

Updated 2/25/19

****Note: Question and Answer period closed Friday February 22nd at 5:00 PM ****

PLEASE READ: Thank you for your interest in the Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Programs Grant.

We have corrected the issue with the budget form, specifically the match requirement for equipment. Please proceed with your applications.

The recorded webinar is now available for viewing:

<https://www.youtube.com/watch?v=3JvjkV4i6CA>

Q1: I see that this grant is for municipalities, Is it only for generation of food waste or also for composting facility projects?

I am unable to comment on the specifics of the grant, but as the announcement stated the \$1.2 million in upcoming funds will be to support municipal projects to reduce wasted food, donate wholesome food and recycle food scraps. You are on our announcement listserv and will receive all upcoming updates pertaining to the grant program.

Q2: I saw a piece earlier this week re food security / food pantries at SUNY campuses. Do you know if these grants will be used to support that effort, or are those being addressed via a separate funding stream?

It must be a different funding mechanism. CUNYs and SUNYs are **not** eligible for either the funding for Emergency Food Relief Organizations (they must be 501(c)(3) not-for-profit corporations) or for the funding for municipalities.

Q3: I am unable to locate the registration information to join the webinar.

The registration link for the webinar has not yet been generated. We will send out a link with more detailed webinar information closer to the date.

****Update** Webinar information as follows**

The interactive webinar for Municipal Food Scraps will be held on Wednesday, September 26, 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 not for profits looking for additional information on the 2018 Emergency Food Relief Organizations grant on Wednesday, September 19, 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 Municipal webinar:

Meeting Number: 648 079 151

Meeting Password: GG2018

To join the online meeting (Now from mobile devices!)

1. Go to <https://meetny.webex.com/meetny/j.php?MTID=m88f33231a82d09750930cf6576a0bcae>
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.

Q4: Can the grant funds be used by a municipality to pay for an outside consultant?

Yes - Grant funds may be used to pay for consulting services that meet the needs of an eligible project. (Note: Engineering costs for a construction project are limited to 15% of the project cost.)

Q5: Can the grant funds be used to educate the public and/or businesses about available food waste reduction, donation, and/or composting opportunities without the municipality having an official program that they run/support? Or are the grant funds only for municipalities to develop/expand what they officially offer?

Yes - Grant funds must be used for education and outreach related to reducing wasted food, increasing donation, or increasing food scraps recycling. The programs that the municipality plans to provide outreach for do not need to be run by the municipality itself. Partnerships and collaboration are welcome. (Example: An eligible project could include the municipality advertising a program such as Save the Food Campaign or EPA's Food Too Good To Waste campaign, which were not created by the municipality, but would encourage food waste reduction for their community.)

Q6: An outside consultant would be considered an "engineering cost" even if we're not designing anything physical that needs "engineering"?

An outside consultant would only be considered an engineering cost if they were doing engineering work for a project (one example of this is construction at a facility). An outside consultant that is not

doing engineering work does not fall under that constraint. For example, if a consultant were hired to do an advertising campaign within the municipality, that cost would not be limited to 15% of the total project cost.

Q7: Could you clarify the dates of acceptable grant period? Is this for 2018 alone, or 2018-19? Is the grant allowing expenses as far back as June 2017?

Grants will be scored competitively and awards will be announced on April 5, 2019. Upon approval of a final application, the municipality will enter into a Master Contract for Grants with the State (for awards totaling over \$10,000). The grantees must make purchases and/or incur costs during the contract's time frame. Depending on the application and muni's need, the contract length could be set up to be up to three years in duration.

Q8: Municipalities that are trying to reduce deer populations sometimes buy large coolers or refrigerated trucks so that hunters who are donating their deer to food pantries have a convenient place to drop off the carcasses and don't have to get them butchered right away. Would this be something they could apply for a grant for under your new program?

yes, since a muni would be providing eligible items to increase food donation then this purchase would be eligible to apply for.

Q9: Is the program available for implementation of new food scrap programs or is the funding exclusively for the expansion of existing programs?

This funding program can be used to start new or expand existing municipal programs/projects related to food scraps reduction, food donation and food scraps recycling.

New Questions as of 9/24/18

Q10: We have a client interested in this program for the purpose of conducting a feasibility study for a composting facility. At this point, the municipality does not have enough bonified data to commit to constructing a facility and really must put prospering planning and research in place as a logician precursor to development. Would this grant program be available for this? We see 'feasibility study for a facility' is listed as an eligible match use as well as eligible activities to include Planning.

A feasibility study for a composting facility is an eligible item for funding. Please take note of those who are eligible to apply. If you are working on behalf of the municipality, the municipality is the eligible applicant and therefore the application must be submitted in their name.

