

UNITED STATES DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

**REPORT OF THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) ADMINISTRATIVE COSTS**

Public reporting burden for this collection of information is estimated to average 3.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis (0584-0293), Alexandria, VA 22302. Do not return the completed form to this address.

1. ID NUMBER	2. STATE AGENCY	3. FINAL REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO
		4. BASIS <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL

5. GRANT PERIOD		6. PERIOD COVERED BY THIS REPORT	
FROM (Month, Day, Year)	TO (Month, Day, Year)	FROM (Month, Day, Year)	TO (Month, Day, Year)

7. STATUS OF FUNDS				
TRANSACTIONS	ACTIVITIES/FUNCTIONS			
	I - STATE LEVEL COSTS	II - STATE PAID EFO COSTS	III - LOCAL-PAID EFO COSTS	IV - TOTAL COST
a. Net Outlays Previously Reported				
b. Net Outlays This Quarter				
c. Net Outlays to Date (Sum of lines a and b)				
<b>STATE AGENCY'S SHARE OF NET OUTLAYS, CONSISTING OF:</b>				
d. Third-Party In-Kind Contributions				
e. Cash Outlays				
f. Total State Agency's Share of Net Outlays (Sum of lines d and e)				
g. Federal Share of Net Outlays (Line c minus line f)				
h. Total Unliquidated Obligations				
i. State Agency's Share of Unliquidated Obligations				
j. Federal Share of Unliquidated Obligations (Line h minus line i)				
k. Total Federal share (Sum of lines g and j)				
l. Total Federal Funds Authorized				
m. Unobligated Balance of Federal Funds (Line l minus line k)				

8. CERTIFICATION: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the awards documents.

NAME AND TITLE <i>(Typed or Printed)</i>	TELEPHONE NUMBER
SIGNATURE	DATE <i>(Report Submitted)</i>

# INSTRUCTIONS

## FNS-667

### PURPOSE

The FNS-667 captures the State agency's outlays and unliquidated obligations for TEFAP storage and distribution costs in total and at the State and local levels. This information is necessary to monitor the State agency's use of its TEFAP grant. It is also needed in order to determine compliance with certain programmatic requirements. These include the State matching requirement (7CFR 25.19) and the 40 percent pass-through requirement (7 CFR 251.8(d)(2)(h)).

### LINE-BY-LINE INSTRUCTIONS

**Block 1 - ID Number.** Enter the 7-digit identification (ID) number assigned by FNS. This number identifies the State agency and its TEFAP grant in the FNS automated reporting system.

**Block 2 - State Agency.** Enter the name and address of the State Agency.

**Block 3 - Final Report.** If this is the final report submitted to close out the grant, check "yes". Otherwise, check "no".

**Block 4 - Basis.** Check the block corresponding to the basis of accounting cash or accrual under which the State Agency prepared the data entered in the report.

**Block 5 - Grant Period.** Enter the beginning and ending dates of the Federal fiscal year for which the grant has been awarded.

**Block 6 - Period Covered by this Report.** Enter the beginning and ending dates of the calendar quarter to which this report pertains.

**Block 7 - Status of Funds:**

#### Column 1 - State Level Costs.

This column is used to report transactions relating to TEFAP State level storage and distribution costs. The State Agency identifies such costs in accordance with section IV of FNS Instruction 716-3, Temporary Emergency Feed Assistance Program (TEFAP) -- Storage and Distribution Costs.

**Line a - Net Outlays Previously Reported.** Enter the cumulative net outlays from all sources (Federal grant, State appropriated funds, third-party in-kind contributions, etc.) for State level costs as of the close of the quarter preceding the quarter identified in block 6. This amount should be the same as the line c entry in the last report. If this is the initial report, enter zero.

**Line b - Net Outlays This Quarter.** Enter the net outlays for State level costs for the quarter to which this report pertains (as shown in block 6).

**Line c - Net Outlays to Date.** Enter the sum of lines a and b. This is the total cumulative outlay for State level costs as of the report date.

**Line d - Third Party In-Kind Contributions.** Enter the value of goods and services furnished by donors other than the State, which qualify to be counted toward meeting the matching requirement (See 7 CFR 251.8(c)).

**Line e - Cash Outlays.** Enter all cash outlays by the State Agency for State level storage and distribution costs, from sources either than the Federal grant, which qualify to be counted toward meeting the matching requirements. (See 7 CFR 251.8 (c)).

Line f and g are self-explanatory.

**Line h - Total Unliquidated Obligations.** Enter the State Agency's balance of unliquidated obligations for State level storage and distribution costs, from both Federal and State sources as of the report date.

**Line i - State Agency's Share of Unliquidated Obligations.** Enter the portion of the line h entry that does not represent obligations of Federal grant funds for State level storage and distribution costs.

Lines j and k are self-explanatory.

**Line l - Federal Funds Authorized.** Enter the portion of the Federal grant (as stated in block 8 of the most recent Grant Award Document) that will be used for State level costs. This amount should not exceed 60 percent of the Federal grant shown in column IV of the final report, although it may do so in quarterly interim reports.

**Line m - Unobligated Balance of Federal Funds.** Subtract the line k entry from the l entry and enter the result here.

Column II - State-Paid EFO Costs.

**General.** This column is used to report transactions relating to EFO level storage and distribution costs which have been paid directly by the State Agency. The State Agency identifies such costs in accordance with section V of FNS Instruction 716-3. The line-by-line instructions for this column parallel those given above for column I.

**Line l - Total Federal Funds Authorized.** The State Agency must distribute the portion of its grant (as shown on the Grant Award Document) that will be passed through to EFOs between columns II and III on a basis that reflects the State Agency's expectation of how actual expenditures for EFO level costs will be distributed.

Column III - Local Paid EFO Costs.

This column is used to report Federal grant funds disbursed to EFOs for costs incurred by the EFOs themselves. The State Agency identifies such costs in accordance with section VI of FNS Instruction 716-3. The State Agency should follow the Column I line-by-line instructions in completing lines a through k and line m of Column III. The Column II instruction for completing line l should also be applied to line l of Column III.

Column IV - Total.

**General.** Sum the values entered in Column I through III of each line and enter the total for each line in the applicable cell of column IV.

**Line l - Total Federal Funds Authorized.** The entry in this row should match the amount shown in section 8, Federal Grant Obligation, of the Grant Award Document.

#### Timing and Submission.

The FNS-667 is due in the applicable FNS regional office 30 days following the end of the calendar quarter to which it pertains. The final (closeout) report is due January 30 of the Federal fiscal year following that to which the final report pertains.

NOTE: If TEFAP funds are used for administrative costs of the Soup Kitchens & Food Banks Program, the reporting State Agency must ensure that the numbers shown on the FNS-667 reflect such usage.