2018 Emergency Food Relief Organizations

DEC01-DMMEFR-2018 Q & A

Updated as of 1/28/19

Note: Question and Answer period closed Friday January 25th at 5:00 PM **

Note: The recorded webinar is now available. While we encourage you to watch the entire webinar, below is a list of highlighted time marks. **

View here: https://www.youtube.com/watch?v=T-SxmU-nG9Y

- General Grant Info: 0:00
- Registration for Grants Gateway: 3:05
- Prequalification: 4:40
- Grantee User Roles in Grants Gateway: 6:08
- Next Steps: 9:20
- Grants Reform Website: 12:25
- Grants Gateway (before logged in): 15:10
  - Registration: 16:15
  - Search: 17:20
  - Solicitation Profile: 18:40
  - Q & A Document: 19:45
  - View Grant Opportunity: 26:03
- Log into Grants Gateway: 21:15
- Overview of Portal: 21:30
- Internet Explorer Recommended: 24:05
- Start Application: 29:35
- Application Main Page: 30:08
- Forms Menu: 31:44
  - Contract Document Properties: 32:02
  - Project/Site Addresses: 33:32
  - Program Specific Questions: 35:39
  - Questions from attendees: 40:22
  - Budget: 43:10
  - Narratives: 48:00
  - Expenditure Summary: 49:30
  - Match Worksheet: 52:32
  - Pre-Submission Upload: 54:05
    - Workplan Worksheet: 57:05
  - Workplan: 58:40

- o Grantee Document Folder: 1:08:52
- • Submit Application: 1:09:25

Q1: Is there an approximate timeline as for when the RFP and more info for these funds will be released?

A1: I am unable to comment on when the RFP will be released, but you have been added to our announcement listserv and will receive all upcoming updates pertaining to the grant program.

Q2: What time on Sept 19 will the webinar be? I may need to move some appointments around.

An announcement reminding applicants about the webinar will be made closer to the webinar date with further information. The webinar will start at 1:00 pm on September 19, 2018.

Update Webinar information as follows

The interactive webinar for pantries and other emergency food relief organizations will be held on Wednesday, September 19, 2018 at 1:00 PM EST. The webinar will cover a brief introduction of the grant program, overview of the vendor prequalification process, how to locate and apply for the grant in the Grants Gateway, and a walk through of priority pages in the gateway application. Grants Reform will also cover the new work plan pages and discuss any further items relevant to the grant program. Please use the link and information below to access this webinar.

Note: This webinar will be posted online after the event. A separate email will be sent out with a link to access the recorded webinar.

A *separate webinar will be held for municipalities* looking for additional information on the 2018 Municipal Food Scraps Reduction grant on Wednesday, September 26, 2018 at 1:00 PM EST. For more information, please visit DEC's website at: http://www.dec.ny.gov/chemical/114499.html.

Please use the following information to access the webinar:

To join the online meeting (Now from mobile devices!)
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1. Go to https://meetny.webex.com/meetny/j.php?MTID=mf95150ce7715221b716a5e53697c9c13
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: GG2018
4. Click "Join".
5. After you join the webinar, follow the prompts to enter the voice conference.
NOTE: please try to join 10 minutes prior to the start time to ensure the webinar components are installed on your computer.

Q3: I am feeling certain this is not meant for small little pantries. Way too complex for the amount of business we do.

We encourage you to read the full details of the grant program when it is made available on September 5, 2018 before you decide that the program is not fit for your pantry. If you ultimately decide this funding program is not suitable, please email organicsgrants@dec.ny.gov to be removed from the announcement listserv.

Q4: Curious whether public schools are eligible for the Food Scraps/Reduction program?

Public schools are not eligible for funding under this particular grant. However, this funding is being issued in conjunction with a similar $1.2M grant for municipalities. Eligible entities under that grant program include school districts. More information on both grants can be found here: http://www.dec.ny.gov/chemical/114499.html.

Q5: We received $71,000 in funding from DEC as part of the initiative to divert food waste pounds from landfills in New York State last year.

Is that the contract that makes food banks ineligible as noted in the RFP? I am reading, "Food Banks are ineligible for this grant program since DEC already has a contract in place to fund activities at the Food Banks." I would love further details and clarification on whether we are eligible to apply for this new opportunity and wanted to check that the contract referred to below is what we have or if it's something different?

We're glad that you have been able to take advantage of our previous grant, currently contracted in place, through the FBANYS! This new opportunity has been targeted at contracting with pantries and smaller emergency food organizations directly, and unfortunately does not include the food banks that are receiving funding through our other grant program. This was done so that EPF money could be designated to additional recipients that have not been able to claim this type of funding in the past.

With that being said, if you know of any pantries within your network that would benefit from this new funding opportunity, please feel free to forward this on to them!

Q6: We are unable to participate in the September 19th webinar. Will we be able to access the webinar after the 19th, or otherwise have access to the information covered and the questions answered?

The webinar will be posted to YouTube after it is complete. We will send the link out to this mailing list when it is posted! Additionally, all questions asked throughout the application process will be answered and uploaded weekly to the Grants Gateway for all applicants to view.

If you have any questions as a follow-up, you can contact us at this address for program questions, or contact the Grants Reform team at grantsreform@its.ny.gov.

