



COUNTY ADMINISTRATOR  
220 NORTH MAIN STREET, P.O. BOX 8645  
ANN ARBOR, MICHIGAN 48107-8645  
(734)222-6850  
FAX (734)222-6715

TO: Conan Smith, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trenda Rusher, Director  
ETCS

DATE: November 4, 2009

SUBJECT: The Emergency Food Assistance Program (TEFAP)

**BOARD ACTION REQUESTED:**

It is requested the Board of Commissioners ratify the signature of the County Administrator on the ETCS agreement for The Emergency Food Assistance Program with the Michigan Department of Education for the period of October 1, 2008 through September 30, 2009 in the amount of \$39,693.

**BACKGROUND:**

The Emergency Food Assistance Program (TEFAP) is a Federal program created in 1981 to help supplement the diets of low-income people in need, including elderly people, by providing them with emergency food and nutrition assistance at no cost.

Under TEFAP, commodity foods are made available by the U.S. Department of Agriculture to states. States provide the food to local agencies that they have selected, usually food banks or community action agencies (CAAs), which in turn distribute the food to soup kitchens and food pantries that directly serve the public. The latter, (CAAs) generally distribute the food directly to the public themselves as part of their umbrella services.

The Michigan Department of Education (MDE) handles food distribution for the state. Washtenaw County ETCS serves as the lead agency for the South East Michigan Regional TEFAP Coalition. This Coalition includes the Counties of Livingston, Oakland, Washtenaw, Monroe and Macomb. ETCS is responsible for working with MDE to place food orders as well as track budgets and arrange food deliveries.

**DISCUSSION:**

Approval of the FY 2009 TEFAP agreement enables ETCS to provide surplus USDA purchased food to people in need, who include the unemployed, elderly, residents with low income in Washtenaw County.

TEFAP provides foods such as the following: vegetables, meat, fruit, pasta, rice, flour and peanut butter. The eligibility requirements are based on household income levels. Allowable income is 130% of the poverty level for person under 60 years of age and 160% of the poverty level for persons age 60 and over.

ETCS plans to serve approximately 1,985 households per quarterly distribution. Last year, ETCS distributed food to 2,500 households with a budget of \$15,512. ETCS partners closely with Food Gatherers to supplement and promote the TEFAP food distribution.

**IMPACT ON HUMAN RESOURCES:**

None

**IMPACT ON BUDGET:**

The requested Board action will approve the ETCS TEFAP budget in the amount of \$39,693 in federal revenue. No county match is required for this grant.

**IMPACT ON INDIRECT COSTS:**

None

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

None

**CONFORMITY TO COUNTY POLICIES:**

This matter has been reviewed by the County Administrator's Office, Corporation Counsel, the Washtenaw County Community Action Board, Finance Department, and the Ways and Means Committee. The requested board action is in conformity with County policies.

**ATTACHMENTS/APPENDICES:**

FY 2008 TEFAP Budget

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) AGREEMENT IN THE AMOUNT OF \$39,693, WITH THE MICHIGAN DEPARTMENT OF EDUCATION (MDE) FOR THE PERIOD OF OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009 FOR ETCS; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN NOTICE OF GRANT AWARDS; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

November 4, 2009

WHEREAS, ETCS has applied to the Michigan Department of Education for \$39,693 for the period of October 1, 2008 to September 30, 2009; and

WHEREAS, the Emergency Food Assistance Program (TEFAP) is a federal program created in 1981 to help supplement the diets of low-income people in need, including elderly people, by providing them with emergency food at no cost; and

WHEREAS, approval of the Fiscal Year 2009 TEFAP enables ETCS to provide surplus United States Department of Agriculture purchased food (through the Michigan Department of Education) to the people in need in Washtenaw County, who may include the unemployed, elderly, homeless, and others with low income; and

WHEREAS, under the TEFAP program, commodity foods available to eligible customers include vegetables and fruits, meat, juices, and cereal; and

WHEREAS, the eligibility requirements set by the Michigan Department of Education (MDE) includes 130% of the poverty level for persons aged under 60 years, and 160% of the poverty level for persons aged 60 and over; and

WHEREAS, ETCS plans to serve approximately six hundred and twenty-five (625) families per quarterly distribution; and

WHEREAS, ETCS distributed food to 2,500 households during Fiscal Year 2007 (10/01/07-09/30/08); and

WHEREAS, Washtenaw County ETCS serves as the lead agency for the South East Michigan Regional TEFAP Coalition. This Coalition includes the Counties of Livingston, Oakland, Washtenaw, Monroe and Macomb. ETCS is responsible for working with MDE to place food orders as well as track budgets and arrange food deliveries; and

WHEREAS, this matter has been reviewed by the Ways and Means Committee, the Washtenaw County Community Action Board, the County Administrator's Office, Corporation Counsel, the Finance Department, and the Human Resources Department

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator's signature on the grant agreement for The Emergency Assistance Food Program (TEFAP) with the Michigan Department of Education for the period of October 1, 2008 through September 30, 2009 for ETCS, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Approving the budget as attached hereto and made a part hereof
3. Authorizing the County Administrator to sign delegate contracts upon review and approval of Corporation Counsel, to be filed with the County Clerk.

Washtenaw County ETCS  
TEFAP  
FY: 10/1/08 – 9/30/09  
BU: 2690089400

**Revenues**

50001	Federal Revenue	\$ 39,693	\$ 39,693	\$ 39,693
-------	-----------------	-----------	-----------	-----------

**Expenditures**

70050	Personal Services	\$ 14,000	\$ 14,000	\$ 14,000
72600	Supplies	\$ 500	\$ 500	\$ 500
80000	Other Services & Charges	<u>\$ 25,193</u>	<u>\$ 25,193</u>	<u>\$ 25,193</u>
		\$ 39,693	\$ 39,693	\$ 39,693