Q11: Is there a limit as to the number of partnerships you can have?

There is no limit regarding the number of partners for a project, partnerships are encouraged.

New Questions as of 10/1/18

Q12: Can any assigned user download RFA?

Anyone can view and download the RFA from the Grants Gateway. In order to apply for the application, you must be registered for the Grants Gateway and logged in. In order to submit the completed application you must be logged in as a Grant Contract Signatory or Grantee System Administrator role.

Q13: Is a rolling decision for the grant? And if so, what is the expected review time? Just trying to determine program start date .

This is not a continuous enrollment grant program. All applications are to be submitted by March 1, 2019, after which all applications will be scored and ranked prior to the award announcement on April 5th, 2019.

Q14: Can the application be submitted by a county instead of municipality?

Yes, those eligible to apply for the Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Programs include counties, cities, towns, villages, local public authorities, etc. A full list of eligible applicants can be found on page 5 under 2.0 Eligibility Information Who is Eligible to Apply?

Q15: Would the grant pay for a planning study to evaluate the feasibility of food waste pickup options/operations?

Grant funding for a feasibility study for a food waste pickup options/operation is eligible under Contractual Services. A full list of eligible and ineligible forms of match can be found on page 9 of the RFA on the Grants Gateway.

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. In this example, a feasibility study of food waste pick up options/operations would be eligible for a 50% match.

Q16: What does "wasted food prevention and reduction" mean in Type of Project...does this refer to source reduction?

A wasted food prevention and reduction project includes capital, planning, and/or education activities to increase awareness of methods to prevent the generation of food scraps. For full descriptions of project types please see page 5 of the RFA on the Grants Gateway.

Q17: Can you clarify the match requirements...does this mean that for consulting services, the grantee has to fund 20% of these services?

Applicants will be required to provide a 20% match for staffing as well as outreach and education related costs and 50% for capital and construction costs. This means the state will provide up to 80% for eligible staffing and outreach and education and up to 50% for eligible equipment and other capital costs. For a full list of match requirements please see page 9 of the RFA on the Grants Gateway.

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. Please email organicsgrants@dec.ny.gov if you have any questions as to what the match percentage would be.

Q18: If the grant is being sought by a intermunicipal consortium, does one serve as the lead agency or does each submit an application?

One agency will serve as the lead for the application. Partnerships are encouraged as identified in the scoring on page 7 of the RFA on the Grants Gateway.

Q19: Can we get a copy of your slides?

The webinar Powerpoint slides and webinar recording will be uploaded to the [Funding Opportunities for Food Pantries and Municipalities](#) webpage.

Q20: If there was an informational webinar held for municipal applicants on Sept 26, could you please provide a link to that webinar recording?

We are hoping to have the recorded webinar uploaded to [Funding Opportunities for Food Pantries and Municipalities](#) in the next couple of days. An announcement will be released when the webinar has been uploaded and is available to the public.

Q21: The County is undertaking a comprehensive food waste study designed to develop a strategy for food waste management that will be incorporated into its Solid Waste Management Plan. The purpose of the study is to (1) analyze the County's waste stream composition, particularly with regard to that portion consisting of food waste that is suitable for food rescue initiatives and for composting; (2) assess the feasibility of incorporating various food waste composting alternatives into the County's solid waste management operations; and (3) recommend food waste collection / composting pilot programs.

The study will evaluate the feasibility of incorporating various food waste management options into the County's Solid Waste Management Plan, including but not limited to utilizing excess anaerobic digester capacity at the County's wastewater treatment plants; stand-alone food waste digester technology; in-vessel composting; and windrow composting.

This is a project that would be eligible under the 2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program.

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. In this case, a comprehensive food waste study would require a 50% match.

As a reminder, only purchases or incurred costs made during the contract time frame will be considered for repayment.

New Questions as of 10/9/18

Q22: I understand from that the Sep. 26th webinar slides and recording would be uploaded to the Funding Opportunities for Food Pantries and Municipalities webpage. I would appreciate your advice on how to access the webinar slide and recording.

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

Q23: That the municipal program will provide funding to promote food scraps recycling through the construction of composting facilities or other means. What "other means" are eligible for funding?

The money from this grant program may be used for food scraps recycling to initiate or advance a municipalities food scraps recycling program. Food scraps are most commonly recycled through composting, but can also be done through other means such as anaerobic digestion and other organics recycling technologies.

Q24: There is a 50% reimbursement for Equipment and Construction. What type of equipment and construction can municipalities undertake? Only for composting facilities?

This equipment does not only have to be for composting facilities, it can be for any type of facility or process that will address the reduction, donation or recycling of food scraps. Examples of eligible costs can be found on page 8 of the RFA.