Q7: I want to apply for the grant but for some reason I can not find the link for the application to apply. Can you please send it to me directly.

In order to view and apply for the grant, your non-profit organization must first register for the Grants Gateway and complete the vendor Prequalification process. Once you have received a Grants Gateway login, you may view the full details of the opportunity in the Gateway.

We have included basic information and instructions on our <u>DEC webpage</u>, but you may also wish to review this information (and have a chance to ask questions) at our upcoming webinar on September 19th at 1pm. More information and a registration link will be sent out closer to the webinar date.

If you are having trouble with access to the Grants Gateway system, it may be best to contact the Grants Reform team at <u>grantsreform@its.ny.gov</u>, or 518-474-5595.

Q8: I am signed up and have an account with grant gateway and is prequalified. But for some reason I still cant find the application. unless you tell me its not out there yet.

After entering the gateway, you can search by "grant opportunity." The title of the grant is *2018 Emergency Food Assistance Providers – Increase Food Donation*. I think it is easiest to just search for "2018 Emergency" to avoid typos in the search, etc.

That should pull up the full opportunity. Unfortunately there's no direct link to the page.

Q9: Are religious organizations like churches eligible to apply?

Yes, religious organizations such as churches that are designated as a 501(c)(3) not-for-profit are eligible to apply.

Q10: Does it matter to the grant program that the equipment we would be requesting funding for would be located in Trinity Church, not in the applicant's church? I can enclose a letter of partnership with the grant application.

Equipment purchased for an organization's operations related to food rescue within a collaborative partnership is eligible. When applying, you can describe the proposed project and it's benefit in the Program Specific Questions section. Equipment does not need to be physically housed on the applicant's property, but the applicant is responsible for ensuring that it is used within the scope of the grant.

Q11: Are fast-cycle, commercial dishwashers an eligible expense? One of our needs is for equipment to clean and sanitize our eating utensils. We currently use plastic eating utensils, but with a fast-cycle dishwasher we could switch to using stainless steel utensils, reducing our carbon footprint.
The goal of this grant is to reduce wasted food and increase the amount of wholesome food provided to those in need. With any kitchen equipment, it must be made clear that the purchase of that item will either reduce the amount of food wasted or allow your organization to provide more food to those in need.

Q12: I am having trouble finding the "Apply Now" button on the application.

In order to see the "Apply for Grant Opportunity" button, applicants must first ensure they are logged in to the Grants Gateway. If the opportunity is accessed without being logged in, then the only option available is to view the grant opportunity, which brings up the RFP document.

Q13: Is Healthy Food purchasing eligible for this specific grant?

Thanks for your interest in this opportunity. Unfortunately, we are not able to fund the purchase of food materials through this opportunity. This grant is targeting projects that will have a direct link to reducing wasted food and increasing the donation of food. Quality or variety of food falls outside the scope of this grant program.

Q14: Most grants that I've applied for have a due date and then all applications are considered at the same time. This one says, "First come, first served." But then when I look at the Guidelines and Application instructions it has a date when announcements will be made (3/1/19). So, does the date that I send in my application matter?

You may submit your application any time until the final due date (2/1/19). After that, our grants review team will review all of the applications for eligibility. Grants will then be awarded to eligible applicants **in the order they are received in the Grants Gateway**, based on the earliest submission date recorded in the Gateway. Therefore, if all applicants' requested funding comes in under $800,000 (the total amount of money allocated to this grant program), then all eligible applicants could be funded. Otherwise, we will award the earliest submitted applications until we reach the total amount allocated to the program.

Q15: Can a non-profit use the funding to start a profit section of business for support in the future?

For this grant, the entity must be a 501(c)(3) not-for-profit organization. We unfortunately cannot fund for-profit business.

Q16: Would it make sense to fund anything else, like tie EIP staff hours to it?

Funding personal services including staff salaries is an eligible expenditure under this grant. As part of your application, you will be asked to describe the duties performed by the staff person(s) and include any tasks or work products. This all must fit the mission of the project (i.e., involves providing wholesome food to those in need, either directly or indirectly). If the staff time and tasks fit that criteria, the cost would be eligible under this grant.

Q17: I have been trying to apply for the 2018 Emergency grant but all I can get is to VIEW, not APPLY… I'm logged in and signed in as the Administrator…not sure what I'm doing wrong. I followed the directions as per the Announcement to no avail. Any suggestions?

If you are having trouble accessing Grants Gateway system and/or the RFA, please contact the Grants Reform team at grantsreform@its.ny.gov, or 518-474-5595.

Q18: The DEC's website <u>here</u> states that an informational webinar for this program is scheduled on September 26, 2018. Will additional information, such as any registration information, be posted on the website in the future?

An announcement reminding applicants about the webinar will be made closer to the webinar date with a registration link. We will also update the website with this information.

<u>New Questions as of 9/24/18</u>

Q19: The grant opportunity file on Grants Gateway states that the contract period will last two years, but lists the contract start date as 6/5/2019, and the contract end date as 6/4/2022. I just wanted to confirm whether the listed contract dates were correct.

The contract period will be three years, an amendment was made to the RFA and is now updated in the Grants Gateway.

