation of unharvested, unprocessed, or unpackaged commodities donated by agricultural producers, processors, or distributors for use by EFOs. The purpose of such projects is to (a) reduce food waste at the agricultural production, processing, or distribution level through the donation of food, (b) provide food to individuals in need, and (c) build relationships between agricultural producers, processors, and distributors and EFOs through the donation of food.

Funds will be utilized to engage Minnesota farmers, growers, distributors and processors as food donors; and to assist them to harvest, process, and package and transport these food donations to help relieve hunger in the state.

**10-Day Urgent Request – Describe the nature of the urgency.**

If these funds are not obligated by the end of the current state fiscal year, they will have to be returned to the federal government. If that were to occur, distributing agencies (food banks) will not be able to help reduce food waste at the agricultural production, processing, or distribution level through the donation of food, provide food to individuals in need, and build relationships between agricultural producers, processors, and distributors through the donation of food. These funds will be used to utilize to engage Minnesota farmers, growers, distributors and processors as food donors; and to assist them to harvest, process, and package and transport these food donations to help relieve hunger in the State. Funds under TEFAP Farms to Food Bank Project must be spent by December 30, 2021.

**20-Day Review - Describe any implications if the spending authorization is delayed.**

[Empty text area for 20-Day Review]

**Part Four – Short and Long-Term Commitments**

**Provide a narrative description of the short and long-term commitments.**

Short and long-term commitment of receiving the Emergency Food Assistance Program (TEFAP) Farm to Food Bank Projects.

- 1. Make grant awards to TEFAP Distributing Agencies (Food Banks).
- 2. Monitor contracted partners for compliance.

**Maintenance of Effort (MOE)**

Does the award contain a maintenance of effort requirement?  Yes  No

If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

[Empty text area for MOE narrative description]

**Match requirement:**

Is a hard (cash contributions) or soft (in-kind contributions) match required?  Yes  No

If yes, please provide the following:

- 1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount
				\$ 0
				\$ 0
				\$ 0
				\$ 0

2. Account information: FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_  
 FY \_\_\_\_\_ FUND \_\_\_\_\_ AppropID \_\_\_\_\_ FinDeptID \_\_\_\_\_

3. Description of the program and budget activity from where cash contributions will originate.

**FTE**

How many FTE(s) are needed to carry out this project/proposal? \_\_\_\_\_ New <sup>2</sup> \_\_\_\_\_ Existing

Is the continuation of positions a condition of receiving the federal award?  Yes  No  
 If yes, please describe.

**Indirect Costs**

Are indirect costs included in the proposal?  Yes  No

1. If yes, indicate the rate. If this rate is different from the agency's approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?

Please use the space below to respond to the questions above as they apply to your proposal.

The State will award 100% of the funds to Food Bank. The State will not be keeping any administrative funds from this award. Therefore there is \$0 indirect costs from this grant.

**Part-Five – Signatures**

**David Greeman**

Digitally signed by David Greeman  
 Date: 2021.05.20 12:51:14 -05'00'

Agency Finance Director's Signature

Date



Digitally signed by Ahna Minge  
 Date: 2021.05.20 13:26:32 -05'00'

Department Head's Signature

Date



Digitally signed by Travis L. Bunch  
 Date: 2021.05.20 18:17:36 -05'00'

Executive Budget Officer's Signature

Date