Q25: Not-for-profit corporations are eligible to receive funding for equipment (e.g., freezers, refrigerators, vehicles, physical space expansion, insulated food transporters). Are municipalities eligible for reimbursement for these types of equipment and space expansion?

Municipalities are also eligible for donation related equipment, but only under the 2018 Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Grants Program. Only 501(c)(3) not for profits are eligible under the 2018 Emergency Food Relief Organizations grant program. If you would like to apply to the 2018 Emergency Food Relief Organizations grant program, your municipality must partner with a 501(c)(3) not for profit and they must serve as the lead applicant.

New Questions as of 10/15/18

Q26: I work for the Town and we are working to reduce our deer population. In an effort to reduce waste and make donated meat available to those in need, we've been considering the purchase of a walk-in freezer or refrigerator for storage. Nicole tells me this grant, if awarded, may cover 50% of such a cost. Does that seem correct to you? If so, how do I get started with the application process and is there anything else you can tell me to start me in the right direction?

The purchase of a walk-in freezer or refrigerator for storage of donated venison is eligible under the 2018 Municipal Grants Program for Reduction of Wasted Food, Donation of Wholesome Food and Recycling of Food Scraps. Please keep in mind that the minimum award amount is \$1,000 and the application will be scored on various criteria as noted on page 5 of the RFA under Application Scoring. Equipment is eligible for a 50% match. A full list of match requirements can be found on page 9 of the RFA under Match Requirements and Expenditures.

This project would also be eligible under the 2018 Emergency Food Relief Organizations Grant Program if the town were to partner with a not for profit 501(c)(3) organization and the not for profit served as the lead applicant. The minimum award amount is \$100. Unlike the municipal grants program, applications will be reviewed and funded on a first-come, first-served basis. For this grant opportunity, applicants must match at least 10% of the grant funding amount.

New Questions as of 10/22/18

Q27: Is a food dehydrator eligible for grant funding?

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.

Q28: Our town supports a Meals on Wheels Program. We would like to partner with a neighboring Town to expand our program. Would a refrigerator and driver for this expanded program be eligible?

A food recovery/reuse project is a project undertaken to reduce the volume of wholesome, edible food from being disposed and to divert it to the food insecure. Food recovery projects include capital, planning, educational, and personal service costs to get food that would be otherwise wasted to those in need (Page 3 of the RFA).

In order to be eligible for funding through this grant program your Meals on Wheels program would have to show how it is diverting food that would otherwise go to waste to the food insecure. If your Meals on Wheels program is supplied by donated food, both equipment and a driver could be eligible expenditures.

New Questions as of 10/29/18

Q29: My village is interested in partnering with our school district to teach kids about wasted food and composting, is this eligible?

This is a project that would be eligible under the 2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program. Both the village and School District (not individual school) are eligible applicants.

Q30: I am considering applying for the 2018 Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Programs grant. Part of the program I would like to include in the application involves a pilot program for composting. The Village has a waste transfer station with appropriate permits for MSW, recyclables, etc. but not for composting. Would the Village have to go through that permitting process for this pilot or would NYSDEC allow a pilot composting program potentially through this grant?

Eligible projects are expected to enhance the reduction, recovery, and/or recycling programs of municipalities with relation to food waste. A composting pilot program would have to include food scraps.

Food scraps composting is regulated in one of three ways (exempt, registered, or permitted) based on the quantity of material that is accepted and processed.

Exempt Composting Facility - [361-3.2\(a\)\(2\)](#): A composting facility that accepts, measured on a monthly average, no more than 1,000 pounds or 1 cubic yard, whichever is greater, of SSO per week provided no more than 2,000 pounds are accepted in any one week. Sufficient bulking agent must be used to provide proper aeration and control leachate migration.

Registered Composting Facility – [361-3.2\(b\)\(2\)](#): A composting facility that accepts no more than 5,000 cubic yards or 2,500 wet tons, whichever is less, of SSO per year, provided that no more than 800 cubic yards are accepted in any month. The facility must have, and use, at least twice as much bulking agent, by volume, as organic waste. The facility must effectively remove non-processibles that may be present within the SSO. The facility must effectively remove non-processible material that can be present with the SSO.

Permitted Composting Facility – [361-3.2\(d\) & \(e\)](#): A composting facility that does not qualify for an exemption or a registration under this Subpart.

[For full composting regulations.](#)

New Questions as of 11/05/18

Q31: The Town is looking to purchase a walk-in cooler through the two grant opportunities. If this is allowed, even though we are only purchasing one Walk-In Cooler, can the cost be split between two funding sources?