CORRECTION: This question does not apply to the Emergency Food Relief Organizations grant program, this question is for the 2018 Municipal Funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling and was mistakenly posted here. The contract period for the Emergency Food Relief Organizations grant program will last two years, from 5/1/2019 to 4/30/2021.

Q20:

1. **Where will this donated food be donated from?**
2. **Will the awardees be expected to pick up the donated food at some central location? If yes, will one location be on Staten Island?**
3. **Or will the donated food be delivered to our pantry?**
4. **Will there be a set schedule for our pantry to access the donated food? I.e., will it be once a week, once a month, etc?**
5. **Will the schedule of access to the donated food be known in advance, or will the donated food be made available at times when the food is donated from the source of origin?**

The grant program is to help increase infrastructure and capacity of emergency food relief organizations to be able to recover more food. DEC will not be distributing any food. Eligible project expenditures and examples can be found in the RFA.

Q21: Are quarterly payments made to funded agencies provided program and fiscal claims are successfully processed and approved by the DEC?

Reimbursement payments are provided to funded agencies as costs expenses are submitted. Costs may be submitted all at once at the end of the contract or throughout the contract period.

Q22: Are grantees permitted to wait to engage in program activities until contracts are fully approved and contracts signed by all required entities?

Any program activity costs incurred prior to the contract state date are not eligible. Costs must occur after awardee is notified of the contract start date.

Q23: Are you able to share a copy or example of a quarterly program and finance report and rules for submitting reports?

We do not currently have reports available to the public. If chosen to receive an award, further guidance will be given.

Q24: Will questions and answers be posted ongoing throughout the application phase until January 25th, or will Q&As be posted on January 25?

Submitted questions and answers will be posted on a weekly basis on the Grants Gateway.

Q25: The RFP says applicants may submit only one application. Our non-profit has separate branches in many communities across New York but we all share one EIN. Can individual branches submit separate applications? Meaning can we put in an application for Syracuse, Rochester and Buffalo for example?

A non-profit with one EIN number and multiple branches is eligible to submit one application per branch location. Each branch location will have a separate Grants Gateway account.

Q26: The max funding for the two-year grant is $15,000. Is that amount to be split over the two years or is it $15,000 annually for the two years, totaling $30,000?

The maximum funding for the two year grant is $15,000 meaning your organization can receive a maximum of $15,000 for the two years, NOT $15,000 per year.

Q27: Is a church with a food pantry eligible to apply for this grant?

Eligible applicants include 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, either directly or indirectly. If your church is a 501(c)(3) not-for-profit then you may apply for this grant.

Q28: Is this grant line itemed? In other words, if for example we indicate we are going to by a refrigerator that will cost $1000 and it only cost $600, are we able to move that remaining $400 to

another use? Also, are we required to get three bids on any equipment and submit those bids with the grant?

If you quote a purchase in your application and end up spending less money on that purchase, the left over/excess money can be moved for another use under a few stipulations.

1. Excess money may be spent freely in the same category on another eligible item
2. Excess money that is less than 10% of the original category may be spent in another category on an eligible item.
3. Excess money that is more than 10% of the original category may be spent in another category on an eligible item BUT must be approved through a budget modification.

We will use your refrigerator example. You cost a refrigerator at $1000 and it only cost $600, meaning you have $400 leftover.

Under scenario 1, you may use this excess $400 freely towards another piece of equipment such as a freezer.

If you would like to use this $400 in another category such as outreach and education, you need to determine if the excess money is more or less than 10% of the original category. $400/%1000 = .4 *100 = 40%. $400 is more than 10% of $1000, therefore a budget modification is required if you would like to put this excess money towards outreach and education.

Q29: I was out and missed the webinar - will it be available at other times?

The webinar was recorded and will be sent in an announcement and published to the grants webpage in 7-10 days.

Q30: If awarded we would be using funds within our Early Childhood Education program. Currently in this program we receive small stipends from the state to provide food to students, however the amount per student does not cover the actual cost of providing meals. Would we be able to use this funding to help cover the deficit of providing meals, particularly the cost increase associated with offering more wholesome meals?

Unfortunately, funds from this grant cannot be used for the purchase of food. Eligible items for the grant program include: Personal services, Contractual Services, Supplies & Materials, Equipment and In State Travel. For a description of these eligible items and example eligible project items, please see the grant application (Eligible and Ineligible Expenditures) on the Grants Gateway.

Q31: We would like to apply for this grant. We have never applied before and I see that we need to submit a registration form and accompanying organizational diagram. We are a church so I'm not sure what organizational diagram you would require. Can you tell me how to go about this and what the time period is for doing this? I am concerned about being able to apply for the grant quickly as I see it is first come first served.

For any questions concerning Grants Gateway, the pre-qualification process and/or accessing the application please contact the Grants Reform team at grantsreform@its.ny.gov , or 518-474-5595.

The Emergency Food Relief Organizations Grant Program will remain open for applications until February 1, 2019 3:00PM.

New Questions as of 10/1/18

Q32: Is it possible to use this grant funding towards the purchase of a used vehicle to transport food?

Grant funding can be used to purchase a new or used vehicle for the transportation of food. Eligible project expenditures and examples can be found on page 9 of the request for applications on the Grants Gateway.

