

Food Waste Reduction Grant

REQUEST FOR PROPOSALS

N.C. Department of Environmental Quality
Division of Environmental Assistance and Customer Service

The purpose of this grant program is to help local governments, non-profits, and businesses reduce the amount of wasted food being disposed in landfills. The Division of Environmental Assistance and Customer Service (DEACS) administers the Food Waste Reduction (FWR) Grant through the Solid Waste Management Outreach Program.

With the release of this Request for Proposals (RFP), DEACS is seeking proposals that request grant funding to support food waste reduction through the expansion of food donation networks or compost operations, including collection and hauling. Applicants should carefully read this entire RFP prior to submitting a proposal.

Contact:	Christine Wittmeier 919-707-8121 christine.wittmeier@ncdenr.gov	Grant Funding:	Up to \$80,000
		Cash Match:	20% of grant award
Proposals Due:	January 19, 2023 by 5:00pm	Project Period:	May 1, 2023 – April 30, 2024

What Types of Projects are Eligible?:

Grant funds must be used to develop food waste reduction infrastructure by expanding food donation networks or composting operations, including collection and hauling. Excess food donation occurs through food banks, food pantries, or nonprofit organizations in which packaged food, prepared food and/or produce is distributed to households or individuals in need. Composting operations occur at permitted or exempt compost facilities and include the collection of food scraps from generators or designated drop-off sites.

Successful applicants will demonstrate how the grant project will increase the tons of wasted food diverted from landfill disposal. Examples of approved uses of FWR Grant funds include site development costs, construction of facilities to handle wasted food, equipment or vehicle purchases, and equipment installation costs.

Grant funds **MAY NOT** be used for employee salaries, land acquisition costs, administrative expenses such as overhead, utility costs, studies or work performed by consultants, contracted collection costs, and/or payment for other contracted services such as payment to a vendor for operating a collection program.

Examples of Grant Projects:

- Purchase carts for curbside food scrap collection;
- Purchase a wheel loader to improve efficiency and capacity of food scrap management at a compost facility;
- Establish a drop-off site for residential or commercial food scraps;
- Purchase a mobile refrigerator to improve efficiency and capacity of food bank transportation;

- Build an aerated-static pile for food scrap composting;
- Purchase a truck or a cart-tipper to collect drop-off or curbside food scraps; or
- Construct a concrete pad to improve efficiency and capacity of food scrap management at a compost facility.

Projects that develop or expand food waste reduction infrastructure may also use grant funds to print and distribute related educational materials such as signage, handouts, mailers, or magnets. Please note that education-only projects are not eligible for funding under this grant program.

DEACS offers [readymade compost education materials](#) to inform residents and businesses about composting. Any design template can be customized for a grantee.

How Grant Funds Work

All FWR Grant funds are distributed on a reimbursement basis. Purchases must be made during the grant contract period and requests for reimbursement can be made after the grantee has completed and paid for grant purchases. DEACS will continue to reimburse grantees until 90% of the award amount has been expended, withholding 10% of funds until receipt of an approved final report.

Available Funding

Applicants can submit grant proposals for a maximum award of \$80,000.

Cash Match

FWR grant winners must provide a cash match equal to or exceeding 20 percent of the requested grant funding. For example, a grantee requesting a \$10,000 grant must provide at least \$2,000 of matching funds for a total project cost of \$12,000. In-kind contributions will not be accepted in lieu of cash match.

To calculate the necessary cash match for any grant project, determine the total budget associated with the project and then use the following equation: total project budget ÷ 6 = required cash match.

Contract Period:

Successful grant applicants will be required to enter into a grant contract with the N.C. Department of Environmental Quality (DEQ). The resultant grant contract period is one year and is expected to begin on May 1, 2023 and end on April 30, 2024. All purchases must be made within the grant contract period. Any purchases made prior to the start of the grant contract or after the end date of the grant contract will not be eligible for reimbursement.

The grantee must make a good faith effort to complete the project within the year-long contract period. Extensions are possible but not guaranteed. Requests for no-cost time extensions must be submitted to the DEACS staff contact at least 60 days *prior* to the contract expiration date. Upon approval, the contract end date will be extended by written agreement between the applicant and DEQ. Funds not expended by the end of the contract period will be forfeited.

Who is Eligible?