There are a couple things I would like to address with your proposed project. First, eligible applicants for the Emergency Food Relief Organizations grant program are 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, directly or indirectly. Therefore the Town is an ineligible applicant, unless the town is partnering with an emergency food relief organization who will serve as the lead applicant.

Secondly, funding from the two grant programs (Emergency Food Relief Organizations and Municipal Funding for food scraps reduction, food donation and food scraps recycling) cannot be used to fund the same piece of a project. We highly encourage partnerships, but seeing as you were looking to use both funding sources to fund one walk-in cooler, there becomes an issue of ownership.

The Town would have to apply for the walk in cooler in its entirety through the Municipal Funding for Food Scraps Reduction, Food Donation or Food Scraps Recycling grant program or an Emergency Food Relief Organization would have to apply for the walk in cooler in its entirety through the Emergency Food Relief Organization grants program. Please keep in mind the Emergency Food Relief Organizations grant program is a first come first serve grant program where as the Funding for Municipalities for Food Scraps Reduction, Food Donation and Food Scraps Recycling is competitively scored.

Q32: I noticed that the webinar pdf is now available online. Will the subsequent Q&As be made public also? I understand that a group of municipalities are planning to send a joint application for expanding a town's food scrap collection program - drop off and/or curbside collection to send to commercial composting facilities. My question is if a few communities hope to add another separate program that promotes backyard composting or local community garden composting, could you please guide on how will that compete or compliment with the town's collection model applying for the same grant opportunity?

We are still waiting on the recorded webinar to make available to the public. The Q & A is currently available through the Grants Gateway.

- [Search](#) 2018 Municipal
- Click *Search*
- Click *2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling Programs*
- On the Right hand side of the page scroll down to Questions and Answers Link or Upload. Click *Click here* for a PDF of the questions and answers that have been submitted as of 10/29/18.

Projects will be funded based on the scoring criteria as outlined on page 5 of the RFA. Communities submitting separate applications from the same area will not enhance or hinder another applicants score.

New Questions as of 11/12/18

No new questions submitted.

New Questions as of 11/19/18

Q33: Do we need to buy all line items listed in the approved grant contract? Or can we later decide not to purchase one or several items?

Grantees do not have to buy every item that was asked for, but should do their best to stay to the proposed budget outline and will need to provide reasoning and/or a budget modification for major changes. If there are extra funds, grantees can spend them on eligible items within that budget category. (For example, leftover money in the equipment category can be spent on another piece of equipment). Should you want to change the budget category (For example, move money from equipment to a salary), this is allowed as long as it is within 10% of the total grant funds. Funds greater than 10% will require a budget modification.

Q34: I would like to purchase a collection vehicle to be used to collect yard waste and food waste on separate days or in a split body truck on the same day. Is this a fundable item?

Grant funds may be used to purchase a truck for mixed use purposes, however, the approved funding amount will be based on the portion of the truck, by volume, used for the collection of food scraps. For example, if a \$100,000 truck was used to collect both yard waste and food scraps and 40% of the volume was used for food scraps, then only 40% of the truck would be eligible for funding. Since equipment has a 50% match, up to \$20,000 would be provided by the grant program and matched by the municipality.

$\$100,000$ (initial value of truck) * .4 (40% of truck used for food scraps, by volume) = $\$40,000$ (eligible portion of truck) → $\$40,000$ (eligible portion of truck) * .5 (50% match) = $\$20,000$ (amount provided by the grant program and amount required by match from municipality)

Q35: We give away food scraps collection kits to our residents for \$10, the kits in whole cost \$20. The \$10 charge allows the residents to buy in to the program, rather than take free stuff. Could we use grant funding to offset the \$10 charge to the municipality? The municipality would then break even on this aspect of the program.

Grants funds may be used to purchase the food scraps collection kits or to offset the difference between the charge of the kits to the residents and the full cost to the municipality.

Q36: Will grant funding pay for drivers of organics collection vehicles?

Drivers for organics collection vehicles are not an eligible cost item.

Q37: Can we buy items before the contract begins?

Only purchases or incurred costs made during the 3 year contract time frame will be considered for repayment. Applicants should not begin their projects or incur costs until a Master Contract for Grants

has been fully approved by DEC, and if applicable, approved by the Attorney General and the State Comptroller.

Q38: How do you define “public authority”? For example, we are a 501(c)6 and we are required to file reports with the NYS Authorities Budget Office as a public authority. Do we qualify as an applicant? And if we do qualify, can you tell me whether previous awardees from past grant cycles may apply? Also, can an awardee from *this* grant cycle be a collaborator or a partner on a separate grant written by another entity in this food scraps grant?

Unfortunately, 501(c)(6) organizations are not eligible for either the 2018 Municipal Funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling or the 2018 Emergency Food Relief Organization grant program. However, if you are able to find an eligible partner who can serve as the lead applicant then you are able to collectively work on a project together.