Q33: Our municipality is all set up with Grants Gateway, so that part isn't an issue.

The senior lunch program in our area (a non-profit working together with the municipality) would like to incorporate more fresh foods into the menu. Would a purchase like a refrigerator be an eligible request? If so, would such a request be predicated on obtaining the fresh foods from a specific source, such as a local farmer's market?

Grant funding can be used to purchase equipment such as a refrigerator to increase access of fresh food. Eligible project expenditures and examples can be found on page 9 of the request for applications on the Grants Gateway.

I would also like to point out that eligible applicants for the 2018 Emergency Food Relief Organizations include 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, either directly or indirectly. Based on your description, it appears as if the municipality is the current applicant with the non-profit as a project partnership in which case the project will be ineligible. The non-profit needs to register for the Grants Gateway and assume the role as the primary applicant and can later cite its partnership with the municipality within the application.

If the municipality would like to assume the role of the primary applicant, you would have to apply for the 2018 Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Programs. However, this is a more in depth grant program with a minimum award amount of $1,000 and maximum of $250,000.

There is no requirement regarding where the food is sourced from. Please keep in mind you will have to describe how your organization's operations are related to food rescue and/or emergency feeding activities and how this project will help the organization divert more food to those in need. For a full list of questions that will be asked in the application, please see page 12, Program Specific Questions in the RFA on the Grants Gateway.

Q34: In your example – if we requested a $15,000 freezer and matched it with personnel costs – does that mean we do NOT have to have 10% match on each individual line? The guidelines and the webinar seemed to suggest that you had to have 10% match on each category. So, if you requested

$5,000 in personnel/salary you had to have $500 match there, $5000 in equipment so you had to have $500 match there, etc.

It would be great if the former is true – more flexibility with where match is provided is always easier for applicants.

It is not required to have a 10% match for each line item, rather the match is considered overall, and can be from a category that has nothing to do with each requested item. The webinar showed a match for each line item just as an example, but any of the eligible match items listed in the RFA (on page 8) can be used for any of the eligible project items.

Q35: Are slides downloadable--how can participants view a hard copy after?

The recorded webinar and Powerpoint slides will be uploaded to the [Funding Opportunities for Food Pantries and Municipalities](). An announcement will be released when it is available to the public.

Q36: I represent a soup kitchen in the Rochester area. Are these grant funds limited to eligible capital improvement type projects vs. operational support expenses such as part time employee salaries?

Personal Services (ex: staff salaries), contractual services, supplies and materials, equipment and travel are all forms of eligible project expenditures. For a full list of eligible and ineligible project expenditures, please see page 9 in the RFA on the Grants Gateway. For a full list of eligible forms of match, please see page 10, titled Match Requirements and Expenditures, in the RFA on the Grants Gateway.

Q37: Will the webinar be available after this time?

The recorded webinar and Powerpoint slides will be uploaded to the [Funding Opportunities for Food Pantries and Municipalities](). An announcement will be released when it is available to the public.

Q38: Our organization is not-pre-qualified but a partner organization is, are fiduciary sponsorships allowable under this grant?

Project partnerships are encouraged to increase the awareness and impact of a project. Your organization does not need to be pre-qualified if your partner organization is acting as the primary applicant. They will be responsible for submitting their pre-qualification application, registering for the Grants Gateway and ultimately submitting the application.

Q39: Prequalification different than registered?

Not-for-profits must [register for the Grants Gateway](#) and [complete the vendor prequalification process](#) in order to apply to the Emergency Feeding Relief Organizations grant program. The vendor prequalification process is needed to demonstrate not-for-profit status while registration allows your organization access to use the Grants Gateway.

Q40: On the announcement I read applications will be funded on a first come first served basis. Is there a benefit in getting this in well in advance of the deadline?

After the application due date, applications will be assessed for eligibility. If the requested funds are in excess of what is available for the total grant, then projects will be awarded in the order of their submittal time.

Q41: Can one login have more than one organization attached to it? I work for an organization with a social service affiliate. I'm already registered under the one affiliate, will I be able to see both agencies when I register the second agency?

A user ID can be associated with more than one organization provided the same role type exists across the multiple organizations. Please contact the Grants Reform team at grantsreform@its.ny.gov, or 518-474-5595 to assist you with this.

Q42: Will the purchase of food be an allowable expense?

Unfortunately, funds from this grant cannot be used for the purchase of food. Eligible items for the grant program include: Personal services, Contractual Services, Supplies & Materials, Equipment and In State Travel. For a description of these eligible items and example eligible project items, please see the grant application (Eligible and Ineligible Expenditures) on the Grants Gateway.

Q43: The RFP says applicants may submit only one application. Our non profit has separate branches in many communities across New York but we all share one EIN. Can individual branches submit separate applications? Meaning can we put in an application for Syracuse, Rochester and Buffalo for example?

A non-profit with one EIN number and multiple branches is eligible to submit one application per branch location. Each branch location will have a separate Grants Gateway account.

If you have any questions about the already existing accounts, accessing Grants Gateway system and/or the application, please contact the Grants Reform team at grantsreform@its.ny.gov, or 518-474-5595.

