

## Local Emergency Food Relief Equipment – 2022 – Q&A Document

Grants Gateway ID: DEC01-DMMEFR-2022

Updated: 10/26/2022

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### GRANTS GATEWAY ASSISTANCE

An informational webinar on the Grants Gateway will be offered to applicants of this grant on October 19<sup>th</sup> at 1:00PM EST. Information on how to join can be found here:

<https://www.dec.ny.gov/chemical/8798.html>

There are *weekly* live webinars hosted by the Grants Gateway staff where applicants can sign on and get specific help with whatever they need in their applications. The link is found here:

<https://grantsmanagement.ny.gov/live-webinars>

Gateway assistance can also be reached through their help desk:

Hours: Weekdays 8:00 am – 4:00 pm

Email: [grantsgateway@its.ny.gov](mailto:grantsgateway@its.ny.gov)

Phone: (518) 474-5595

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#### **Q1: Although we don't have a physical location can I still participate?**

A1: As long as you meet the criteria for being an eligible entity under the RFA, you are welcome to apply, regardless of location.

#### **Q2: Can you please further direct me as to how to apply?**

A2: You will apply through the [NYS Grants Gateway](#) by searching for the opportunity. At the bottom of the homepage, you can access the "SEARCH" function. Type in "Local Emergency Food Relief Equipment – 2022" to the search bar. The grant and RFA should be the only entry that comes up.

For those less familiar with NYS Grants Gateway, we have a webinar being hosted, which will be recorded, on 10/19 at 1:00pm. You can find information about the webinar on DEC's website here:

<https://www.dec.ny.gov/chemical/8798.html>

#### **Q3: I need clarification for the dates that are noted in this grant opportunity. The years/dates are not in alignment. Is the Award Date January 25, 2024?**

A3: Applications are being accepted NOW through 10/4/23, or until all funding is exhausted (which is more likely to come first). We will be answering questions publicly until 9/28/23, or until the program has concluded.

The anticipated award date listed (1/5/23) is an estimate for when our first fully executed contracts/awards will be finalized after going through all approval processes required by this opportunity.

As per the RFA, your contract term dates (or dates that we are able to fund equipment being purchased) are for up to three years, starting any time between 11/1/2022 – 10/31/2024. Therefore, the earliest contract dates available to apply for is a term running from 11/1/22 – 10/31/25.

**Q4: I run our local school district pantry that is open to students and community members 7 days a week. I am very interested in your equipment grant opportunity and am sponsored by the Community Development program. Would my pantry be eligible to apply?**

A4: For the purposes of this grant program, any 501(c)(3) not-for-profit (NFP) corporations that provide emergency food relief in New York State are considered eligible applicants. A 501(c)(3) NFP may be able to partner with another organization on this grant if they are the lead applicant.

(New York State Food Banks are not eligible because DEC provides funding to them directly through other programs.)

**Q5: We are looking specifically at a few [locations] that need new refrigeration units but also our Camp that has a walk-in freezer/fridge combo that desperately needs to be replaced in order to do camp. Do you believe Camp would fit the bill as our camp is for any child, specifically low-income youth ages 5-12 plus a week teen camp, for free for a week residential camp which includes 3 meals a day plus snacks.**

A5: For the purposes of this grant program, any 501(c)(3) not-for-profit (NFP) corporations that provide emergency food relief in New York State are considered eligible applicants.

**Q6: My question is a Food Pantry eligible to apply for equipment under this grant, or are we considered a Food Bank. We are members of the Regional Food Bank of Northeastern NY.**

A6: All 501(c)(3) not-for-profit corporations that provide emergency food relief in NYS are eligible. We only excluded the 10 large New York State food banks from this opportunity because we have provided funding to them in a separate contract. A food pantry is eligible to apply for equipment under the grant.

**Q7: What's application due date for Local Emergency Food Relief Equipment 2022?**

A7: The grant application is open now and all projects will be evaluated by DEC for eligibility in the order in which they are received (first-in, first-out), on an ongoing basis. Applicants are strongly encouraged to submit their applications as soon as is feasible.

Awards will be given to applications receiving a pass score in the order they are submitted in Grants Gateway, until DEC withdraws this request for applications, funds are exhausted, or May 3, 2024, 3:00 PM EST, whichever comes first.

It is most probable that funds will be exhausted prior to the final application deadline.

**Q8: Is it possible to get an idea of the average award amount or grant range you expect to award to food pantries applying in response to the above referenced RFA?**

A8: We are awarding eligible projects on a first-come, first-served basis. They are able to apply anywhere from \$500 - \$100,000 in grant funding. We will review and award in the order submitted in the Grants Gateway.

**Q9: Most of the time equipment vendors ask for payment and we pay them in one shot, so if this grant is over 3 years, we would phase the equipment in over 3 years if needed?**

A9: The grant term is simply the time frame with which the organization must make all purchases. If purchases are made outside of the contract term, they are not eligible for reimbursement. You can buy everything all at once immediately after being awarded a contract, or wait until the last day of the contract term, or something in-between, and all would be acceptable.

**Q10: Are Ovens eligible because as we prepare, cooling, hot holding and all are part of the process.**

A10: Ovens are not an eligible expense under this opportunity.

**Q11: let us know if written quotes will be required before drawing the initial 25%**

A11: Written price quotes will not be required during the application process for equipment costs.

**Q12: Will receipts be necessary for reimbursement?**

A12: Yes, you will need dated receipts for reimbursement. Details will be described in the Master Contract for Grants after award, and program staff will assist in payment requests.

**Q13: Would the lease of a refrigerated truck be an eligible expense or just a purchase of a vehicle?**

A13: Yes, the lease of a truck (as opposed to the purchase) is still eligible under this opportunity. We will look for the dated receipts on the lease for reimbursement in parallel with the contract term, so while you are developing your application, please ensure your work plan reflects the dates you would be leasing the vehicle.

**Q14: I'm writing on behalf of several organizations in Tompkins County looking to apply for the Local Emergency Food Relief Equipment opportunity. Is there any reason to avoid multiple applications from the same community, and would a joint proposal be preferred? Or, is it better to keep each project separate?**

A14: There is no benefit for applying jointly or separately. We are reviewing and awarding grants on a first-come, first-serve basis regardless of partnerships, amounts, or geographic locations.

**Q15: there will have to be updated electrical work in order to install a walk-in refrigerator.**

A15: Cooling equipment **and related installation costs** such as electrical work, delivery, etc. are eligible for reimbursement under this opportunity.