



DEC 29 2009

United States  
Department of  
Agriculture

**SUBJECT:** The Emergency Food Assistance Program (TEFAP) Reporting Requirements under the American Recovery and Reinvestment Act of 2009 (ARRA)

Food and  
Nutrition  
Service

**TO:** Regional Director Regional Director  
Special Nutrition Programs Field Operations  
NERO, SERO, MARO, MWRO, WRO  
MPRO, SWRO

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**Introduction**

Please forward this memorandum to all TEFAP State agencies upon receipt, and instruct them to disseminate it, as applicable, to other TEFAP Reporting Entities (“Entities” are TEFAP State agencies, other State agencies that are reporting ARRA information on behalf of TEFAP State agencies, and sub-recipients that were delegated reporting responsibilities under ARRA).

Per Section 1512 of ARRA, the second ARRA reporting period begins on January 1, 2010. This memorandum updates and reiterates certain guidance that Entities must use when reporting TEFAP ARRA data. Entities should read memorandum M-10-08, dated December 18, 2009, from the Office of Management and Budget, “Updated Guidance on the American Recovery and Reinvestment Act—Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates” (attached to this memorandum). They should also review the TEFAP ARRA Recipient Reporting Template, which can be found at: [http://www.fns.usda.gov/fdd/programs/tefap/TEFAP\\_Template--ARRA\\_Reporting.pdf](http://www.fns.usda.gov/fdd/programs/tefap/TEFAP_Template--ARRA_Reporting.pdf). Most of the guidance provided in the template has not changed, and should help Entities accurately submit the required data. However, to the extent that this memorandum and the template are inconsistent, Entities should adhere to this memorandum.

**Data Elements That Are Identical For *All* TEFAP Prime Recipients**

Per Part 1, Question 2 of M-10-08, we are providing Entities with *exact* information that *all* of them must provide for certain data elements (i.e., Award Type, Funding Agency Code, etc.). Entities must complete those data elements *exactly* as follows:

<b>Data Element</b>	<b>Information Entities <i>Must</i> Use To Complete The Data Element</b>
<b>Award Type</b>	Grant
<b>Funding Agency Code</b>	12F2
<b>Awarding Agency Code</b>	12F2
<b>CFDA Number</b>	10.568
<b>Program Source</b>	12-3509

## Data Elements That Required Some Research and/or Calculation

Pursuant to our review of data submitted during the October 2009 reporting period, we are revising guidance that Entities must use to provide certain data elements as follows:

Data Element	Instructions for Entities to Research and/or Calculate Required Data
<b>Final Report</b>	<p>Entities <i>must</i> determine whether they have expended all of their ARRA funds (i.e., whether they have obligated, outlaid, and/or distributed all of their ARRA funds).</p> <p>If not, the Entity should input: <b>No</b>.</p> <p>If so, the Entity should input: <b>Yes</b>.</p> <p>Please note that the information provided for this data element must be consistent with the information provided in the <b>Project Status</b> field.</p>
<b>Recipient Congressional District</b>	<p>Entities must confirm that the two-digit (numerical) Congressional district code they enter in FederalReporting.gov is accurate.</p> <p>Entities can find their Congressional district code by going to <a href="http://www.house.gov">www.house.gov</a> and inputting their zip code+4 in the “<i>Find Your Representative</i>” field in the upper left-hand corner.</p> <p>For example, if an Entity inputs “22302-1500,” the site will indicate that the zip code is in the 8th Virginia Congressional District. Thus, that Entity would input: <b>08</b></p> <p>If the Entity does not know the “+4” portion of its zip code, it should input the standard five-digit code. The site will then redirect to a U.S. Postal Service website that will provide the “+4” when the address is inputted.</p> <p>However, Entities in the District of Columbia and States with only one Congressional district should enter: <b>00</b></p> <p>Meanwhile, the Commonwealth of the North Mariana Islands, Guam, Puerto Rico, and the Virgin Islands should input: <b>99</b></p>
<b>Award Date</b>	<p>Entities <i>must</i> input the date they received their <i>first</i> TEFAP ARRA administrative funds (i.e., the date the first ARRA funds were put into its letter of letter-of-credit). For prime recipients, the date should be the same as that inputted during the October 2009 reporting period.</p> <p>The date <i>must</i> be inputted in the MM/DD/YYYY format.</p>
<b>Project Status</b>	<p>Entities <i>must</i> indicate the completion status of its TEFAP ARRA grant. There are four options: <b>Not Started; Less than 50% completed; Completed 50%</b></p>

	<p><b>or more; and Fully Completed</b></p> <p>To determine completion status, Entities should calculate what percentage of its TEFAP ARRA funds it has expended (i.e., obligated, outlaid, and/or distributed).</p> <p>To do this, Entities must:</p> <ol style="list-style-type: none"> <li>1. Sum the amounts they submitted in the <b>Total Federal Amount of ARRA Expenditure (A)</b> and <b>Total Federal Infrastructure Expenditure (B)</b> [<math>A + B = C</math>].</li> <li>2. Divide that amount (C) by the <b>Award Amount (D)</b> (<math>C/D = E</math>).</li> <li>3. The result of that calculation (E) will be a decimal. Multiply E by 100 to obtain a percentage (F).</li> <li>4. Select the choice in the <b>Project Status</b> field that is consistent with F.</li> <li>5. For example, if <math>F = 75\%</math>, the correct choice in the <b>Project Status</b> field is <b>Completed 50% or more</b>.</li> </ol> <p>Please note that the information provided for this data element must be consistent with the information provided in the <b>Final Report</b> field.</p>
<p><b>Number of Jobs</b></p>	<p>M-10-08 updates guidance that Entities should use when calculating the number of jobs created and/or retained by TEFAP State agencies, as well as their sub-recipients and vendors.</p> <p>Entities should review M-10-08 and pay special attention to Attachment A of M-10-08 (both are attached to this document).</p>

**Data Elements That Are Unique To Every TEFAP Prime Recipient**

In addition, there are some data elements that are unique to every TEFAP Prime Recipient. These include Amount of Award and Grant Award Number. Attached, please find Worksheet #1, which contains the information that Entities should input for every TEFAP State agency for those two data elements.

## Preserving ARRA Information Submitted During October 2009

Entities must also preserve copies of information submitted to Federal Reporting.gov during the October 2009 reporting period for each Prime Recipient and Sub-Recipient of TEFAP ARRA administrative funds. Entities must do so by logging onto FederalReporting.gov and **(1)** printing copies of each submission or **(2)** saving copies of each submission in Portable Document Format (PDF). If any of the narratives in such submissions are too lengthy to be printed or saved in their entirety (due to screen-shot limitations), Entities must otherwise preserve copies of those narratives. Together, these two actions will protect Entities in the unlikely event that data in FederalReporting.gov is ever over-written, deleted, or otherwise damaged.



Cathie McCullough

Director

Food Distribution Division

Attachments