Q44: The grant opportunity says: "The total amount available for both programs is $2,000,000. If one program has excess funds after the funding time frame, those funds may be transferred to the other program.": will recipients of funding be notified of a municipality near them who received funding and may end up having extra dollars?

The Emergency Food Relief Organization Grant program is being issued in conjunction with a similar $1,200,000 for municipalities. If one program has excess funds after the funding time frame, those funds may be transferred to the other program. This means if $700,000 of the $800,000 is used to fund all eligible Emergency Food Relief Organization projects, $100,000 will be transferred to the $1.2 million grant program for municipalities.

Q45: Are only submitted applications held a spot in line so to speak, or are even incomplete saved apps locked in a certain position. For example you are #33 can an incomplete app by #34, 35 etc.

After the application due date, applications will be assessed for eligibility. If the requested funds are in excess of what is available for the total grant, then projects will be awarded in the order of their submittal time.

Q46: How do you designate the ad signator and can it be the same person filling it out? How do you sign up for the prequalification webinar? For equipment and installation is there an upload for estimate of cost of equipment?

There will not be an upload for equipment cost. For any questions concerning Grants Gateway, the pre-qualification process and/or accessing the application please contact the Grants Reform team at grantsreform@its.ny.gov , or 518-474-5595.

New Questions as of 10/9/18

Q47: We are wondering if this funding could be used for underline engineering design of infrastructure, such as a food waste receiving station at one of our Wastewater Resource Recovery Facilities?

Also, do you anticipate future rounds of funding under this program (i.e. subsequent years) so that if design is not able to be funded and we are able to develop a design submission for construction, we could apply for funding for that equipment/work sometime in the future?

This funding can be used for the engineering design of infrastructure, as a reminder engineering costs reimbursed for the project are limited to 15% of the total project cost. Please see page 9, Match Requirements and Expenditures for the match percentages and a list of eligible forms of match.

The future for the funding of this program is unknown at this time.

Q48: I was wondering if you suggest including letters of support. There's no mention of their inclusion in the RFA. Will you be accepting them, and if so should they be loaded into Grantee Document Folder?

Letters of support are not a required piece to the application, but you are welcome to submit them as an additional upload if you believe it will make your application stronger.

Q49: Our community college operates a campus-based food pantry for students, faculty, staff, and alumni only and it is not open to the community at large—are we eligible to apply? Can a community college apply directly as the applicant, or do we apply through our 501c3 affiliate organization?

In order to apply for the Emergency Food Relief Organizations Grant Program, a 501c3 needs to serve as the lead applicant as they are the only eligible party, but the college can serve as a partner within the application.

Q50: I was unable to attend the Sept 19th webinar on *Grants to Reduce Wasted Food Through Increased Distribution of Wholesome Food to Those in Need.* Was the webinar recorded or could you send me the ppt?

The webinar has not yet been posted, but we are hoping to have it posted in the next couple of days to [Funding Opportunities for Food Pantries and Municipalities](#) and will send an announcement when it is.

New Questions as of 10/15/18

Q51: We are a national organization that does a significant amount of work in New York but is based in Maryland. Are we eligible to apply as an out-of-state organization? And do we need to be registered as a charity in New York and able to supply a New York Charities Bureau filing in order to apply, or is registration as a charity in another state sufficient?

Eligible applicants for the 2018 Emergency Food Relief Organizations Grant Program include 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, either directly or indirectly. If the Food Recovery Network is a 501 (c)(3) not-for-profit, your organization is eligible to apply for this grant program.

In order to apply for the grant, your organization must register for the [Grants Gateway](#) and complete the [vendor Prequalification process](#).

Not-for-profits incorporated in a state other than New York, must upload the articles of incorporation plus the certificate showing that it is registered to do business in New York in the Grants Gateway Document Vault Prequalification. If you are not registered to do business in NYS, please coordinate with the Department of State, their help line is 518-473-2492 and explain you are a 501(c)(3) and would like to do business in New York State.

For more information on the grant program: https://www.dec.ny.gov/chemical/114499.html

Q52: I am writing on behalf of a Food Bank. We received your notice regarding a grant opportunity for food banks. Would you please forward the Grant Opportunity Number. Thus far through Grants Gateway, I am only able to locate the opportunities that are NOT open to food banks.

Eligible applicants for the DEC Grant Program for Emergency Food Relief Organizations are 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, either directly or indirectly. Food Banks are ineligible for this grant program since DEC already has a contract in place to fund activities at the Food Banks which is being administered by the Food Bank Association of NYS. While the Food Bank is ineligible for the Emergency Food Relief Organizations grant program, it would be greatly appreciated if you could pass it along to your partner agencies and networks.

New Questions as of 10/22/18

Q53: Is a food dehydrator eligible for grant funding under the Emergency Food Relief Organization State Assistance Program?

Eligibility of funding for food scraps management through this program requires that the organic material be reduced or recycled. In a dehydrator water is removed, which makes the resulting material easier to manage, but doesn't reduce its organics content. To be eligible for funding, the resulting dried material must be recycled through animal feed, composting, or some other means.

Q54: If I use grants funds for staffing, do I have to hire a new staff member?

Grant funds can be used to fund a new staff position or expand a current staff's salary and duties.

Q55: Will grant funds pay for staff for serving food?