All applicants must already manage or plan to manage excess food or wasted food in their operations with the purpose of diverting material from landfill disposal. North Carolina-based food rescue organizations, local governments, compost facilities, and compost businesses are eligible to apply for funding from the FWR Grant. For the purposes of eligibility for this grant, the following definitions apply:

- Food rescue organizations include food banks, food pantries, and nonprofit organizations that specialize in the collection, storage, and distribution of food for households or individuals in need.
- Local governments are defined as counties, municipalities, councils of governments and solid waste authorities in North Carolina.
- Compost facilities are permitted or exempt facilities that process organic material from outside sources to create a usable soil amendment.
- Compost businesses are companies or nonprofit organizations that collect or haul organic material from outside sources to compost facilities.

Conditions on Submittals

- Only one proposal per eligible entity will be accepted. Grant proposals may combine funding requests for multiple project elements into one proposal. The available funding limits still apply and total request may not exceed the grant award amounts noted in the Available Funding section.
- Compost facilities must be permitted or exempt from a permit and follow the most recently adopted [NC Compost Rules 15A NCAC 13B .1401-.1410](#).
- Applications will not be accepted from local governments that have not submitted the required Solid Waste and Materials Management Annual Report for the most recent fiscal year.
- Businesses on the N.C. Office of State Budget and Management's Suspension of Funding List due to failure to complete applicable financial reports for any previous North Carolina state agency grant are ineligible to apply unless removed from the list prior to the proposal deadline.

How to Submit Proposals:

One electronic copy of the proposal must be submitted. Receipt of all acceptable proposals will be acknowledged by e-mail. Submit electronic documents to Christine Wittmeier at christine.wittmeier@ncdenr.gov. If you do not receive a confirmation, contact Christine Wittmeier at 919-707-8121 as soon as possible. It is the responsibility of anyone submitting a proposal to contact DEACS if they do not receive a confirmation. Please submit electronic versions as Microsoft Word (preferred) or Adobe (PDF) attachments.

Proposal Due Date:

Proposals must be received by DEACS by 5:00 p.m. on Thursday, January 19, 2023. Any proposals received after the deadline will not be considered.

Required Proposal Format:

The following list describes what applicants must include in their proposal for it to be considered complete. Proposals that fail to provide all the required information will be deemed inadequate and not considered for funding.

- Project Title
- Applicant Contact Information
 - ✓ Name and title of main contact
 - ✓ Organization
 - ✓ Address
 - ✓ Phone number
 - ✓ E-mail address
- Date of Proposal Submittal
- Description of Current Operations: Detailed explanation of applicant's organization, including:
 - ✓ What type of organization is applying?
 - ✓ Does the applicant currently manage wasted food? If so, please describe current operations. If not, please indicate how the applicant's experience and expertise will ensure success managing wasted food.
 - ✓ (For compost facilities) What is the applicant's operational capacity to manage wasted food?
- Project Description: Detailed description of proposed grant project, addressing each of the following questions:
 - ✓ What does the applicant plan to buy?
 - ✓ How will the project affect current operations?
 - ✓ Will the project improve operational efficiency?
 - ✓ What is the projected waste reduction impact? How many tons of wasted food will be diverted from landfill disposal as a result?
 - ✓ How will the applicant manage contaminants or unacceptable materials? For food rescue organizations this may be inedible food and for compost facilities this may be non-organic materials.
 - ✓ How will the applicant sustain the project long-term?
 - ✓ How many households/businesses will be impacted by the project?
 - ✓ What other organizations will be affected by the project?
 - ✓ (For food rescue organizations) How many extra meals will be generated by the project?
- Project Timeline: Simple bulleted list showing approximate dates for major project milestones. Timeline should begin on or after May 1, 2023 and project must be complete by April 30, 2024.
- Project Budget: Submit a table following the example below. Table should include an itemized list of intended expenditures and estimated costs. Total row should reflect the total project cost with breakdown of grant funds requested from the state and amount of matching funds to be provided by the applicant. Matching funds must be at least 20% of grant funds.

Project Elements	Estimated Cost		
Truck and cart tipper	\$ 38,000		
Curbside roll-out compost bins	\$ 18,000		
Educational materials (postcards, brochures, stickers, magnets)	\$ 4,000		
	Total Project Cost	State Grant Award	Applicant Cash Match
Total Project Budget	\$ 60,000	\$ 50,000	\$ 10,000

** Note about Project Budgets for local government applicants: state and local sales taxes are not reimbursable expenditures and should not be included as part of grant budgets.*

- Quotes: for purchases included in the project budget
- (Optional) Letters of Support from Partner Organizations

How are Proposals Evaluated?