This is the first year for both grant programs, so there are no previous awardees. Previous awardees of the MWRR grant program are still eligible to apply to the Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program as long as they are not applying for funding for the same components of a project.

With this being said, your organization could also partner with multiple applicants as long as they are not applying for funding for the same components of the same project.

Q39: May municipalities who are already CSC grant recipients receive EPF funds? In 2016, we were awarded money for the establishment of a food scraps composting facility. Can I apply to receive funds for outreach to food waste generators in the county so that they may use this facility?

Previous awardees of the MWRR grant program or the CSC grant program are still eligible to apply to the Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program as long as they are not applying for funding for the same components of a project.

New Questions as of 11/26/18

No new questions submitted.

New Questions as of 12/3/18

Q40. I am working for OPRHP on organizing composting programs at some of the State Parks; are OPRHP and/or its concessionaires eligible for this funding to reduce food waste at the parks?

Private companies, not-for-profit organizations, and State agencies are not eligible to receive money through the Municipal funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program. If you are able to work with an eligible partner (listed on page 3 of the RFA), they can serve as the lead applicant for the grant program.

New Questions as of 12/10/18

Q41: If our project includes multiple partners, do you have advice on who should be the lead applicant?

The lead applicant should first and foremost be eligible for the grant program. If multiple partners are eligible, the lead applicant should have the time and resources to manage the grant and any reporting requirements of the grant.

Q42: Can you verify that the grant is not reimbursement based, and that the municipality would not be required to pay up front? (not including the 20% match, of course)

Unfortunately, the grant is reimbursement based and the municipality will have to bear the up-front costs. Payment requests for reimbursement can be submitted throughout the project.

Q43: Are reimbursements submitted monthly or quarterly?

Payment requests/reimbursements will be submitted on a quarterly basis, however if it would be more advantageous for you to submit on a monthly basis, please make a note in your application.

New Questions as of 12/17/18

Q44: Existing venison donation program operated by a township that distributes approximately 2500 pounds of deer meat annually. The town accepts deer that have been legally taken and field dressed under a local culling program. The carcasses are stored by the Town in accordance with health department regulations. The Town pays to have the animals butchered. The meat is then returned to the town and offered to the public for at no cost. Under the three year grant, the town would intend to (1) improve its storage facility (add counters and racking systems, and improve the water service); and (2) enhance outreach to local food pantries to supply free venison for those who experience food insecurity. Grant funds would be requested to support butchering costs; staff costs for program administration; and capital costs. Year 1 would consist of staff, butchering services and capital; years 2 and 3 would consist staff and butchering services only.

From your description, all components of the project are eligible. Be sure to explain how the water service will benefit the storage facility.

Q45: Does the MWBE threshold apply to the cumulative amount of any contract that results from this solicitation? Or is it based on the annual amount?

There are no MWBE goals for this grant program

Q46: If both capital and non-capital items are requested, do we use the different matching amounts in the same proposal? So using the above example the staff and butchering costs would be 25% match, but the countertops and racks would be 50% match?

Different matching amounts can be used in the same proposal. Staffing costs require a 20% match (state provides 80%). Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. In this example, if butchering is contracted out, butchering expenses would be eligible for a 50% match. If butchering is done in house by the municipality, butchering expenses would be eligible for a 20% match. Capital such as countertop and racks are eligible for 50% match.

Q47: Could you explain more what you would like to know about the cost effectiveness? We know that our proposal will purchase items from the bid system, integrated into existing programs that we know to be effective. Would you need more information than this?

When describing cost effectiveness, we want to see that the municipality is doing their due diligence in choosing capital equipment and/or services that are cost effective and of use to food scraps reduction, food donation and/or food scraps recycling projects. Utilizing the municipality's bid system to purchase items for an effective program is one example of demonstrating cost effectiveness.

Q48: Where might we find the specifications of designated environmental justice communities?

Information on environmental justice communities can be found here:

<https://www.dec.ny.gov/public/911.html>

Q49: Can our community support be from our partners that are also community organizations (non-profits, local businesses, etc.)?

Community support can be from your partners that are also community organizations. Please be sure to describe how the proposed project will go above and beyond typical community/stakeholder engagement.

Q50: Can this include salary related to FWP/FSR in all ways, or just related to new tonnage and our new project objectives? Like if we are proposing work with apartments, we could only include staff time spent working with apartments, even if a staff person spends 100% of their time on FSR/FWP programs?

Grant funding is available to municipalities to initiate, expand, or continuously support projects related to food scraps reduction, food donation and/or food scraps recycling. Salaries for staff time can be supported for any pre-existing or new programs such as the new work with apartments and any pre-existing wasted food prevention/food scraps reduction work they are doing.

