

State of Washington

Department of Community Development
(agency name)

Administrative Order No. 87-11

(1) I, Chuck Clarke, director of
Department of Community Development

do promulgate and adopt at Ninth and Columbia Building, Olympia, Washington
(place)

the annexed rules relating to:

the conditions and procedures under which state funds will be made available
to assist local food banks and food distribution centers.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 87-15-033
filed with the code reviser on July 13, 1987. These rules shall take effect:
 thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2).
 at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, _____, find that
an emergency exists and that this order is necessary for the preservation of the public health, safety, or general
welfare and that observance of the requirements of notice and opportunity to present views on the proposed action
would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026¹ that "every agency shall incorporate the most specific, but
in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b),
or (c) as appropriate:

(a) This rule is promulgated pursuant to RCW _____
and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW _____
which directs that the

(agency)

has authority to implement the provisions of

(name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the
The Department of Community Development

(agency)

as authorized in RCW 43.63A.060 and 34.04 RCW

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public
Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) and the State Register
Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this agency, is herewith transmitted to the Code
Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED September 16 19 87

STATE OF WASHINGTON
FILED

By Chuck Clarke

Director

Title

SEP 18 1987

[Form CR-7: Rev. 7/23/82]

CODE REVISER'S OFFICE
WSR 87-19-113

AMENDATORY SECTION (Amending Order 85-15, filed 3/27/86)

WAC 365-140-010 AUTHORITY. These rules are adopted under the authority of RCW 43.63A.060 which provides that the director shall make such rules and regulations and do all other things necessary and proper to carry out the purposes of chapter 43.63A RCW. RCW 43.63A.065(2) provides that among its functions and responsibilities the department shall administer state and federal grants and program which are assigned to the department by the governor or the legislature. (~~the program which these rules are designed to implement is found in section 2477, chapter 67, laws of 1985 1st ex. sess.~~)

AMENDATORY SECTION (Amending Order 86-14, filed 9/22/86)

WAC 365-140-030 DEFINITIONS. (1) "Department" means the department of community development.

(2) "Director" means the director of the department of community development.

(3) "Food bank" means a site where food is collected and distributed to clients at no charge.

(4) "Food distribution center" means a site where food is collected, warehoused, and distributed to food banks without charge on a regional, county, or statewide basis.

(5) "Commodity program" means a program that primarily distributes USDA surplus commodities to clients.

(6) "Emergency food assistance program" means the statewide administrative activities carried out within the department of community development to allocate, award, and monitor state funds appropriated to assist local food banks and food distribution centers.

(7) "Applicant" means a public or private nonprofit organization, which applies for state emergency food assistance.

(8) (~~"Grantee"~~) "Contractor" means an applicant which has been awarded state funds under the emergency food assistance program, and which has entered into a contract with the department of community development to provide emergency food assistance to individuals.

(9) "Lead agency (~~(grantee)~~) contractor" means a (~~(grantee)~~) contractor which may subcontract with one or more local organizations to provide emergency food assistance to individuals.

(10) "Religious service" means any sectarian or nondenominational service, rite, or meeting that involves worship of a higher being.

(11) "Unmet need" means an area of the state, region, or county that is currently not being adequately served by existing emergency food assistance providers.

(12) "Participating agency" means a local public or private nonprofit organization which enters into a subcontract with a lead agency (~~(grantee)~~) contractor to provide emergency food program services.

AMENDATORY SECTION (Amending Order 86-14, filed 9/22/86)

WAC 365-140-040 (~~(GRANTEE)~~) CONTRACTOR FUNDING ALLOCATION AND AWARD OF CONTRACTS. (~~(\$475,000 for FY-1986 and \$475,000 for FY-1987 has been allocated to food banks and food distribution centers--statewide)~~) Each county of the state is allocated a portion of the total appropriation by the legislature.

(1) Sixty percent of total funds shall be provided to food banks by county according to the following formula:

(a) (~~(Two)~~) Three thousand dollars minimum allocation to a public or private nonprofit organization in every county for food banks to

offset the limited resources and higher costs of providing services in rural areas.

