



## EFAP FOOD BANK SUBCONTRACTOR CLOSE-OUT REPORT INSTRUCTIONS

### Important Notes:

- When filling out the EFAP Food Bank Subcontractor Close-out Report (AGR FORM 609-2218) electronically, only enter data into cells that are shaded yellow.
- Please use \$12.47 per hour for donated labor and \$1.73 per pound for in-kind values. You may use whatever value you deem appropriate for other in-kind donations.
- You do not need to match by budget category. You only need to match your overall budget. For example, if all of your Emergency Food Assistance Program (EFAP) funds are used for operations, the match requirements could be met by providing other funds in the administration and equipment categories.
- A signed and dated copy is due to the Contractor by the date listed on the report.

---

### Agency's Information

1. Food Bank's Name and Address: Name of Food Bank and mailing address including zip code.
2. Contract Number: Number assigned to the contract by the WSDA. (**Contractor**, please fill this in.)
3. Contact Person: The name of person who completed this form.
4. Phone Number: Phone number of contact person.
- 4a. Email Address: E-mail address of the contact person.

---

### Food Bank Yearly Expenditure Detail

This section reflects all resources, including EFAP, spent on your food bank activities.

- 5a. Column A should reflect actual expenditures billed to your EFAP subcontract during SFY 2016 for Food Bank administration, operations, and equipment costs. This may or may not be the same as the original budgeted amounts if you under spent in a category and over spent in another. Enter the expenditures in the appropriate categories.
- 5b. Column B should reflect all cash matches and noncash/in-kind resources used for your food bank services during SFY 2016. We are allowing both TEFAP and CSFP food pounds to be used as "In-Kind" match for EFAP. (Note: Allowing CSFP as a match is relatively new.)
6. Sums are automatically calculated in Column C Total Costs All Sources by adding Column 5a, Total EFAP Reimbursements to Column 5b, Match/In-Kind Other Resources.

7. All totals for columns reflected here are automatically calculated.
8. EFAP percent of total costs is an automatic calculation.
9. Pounds of Food Distributed by Food Bank: Enter the total yearly pounds distributed in SFY 2016 **from all sources** to EFAP food banks for which you have the EFAP sub-contract. This includes TEFAP food, all donated food, and all food purchased with EFAP or other cash sources. This should match the pounds you reported to the Contractor during the year.
10. Enter the total amount of EFAP funds (**only**) used to purchase food in SFY 2016.

*Only input data into the **yellow-shaded cells**.*

*Please make sure that the EFAP percent of total costs does not exceed 50%.*

---

**Certification:** The report must be certified (signed) by an authorized representative. Please enter the title of the person signing the report and the date the report is signed.

Return the Food Bank Close-out Report (AGR FORM 609-2218) to the Contractor by the date indicated on the top of the report.

If you have technical or other problems completing this report, please do not hesitate to call or email your contractors to ask for assistance.