Q51: Can this include vehicle wear and tear, if solely used for FWP/FSR, even if the vehicle was purchased in 2018?

Eligible costs include those incurred between 6/5/2019 and 6/4/2022. Operating expenses such as vehicle wear and tear are not an eligible cost item for this grant program.

New Questions as of 12/24/18

No new questions submitted.

New Questions as of 12/31/18

No new questions submitted.

New Questions as of 1/7/19

Q52. Can a non-profit receive grant funds if partnered with a municipality and the municipality submits the grant application? For example, the Town has explored partnering with a local environmental non-profit for the non-profit to assist in education and outreach. It has been proposed that a portion of grant funds be allocated for the non-profit's costs (as a contractor to the Town) and that the non-profit provide some services in-kind to contribute to the Town's match for the project. The Town would be the lead applicant and lead for the project, just receiving some expert assistance from a local non-profit in engaging the community, marketing, etc.

As you mentioned, not-for-profit organizations are not directly eligible to receive money through the Municipal funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program. However, eligible applicants, such as a municipality, can work with partners who are ineligible, such as a non-profit, as long as the eligible partner is the lead on the application.

Q53. Where can I find the questions & answers document on the grants gateway so I can see the other questions that have been asked and answered?

To access the Q & A document:

- Go to [Grants Gateway](#)
- Search 2018 Municipal
- Click 2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling Programs.
- In the box on the right hand side towards the bottom, it says questions and answers link or upload with a hyperlink.

Q54. Can the city subcontract to my organization?

The city would act as the main applicant and describe that they will subcontract with your organization. DEC does not get involved in the language of the subcontract, that is left to the general practices of the municipality.

Q55. The city is unwilling to provide any money upfront, but supports our efforts. Can my organization request a loan through another source to cover the funds for their services while waiting for the City to receive its reimbursement from DEC?

Your organization receiving a loan will not alleviate the city from providing money to your organization before they are reimbursed. Before the city can be reimbursed they will have to show that they have paid your organization for your services whether that be all at once or in parts. Your organization can apply for a loan if they do not have the money to start the work immediately. Your organization would then be reimbursed by the city to pay off the loan and DEC would reimburse the city for the money they paid your organization for your services.

Q56. Can partner entities receive grant funds via the lead agency? And if so, what kind of supporting documentation is required from partners in the grant application regarding cost/budget, staff allocation of time, and any other necessary information? Are partner entities required to contribute matching funds or make an in-kind contribution for any grant-related programs they participate in, or is that contribution optional?

Partner entities can receive funds via the lead agency. However, the lead agency (such as a town) will have to pay the partner entity first before the town can submit for reimbursement from DEC.

DEC does not get involved in the specific language of the subcontract(s), that is left to the general practices of the municipality. When describing work that will be subcontracted in your application, level of detail should be the same as if the town were applying to do the work. The Town's budget and scope must include all work that will be done, whether by the Town or by a partner.

We do not have any requirements for partner entities in terms of matching funds, that is left to the lead applicant to decide. The lead agency must demonstrate to DEC how the required matching funds are being met.

Q57. Can the grant cover costs for training staff on food waste reduction techniques? And if training includes staff within partner entities, what kind of documentation is needed for time and salary in the grant application?

Training of town staff or partner staff on food waste reduction techniques is an eligible cost. The description provided in the work plan should justify the time and salary requested.

Q58. If we're interested in hiring a consultant to assist with program development but haven't yet conducted that bidding process, how do you recommend documenting the estimated cost in the application?

While you may not know the exact cost of hiring a consultant, the town should consider how much they are willing to pay a consultant as the town will have to front those costs before they are reimbursed. We recommend researching what other municipalities have paid similar consultants.

Q59. Does time spent by a partner entity staff member on grant program implementation count as an in-kind match?

Yes, partner entity staff time can count as in-kind match. In-kind contributions are non-cash donations provided by non-state and/or non-federal third parties, which can include equipment, supplies, services, and other expendable property.

Q60. Lead agency: One of the entities being considered for lead agency role is the town itself (a climate smart, clean energy community); the other is the Sanitation department which covers the town and a partnering municipality. Can you offer some guidance as to whether one versus the other is more suitable for lead agency?

Either entity is allowable under the grant program. When deciding, consider that the lead applicant should have the time and resources to manage the grant and any reporting requirements of the grant.

Q61. Could you clarify what you will need to know regarding practicality of the project? Are there particular criteria being used to determine practicality?