(b) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the state's population with an income of one hundred twenty five percent of poverty using federal guidelines; and

(c) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the unemployed population during the last state fiscal year.

(2) Forty percent of total funds shall be provided to food distribution centers by county according to the following formulas:

(a) ~~((two))~~ Three thousand dollars minimum allocation to a public or private nonprofit organization in every county for food distribution centers to offset the limited resources and higher costs of providing services in rural areas;

(b) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the state's population with an income of one hundred twenty five percent of poverty using federal guidelines; and

(c) Fifty percent of the remaining funds distributed proportionally based on each county's percent of the unemployed population during the last state fiscal year.

(3) The department may award the combined allocation for two or more counties to a single applicant.

(4) The department shall award a food bank contract to one lead agency ~~((grantee))~~ contractor in each county, with the exception of Pierce County, where there may be two lead agency ~~((grantees))~~ contractors, and King County, where there may be five lead agency ~~((grantees))~~ contractors to administer subcontracts with one or more local providers of emergency food bank services.

(5) The department shall award a contract to food distribution centers which are designated by the emergency food assistance program and the food bank lead agency ~~((grantees))~~ contractors.

(6) The department shall pay for services provided under the emergency food assistance program after the ~~((grantee))~~ contractor submits a monthly report of expenditures incurred and a request for reimbursement.

(7) In the event that funds are not claimed by a eligible organization in a county or that a portion of the funds allocated to a county remain unspent, the county with the highest rate of unemployment which was allocated no more than ~~((two))~~ three thousand dollars for the contract year will receive unspent funds not to exceed ~~((two))~~ three thousand dollars. Unspent funds exceeding ~~((two))~~ three thousand dollars will be reallocated to a county with the next highest rate of unemployment which was allocated no more than ~~((two))~~ three thousand dollars for the contract year.

AMENDATORY SECTION (Amending Order 86-14, filed 9/22/86)

WAC 365-140-050 APPLICANT ELIGIBILITY CRITERIA. (1) The applicant must have a certified form from the IRS stating nonprofit status under section 501(c)3, have a sponsor providing 501(c)3 status, or be a public nonprofit agency.

(2) The applicant must not require participation in a religious service as a condition of receiving emergency food.

(3) The applicant must provide food to individuals in an emergency, regardless of residency.

(4) The applicant must practice nondiscrimination in providing services and employment.

(5) The applicant must not deny food to an individual because of his or her inability to pay.

(6) Applicants for funding as participating agency or food distribution center must have had a food bank program or food distribution center in operation for one year prior to the beginning date of the contract year, except in areas with unmet need.

(7) The applicant for lead agency ((grantee)) contractor may or may not actually provide emergency food program services.

AMENDATORY SECTION (Amending Order 86-14, filed 9/22/86)

WAC 365-140-060 FINANCIAL SUPPORT APPLICATION PROCESS. (1) Potential applicants will be notified by the department that in order to be considered for state emergency food financial assistance, an application must be submitted to the department.

(2) An applicant must make formal application using forms issued and procedures established by the department. Such application shall be for the period July 1 - June 30. Failure of an applicant to make application in a timely manner, as specified by the department, may result in denial of the funding request.

(3) Department funds may not supplant other existing funding sources.

(4) The total amount of funds provided to a ((grantee)) contractor under this program may not exceed the total funding received from other sources for emergency food services during the fiscal year.

(5) Administrative costs under this program are limited to ((five)) ten percent of the total award for providing direct emergency food assistance services. The administrative costs of a lead agency ((grantee)) contractor are limited to ((five)) ten percent of the ((grantee's)) contractor's award for providing direct services plus ((eight)) ten percent of the multi-agency service provider contract total. Total administrative costs for a lead agency contractor may not exceed fifteen percent of a county's total allocation.

(6) The department shall notify successful applicants and shall provide to each of them a contract for signature. This contract must be signed by an official with authority to bind the applicant and must be returned to the department prior to the award of any funds under this program.

(7) Department funds may not be used to defray costs of distributing USDA commodities under the commodity program.

(8) Department funds may not be used to defray costs of meal programs.