Staff is an eligible item of the 2019 Emergency Food Relief Organizations grant program, however your application should explain how this funded staff member will reduce the amount of food that would have otherwise been wasted and/or increase the amount of wholesome food available to those in need.

Q56: My organization currently operates a food pantry, can this funding be used to support the salary of our existing food pantry coordinator?

Grant funds can be used to fund a new staff position or expand a current staff's salary and duties. Your application should explain how this funded staff member will reduce the amount of food that would have otherwise been wasted and/or increase the amount of wholesome food available to those in need.

Q57: Is the webinar recording up and running yet? Is the maximum amount of $15000 a onetime award, renewable by application multiyear, a 5 year annual master grant?

We do not yet have access to the webinar recording, but are hoping to have it online within the coming week. An announcement will be sent when it is available. I have added your contact information to our

2018 Emergency Food Relief Organization grants program listserv, so you will receive any announcements.

The maximum funding for the two-year grant is $15,000 meaning your organization can receive a maximum of $15,000 for the two years, NOT $15,000 per year.

New Questions as of 10/29/18

Q58: My agency is interested in submitting an application, and we would like to know if the presentation from the webinar on 9/19/2018 is archived and available for viewing. Please let me know if this is possible.

The webinar was recorded and is available for viewing under informational webinar under Funding for Emergency Food Relief Organizations: https://www.dec.ny.gov/chemical/114499.html

Q59: I started watching the webinar that became available online, and need clarification as to what exactly this grant opportunity "2018 Emergency Food Assistance Providers – Increase Food Donation" covers. I have seen conflicting information, in one place it says that the grant is "funding for food pantries and other local emergency food assistance providers to increase the amount of wholesome food available to those in need" which sounds as though it would cover the purchase of food items. On the other hand the RFA only mentions "projects" and "project items" that are eligible, but I do not see that food items are included. Also, Q13 of the questions and answers refers to Healthy Food purchasing, but the answer says that "food materials" are not funded. Does this mean that purchasing food items from our local Food Bank to give out to people in need does not qualify for this grant opportunity? Please clarify.

The grant program is to help increase infrastructure and capacity of emergency food relief organizations to be able to recover and distribute more wholesome food to those in need. The purchase of food is not an eligible item under this grant program.

Q60: Question 3 on the "Program Specific Questions" is very similar to the Workplan Overview section—specifically the Project Summary. Can this be the same content? Below are the questions:

1. **PROGRAM SPECIFIC QUESTION: Describe your organization's operations related to food rescue and/or emergency feeding activities. Include any data or details on collaborative partnerships relevant to this project (e.g., number of people fed per year, hours of operation, service area, unique variations or challenges to your operation, pounds of food recovered per year, etc.).**
2. **WORKPLAN OVERVIEW: Provide a high-level overview of the project, including the overall goal and desired outcomes. Include information such as location, target population, overall number of persons to be served, service delivery method and hours of operation.**

Additionally, we are requesting funds for new equipment. In regards to the Budgetary requirements— do you need to know the total cost of our program generally, or just what we are asking for?

Program specific question 3. Describe your organization's operation related to food rescue and/or emergency feeding activities…

This is a broader overview of your organization and current activities. If you intend on working with a partner, we would also like to hear an overview of said partner organization. This gives us a better understanding of your work related to food rescue and/or emergency feeding activities.

The workplan overview is a deeper look into your actual project and the intended goals and impacts you expect from your implemented project.

Between program specific question 3 and the workplan, your application should show how your project meets the eligibility requirements and expectations of the grant.

We do not need to know the entire cost of your program, just the cost of the equipment or other eligible item you are requesting. If you are requesting equipment that will be funded through state funding, organization funding and another funding source, you can list the amount provided by the other funding source.

New Questions as of 11/5/18

Q61: I have started the process to apply for this grant and it states that I have already applied for this opportunity. I have not applied for this? Who should I reach out to regarding this?

For any Grants Gateway application issues please contact the Grants Reform team at grantsreform@its.ny.gov , or 518-474-5595. They will be able to walk you through any technical trouble you are having with your application.

Q62: I will be applying in part for equipment. In the equipment narrative it asks for documentation regarding bids received. What constitutes a bid? Is a quote from an online store acceptable?

Per page 14 of the RFA, "Not-for-Profit corporations must follow procurement policies that ensure prudent and economical use of public money".

Not-for-profits are not required to go through competitive bidding, but are expected to responsibly procure their purchases.

New Questions as of 11/12/18

No new questions submitted.

New Questions as of 11/19/18

No new questions submitted.

New Questions as of 11/26/18

No new questions submitted.

Q63: We are hoping to install a Wash/Pack/Storage area to use to prepare and temporarily store fresh produce that will be donated to local food pantries. Rather than purchase/build a facility, we want to reconfigure an area in an existing barn. The application encourages us to get multiple quotes but as most items are relatively small cost, this will take a lot of time/effort. Since the grants will be awarded on a "first come, first serve" basis, we'd like to submit the grant ASAP. How critical is getting quotes to getting an award?

Per page 14 of the RFA, "Not-for-Profit corporations must follow procurement policies that ensure prudent and economical use of public money". Not-for-profits are not required to go through competitive bidding, but are expected to responsibly procure their purchases.