The applicant should demonstrate that it will be able to support the project with existing resources or resources asked for in the grant application. As laid out in the RFA practicality of project is worth 15 points (15 pts realistic and fulfills existing need, 10 realistic, 5 seems challenging to implement, 0 not addressed in application).

Q62. Does the DEC have a list of consultants who conduct solid waste and/or food waste audits?

DEC does not maintain a list of consultants who conduct solid waste and/or food waste audits.

NYS Pollution Prevention Institute has crafted the [NYS Food System Sustainability Clearinghouse](#) which contains a number of resources including the [Municipality Food Waste Tool Kit](#).

New Questions as of 1/21/19

**Q63. I run a nonprofit organization and am looking at the Municipal Food Scraps Reduction, Food Donation, and Food Scraps Recycling Programs grant opportunity. I see that nonprofits are not allowed to receive any of this MWRR funding. However, I note that it says:
"Not-for-profits may be eligible for a separate food donation grant program available from DEC."**

I am interested in proposing a project to assist catering halls and schools with either composting their food waste or coordinating with a vendor who can turn the food waste into fuel. Could you please direct me to the correct grant opportunity for this type of project being run by a nonprofit?

As you mentioned, not-for-profit organizations are not directly eligible to receive money through the Municipal funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program. However, eligible applicants, such as a municipality, can work with partners who are ineligible, such as a non-profit, as long as the eligible partner is the lead on the application.

We are also administering a grant program for Emergency Food Relief Organizations to reduce wasted food through increased distribution of wholesome food to those in need. Eligible applicants include 501(c)(3) not-for-profit corporations whose projects include providing wholesome food to those in need, either directly or indirectly.

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*

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

I would also encourage you to watch [P21's Community Grants Program](#). While the application period is currently closed, it is an annual grant program.

New Questions as of 1/28/19

Q64. The culinary school in our local school district wants to incorporate pickling, canning, etc. into their curriculum to promote the reduction and prolonging of food that would otherwise go to waste? Is this an eligible cost item?

Supplies related to food preservation techniques is an eligible cost item if you can describe how it is overall connected to food scraps reduction and thus part of the grant program.

Q65. If a teacher is attending a 4 hour training on managing food scraps, does this count as in kind match? If a teacher is spending x hours in the classroom teaching about food scraps reduction, does this count as in kind match?

If a teacher's salary are not paid for by grant funds, then it can be used as an in kind match. If the teacher is volunteering to go to training to learn and will then utilize her training for the project then those volunteer hours can be used as match as well. If attending the trainings falls outside of the teachers salary job and they attend voluntarily, then the wage used to calculate in kind match would be that of an entry level teacher and not of a senior teacher at a higher rate. If a teacher's salary or volunteer hours are being used, then there must be an aspect of the project where this knowledge is being utilized and taught.

New Questions as of 2/4/19

No new questions submitted.

New Questions as of 2/11/19

Q66. Is the following project eligible: the development of a digital platform that enables businesses and nonprofits to post listings of available food, including packaged, bulk, and prepared food; an algorithm then rapidly notifies the best-matched and nearest recipient organizations that food is available. Is the development of the web platform a capital investment?

Your project is an eligible project under the Municipal Funding for Wasted Food, Food Donation and Food Scraps Recycling. The development of the digital platform is eligible for 50% reimbursement. However, any outreach associated with the platform such as reaching out to businesses, nonprofits, etc. to utilize the platform is eligible for 80% reimbursement.

Q67. Would providing composting bins at government buildings be considered an eligible project? The reimbursement request would be simply to purchase the bins, install them, possibly signage, and outreach to all municipal employees.

This is an eligible project under the 2019 Municipal Funding for Wasted Food Reduction, Food Donation and Food Scraps Recycling.

Q68. I am confused as to whether this is a one year grant program or 3 years? The guidelines list a three year contract period, with a \$250,000 max project award and \$150,000 max for staffing resources. Could you clarify the grant timeframe?

The Municipal Funding for Wasted Food, Food Donation and Food Scraps Recycling has a 3 year grant contract term if your application is awarded funds. The contract term will be 6/5/2019 – 6/4/2022. The funding program itself is only available this year as we are not sure if this funding program will re-open and accept applications next year or at any point in the future.

Q69. Do you have to reapply/renew the contract each year for three years?

You do not have to reapply/renew the contract each year for the three years. If you are awarded funding, you will have three years to spend the funding as outlined in your proposed workplan.

Q70. Is it \$250K max *per year* for the three year contract period or divided over the course of three years, and is there still a \$150K cap on staffing?

The maximum amount that can be awarded is \$250,000 of the 3 year contract. Money can be spent however you please over the 3 year contract term. The maximum project award allocated for staffing resources is \$150,000.