A selection committee will use the pre-established criteria to rank proposals and make award decisions. Applicants must score well in these criteria to receive a grant award:

1. **Planning (0-30 points)**: Did the application include all necessary elements as outlined in the Required Proposal Format? Is the proposal well thought out, well researched, and backed by valid facts and assumptions? Are details of the program clearly planned and outlined with a strategy for addressing issues and evaluating success? Does the proposal accurately describe the applicant's operations before and after the project's implementation?
2. **Demonstration of Need (0-15 points)**: How does the proposed project address a specific programmatic, equipment or infrastructure need to reduce wasted food? How many households or businesses will be served by the project?
3. **Waste Reduction Impact (0-30 points)**: How many tons of wasted food will be diverted from landfill disposal and how will the food be used in a more beneficial way?
4. **Efficiency and Longevity (0-25 points)**: Will the project provide a valuable service that is worth the investment? Will the proposed project improve the applicant's operational effectiveness and efficiency? Does the project make long-term investments that will continue to serve the community well beyond the grant period? Does the applicant commit to and adequately plan for sustaining the program for years to come?

If A Proposal is Selected for Funding

If an applicant is chosen to receive funding, DEACS will notify the applicant with a formal offer by e-mail. The applicant must accept or decline the offer. The following will occur once the offer of grant funding is accepted:

- DEACS may work with applicants to revise initially submitted proposals before entering into a grant contract. Any changes to initial proposals must be approved by DEACS and the applicant and the resultant final proposal will become an attachment to the grant contract.
- DEACS may award grant amounts lower than the original request in an effort to support as many qualifying projects as possible.
- Successful applicants will be required to:

- Provide their federal tax ID number
- Register with the state's e-procurement system using the same address provided in the applicant's proposal. To register in the state's e-procurement system or confirm/update your existing registration, please visit the following link: <http://eprocurement.nc.gov/>
- Submit a Conflict of Interest Policy using the following template or submitting a copy of your organization's existing policy that meets or exceeds the language in the following template: <https://deq.nc.gov/about/divisions/environmental-assistance-and-customer-service/recycling/programs-offered/grants-recycling-businesses/grant-contract-forms-and-information>
- Successful applicants, with the exception of local governments, will also be required to provide the following forms, available at: <https://deq.nc.gov/conservation/recycling-business-assistance/financing/grants/forms>
 - No Overdue Taxes Certification with notarized signature
 - Non-Debarment form
- All applicants selected for funding will undergo a compliance review to ensure that they do not have an outstanding Notice of Violation (NOV) related to North Carolina solid waste statutes and rules. Any outstanding NOV's must be corrected to the satisfaction of the N.C. Division of Waste Management (DWM) prior to any grant being awarded. Applicants with outstanding NOV's are responsible for providing DEACS with information from DWM indicating that the applicant is in compliance and that the NOV's have been corrected before a grant contract can be initiated.
- DEACS will submit a request through the DEQ contract processing system for a grant contract. Grantees must act to execute the resultant grant contract without excessive delay.

Other General Terms and Conditions:

All grantees are subject to the following terms and conditions. Most of these terms and conditions will be outlined in the grant contract.

- **Publications:** all documents and publications associated with a grant contract should be printed on recycled paper containing at least 30 percent post-consumer content.
- **Final reports:** a draft final report is required to be submitted to DEACS at least 30 days prior to the contract end date and a final report is required to be submitted by the contract end date. Final reports guidelines will be provided to all grantees.
- **Reimbursement:** distribution of DEACS grant funds is on a reimbursement basis. Requests for reimbursement can only be made after the grantee has completed purchases associated with the grant project. Reimbursement requests must be submitted in writing, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of canceled checks or other financial reports showing that funds were spent. For local government grantees, state and local sales taxes are not reimbursable, may not be counted towards expenditure requirements, and should be excluded from reimbursement requests. The amount of actual grant payments may be prorated for projects and / or project elements that come in under budget. Successful applicants that make purchases before a grant contract is signed by both DEQ and the grant recipient will not be reimbursed.
- **Final 10 Percent of Funds:** DEACS will continue to reimburse grantees until 90 percent of the grant award amount has been expended, withholding 10 percent of grant funds until receipt of an approved final report. The final report must be received and approved prior to the end date of the contract.
- **Extensions / Amendments:** no-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions should submit a request for a time extension at least sixty (60) days prior to the contract end date.