Q64. Can we use grant funds to install a card swipe access system—which would allow pantry recipients to easily access the pantry without the added stigma of manually signing in to the pantry in front of a volunteer. This would also help us to better track pantry users.

While addressing stigma surrounding hunger is important, the particular project you mentioned falls outside of the scope and objective of this grant program.

As per page 9 of the RFA, the project must meet the following objective: The amount of food that would otherwise we wasted is reduced and/or additional wholesome food is available to those in need.

Q65. I am looking to apply to the emergency food relief organizations grant program, I watched the webinar on applying and it indicated that I needed to complete prequalification. Is the webinar on 12/6 at 11:30 information about this process?

Additional information on webinars discussing the application process can be found here: https://grantsmanagement.ny.gov/live-webinars

Q66. May the awarded funds be used towards direct purchase of produce?

The grant program is to help increase infrastructure and capacity of emergency food relief organizations to be able to recover and distribute more wholesome food to those in need. The purchase of food is not an eligible item under this grant program.

Q67. Is the $15,000 maximum award amount distributed on an annual basis or spread over multiple years?

The maximum funding for the two year grant is $15,000 meaning your organization can receive a maximum of $15,000 for the two years, NOT $15,000 per year. Project costs will be reimbursed, the

$15,000 could be distributed throughout the two years or all at once, depending on how you submit your reimbursements.

Q68. Is it possible to obtain a copy or PowerPoint from the Informational Webinar on Sept. 19th?

The PowerPoint and a recording of the webinar held on September 19th are available on the DEC webpage, [Funding Opportunities for Food Pantries and Municipalities](#), under informational webinar.

Q69. Are there geographical limitations on where we may acquire our produce, for example within our county or state?

The purchase of food is not an eligible item under this grant program. However there are no geographical limitations as to where your organization is collecting food that would otherwise be wasted to redistribute through your Emergency Food Relief Organization network.

Q70. One component we are considering is the purchase of a freezer that will allow us to better ensure our capacity to offer protein to our Pantry clients. We have additional components to the application that focuses on optimizing are ability to receive produce from the Regional Food Bank and ensure that clients are educated in how to utilize it to the fullest to reduce waste. Is the freezer for the expansion of capacity to offer protein at all times allowable eligible under this RFA?

The freezer is an eligible component of the grant program as it is meeting the project objective to reduce the amount of food that would otherwise be wasted and providing additional wholesome food to those in need.

New Questions as of 12/17/18

Q71. The RFA I am working from has the contract as a two year period. When reviewing the questions, I noted one that seems to say that the contract period is now 3 years. First, is the contract period now 3 years? Second, is it possible to propose a project that would be completed in a shorter timeframe—for example a one year or a two year project?

The question you are referring to was mistakenly posted in the Q & A document and is for a different grant program. I have corrected the document.

All projects must be completed and invoiced within a two year contract period, from 5/1/2019 to 4/30/2021. You have up to two years to complete your project, meaning you can complete your project in a shorter time frame (ex: 1 year) if you wish.

New Questions as of 12/24/18

Q72. As part of our project expenditure, we would wish to hire a consultant to advise on design and set up of a fresh produce program to increase our pantry's supply of low cost or free fruits & veggies. The consultant would also advise our staff/volunteers on the ins and outs of connecting with

the local farming community and wholesale produce markets while setting up a successful volunteer program to pick-up produce donations and/or participate in gleaning projects.

Based on your description, those contractual services would be eligible under the Emergency Food Relief Organizations grant program.

Q73. I can see that "Contractual Services" is listed as one of the eligible project expenditures in your application instructions. What might be the instances in which the hiring of a consultant would NOT be eligible?

An example of contractual services that would not be eligible under this grant program would be services to improve the facility unrelated to food recovery and donation (electrical work, parking lot design, etc.). The project must meet the objectives of this funding. The amount of food that would otherwise be wasted is reduced and/or additional wholesome food is available for those in need.

New Questions as of 12/31/18

No new questions submitted.

New Questions as of 1/7/19

Q74. One component of their grant is to use funds to pay venison processors the full retail price for processing donated venison. Currently processors receive 75% of retail price, and this hurts donations because there are fewer processors interested.

Grant funds can be used to pay processer fees for venison and are considered a contractual service.

New Questions as of 1/14/19

Q75. I am a faculty member at a private college. We noticed "Applications will be accepted September 5, 2018 to February 1, 2019 3:00 PM EST. All applications will be reviewed and funded on a first-come, first-served basis." Are applications still being accepted and funds still available? If so, we will put together an application as soon as possible.

Applications will be accepted until February 1, 2019 3:00 PM EST. I cannot speak to the availability of funds as we will not start reviewing applications until after February 1, 2019.

Q76. I would love to know how to go about putting in a grant application for this grant.

To view the full request for applications (RFA):

- Go to Grants Gateway
- Next to Search by Grant Opportunity enter *2018 Emergency* and click Search
- Click *2018 Emergency Food Assistance Providers – Increase Food Donation*
- Scroll down to the bottom and click *View Grant Opportunity*

After reading the RFA, if you would like to apply follow the following steps:

1. Register for Grants Gateway (if you do not have an existing account)
2. Complete the vendor Prequalification process (required for all non profit organizations)
3. To view the RFA, in the Grant Opportunity Portal, click *Search Now*
4. Next to Search by Grant Opportunity enter 2018 Emergency and click *Search*
5. Click *2018 Emergency Food Assistance Providers - Increase Food Donation*
6. Scroll down and click *View Grant Opportunity* to view full application
7. To apply to the grant program you must be logged into Grants Gateway. Follow steps 3-5 to locate the application. Now instead of clicking View Grant opportunity you will click *apply now.*

For more information about the Grants Gateway and/or prequalification, please contact the Grants Reform team at grantsreform@its.ny.gov or 518-474-5595.

Q77. I cannot find specifics about what time of programming would be eligible for the funding. I operate two large pantries and would like to know if this funding can be used to purchase food, and pay for staffing to operate the pantries. Is there a document that specifies what is appropriate to use the funds on. I do see a basic list but we are looking for funding to purchase foods, supplies and staffing for already existing pantries.

Unfortunately, funds from this grant cannot be used for the purchase of food. Staffing and supplies are eligible items, however your application should explain how these funded items will reduce the amount of food that would have otherwise been wasted and/or increase the amount of wholesome food available to those in need.

To view the request for applications (RFA):

- Go to Grants Gateway
- Next to Search by Grant Opportunity enter *2018 Emergency* and click Search
- Click *2018 Emergency Food Assistance Providers – Increase Food Donation*
- You are now on the Grant Opportunity Profile Page for the Emergency Food Relief Organizations grant program
- On the right hand side there is a box titled full announcement details, towards the end it says *questions and answers link or upload, click here.* This is all of the questions that have been submitted on the grant program with their answers. This will help you get a further understanding of what is eligible and ineligible.
- To view the RFA, scroll down to the bottom of the page and click *View Grant Opportunity*

After reading the RFA, if you would like to apply follow the following steps:

8. Register for Grants Gateway (if you do not have an existing account)
9. Complete the vendor Prequalification process (required for all non profit organizations)
10. To view the RFA, in the Grant Opportunity Portal, click *Search Now*
11. Next to Search by Grant Opportunity enter 2018 Emergency and click *Search*
12. Click *2018 Emergency Food Assistance Providers - Increase Food Donation*
13. Scroll down and click *View Grant Opportunity* to view full application

14. To apply to the grant program you must be [logged into Grants Gateway](). Follow steps 3-5 to locate the application. Now instead of clicking View Grant opportunity you will click *apply now.*

For more information about the Grants Gateway and/or prequalification, please contact the Grants Reform team at [grantsreform@its.ny.gov]() or 518-474-5595.

For more information on the grant program: [https://www.dec.ny.gov/chemical/114499.html]()

New Questions as of 1/21/19

No new questions submitted.

New Questions as of 1/28/19

Q78. Will this grant be re-offered this Fall for 2019?

Unfortunately, the future of the grant program is unknown at this time. For this reason, we encourage you to apply if possible.

For more information about the Grants Gateway and/or prequalification, please contact the Grants Reform team at [grantsreform@its.ny.gov]() or 518-474-5595.

Q79. We're experiencing challenges with the prequalification process and are working actively with the grants reform desk to get through the process while also continuing to draft the application itself. Because of the federal shutdown, our ability to file our 990n for the first time has been impeded. We're working to navigate around this but are concerned about the possibility of arriving at the approaching deadline with a finished application but a pre-qualification requirement that is one document short and therefore not being able to apply.

- **Is there anything we ought to consider besides continuing to work with the Grants Reform team?**
- **Are any other prospective applicants facing issues like these?**
- **Worst-case scenario, are you anticipating running this program next year in case we're unable to rally in time?**

Unfortunately, the future of the grant program is unknown at this time. For this reason, we strongly encourage you to apply if possible.

If you have yet to submit your first 990n, you should upload a statement to your Grants Gateway document vault in place of the required 990n form. This statement should be on your organization's letterhead detailing the date it was established and the tax year to be covered by the first filing. We have not heard of any other applicants having this issue.

Continue working with the Grants Reform team and please let me know if you have any other questions or issues.

Q80. Is our organization prequalified for submitting proposals? We are registered with Grant Gateway. Also, how do I download the form to be completed? We are trying to figure out if it is too late to apply for a Feb. 1st deadline.

The future of the grant program is unknown at this time. For this reason, we encourage you to apply if possible.

To view the RFA:

1. In the Grant Opportunity Portal, click *Search Now*
2. Next to Search by Grant Opportunity enter 2018 Emergency and click *Search*
3. Click *2018 Emergency Food Assistance Providers - Increase Food Donation*
4. Scroll down and click *View Grant Opportunity* to view full application

To apply to the RFA:

1. Register for Grants Gateway (if you do not have an existing account)
2. Complete the vendor Prequalification process (required for all non-profit organizations)
3. To apply to the grant program you must be logged into Grants Gateway. Follow steps 1-3 to locate the application. Now instead of clicking View Grant opportunity you will click *apply now.*

For more information about the Grants Gateway and/or prequalification, please contact the Grants Reform team at grantsreform@its.ny.gov or 518-474-5595.