Q71. Is this eligible? We currently run a small pilot Shell collection program in which we are able to accept clam/oyster shell discarded by local restaurants and use the collected material within our shellfish hatchery. Using aquaculture techniques in our shellfish hatchery we are able to seed the discarded shells with living oyster larvae and use the recycled shell to restore marine habitat in the local estuaries. The shells provide physical habitat that is vital to the estuary. Last year we were able to collect 30,000lbs of discarded shell material that would have otherwise gone to landfill. Typically the shellfish are removed from the estuary through harvesting, sold in restaurants and markets as food, and thrown away as scraps ending up in landfill. This program creates a circular system.

We are interested in using this grant opportunity to expand our shell recycling program and make it more established within the community. We plan to do so by improving our State Permitted shell storage facility, purchasing material handling equipment, and collaborating with a local university on educational community outreach. We would also like to initiate a pilot compost program so that we may collect food scraps from the same restaurants that we are collecting shells from. Our municipal department is currently limited in the amount of space we have available and so our composting may be limited to a small exempt storage area that could handle approximately 1 cubic yard of waste per week. However in the future we may be able to expand to a larger operation.

Your proposed project would be eligible for the 2018 Municipal Funding for Wasted Food Reduction, Food Donation and Food Scraps Recycling. We consider this project to be an organics recycling project.

Q72. The town has been approached by an unincorporated local citizen group that would like to run a pilot food scrap recycling program. The town may be willing to hire them as a contractor to do so if they incorporate and secure appropriate liability insurance, but that can't be done in time for the 3/1/19 deadline. The alternative is to hire one of its people as a part-time employee that would be insured under the town's own insurance. Under municipal hiring rules, however, that position would have to be created and others given an opportunity to bid for it. That too cannot occur before 3/1/19.

Do I understand correctly that an unincorporated non-profit cannot, by itself, secure a grant under DEC01-DMMFSR-2018, such that it would instead need a municipality to act the the grant recipient and responsible party?

Not-for-profit organizations are not directly eligible to receive money through the Municipal funding for Food Scraps Reduction, Food Donation and Food Scraps Recycling grant program. However, eligible

applicants, such as a municipality, can work with partners who are ineligible, such as a non-profit, as long as the eligible partner is the lead on the application.

A contract with a local citizen group or a position under the town does not have to be put in place by the March 1st deadline. Rather you can ask for funding for these positions in your application anticipating this partnership or appointed position with appropriate funding proposals. If awarded, the applicant always has the option to decline the funding opportunity if circumstances do not work out.

This grant program has a 3 year grant contract term if your application is awarded funds. The contract term will be 6/5/2019 – 6/4/2022 in which you will have 3 years to spend the money according to your workplan.

Q73. Would a waste stream analysis be an eligible project if it was a part of a larger feasibility study?

A waste stream analysis could be an eligible project under the 2018 Municipal Funding for Wasted Food, Food Donation and Food Scraps Recycling as long as it is part of a larger effort to manage wasted food.

Q74. How to I access the Question and Answers Document?

To view the request for applications (RFA) and Q & A Document:

- Go to [Grants Gateway](#)
- Next to Search by Grant Opportunity enter *2018 Municipal* and click Search
- Click *2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling Programs*
- You are now on the Grant Opportunity Profile Page for the 2018 Municipal Food Scraps Reduction, Food Donation and Food Scraps Recycling 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*

Q75. I have been reviewing the existing Q&A document you linked to and have some follow up questions:

1. I see that construction expenses are eligible with 50% required match. Could the City fund construction expenses on a property owned NOT by the City but by a project partner as long as the purpose meets the requirements of the grant?
2. Is diversion of farm food waste into food donations that without this funding would otherwise be tilled under rather than sold or donated for consumption an eligible project or project component?
3. Does the equipment purchased by the municipality through this grant need to have ownership retained by the municipality or can they purchase equipment for a project partner who would retain ownership as long as the purpose for the equipment meets the requirements of the grant?

1&3) Construction expenses on a property not owned by the applicant/municipality is not eligible for funding under this grant program. For equipment, the municipality may purchase items that are utilized by a project partner (e.g., municipality purchases a refrigerated box truck for the transportation of donated produce which is managed and driven by a partner food pantry). However, the applicant municipality (who becomes the entity contracted with the State) must maintain ownership of the equipment throughout its useful life.

2) Yes, expenses related to gleaning or the diversion of farm food waste that would otherwise be tilled into the soil is an eligible project component.

New Questions as of 2/19/19

Q76. Would the hours spent by a driver and laborer on a curbside food scrap collection route be eligible for grant funds? If not, are these hours an eligible form of match?

Drivers for organics collection vehicles are not an eligible cost item. However, these hours are eligible for the municipality's share of the match.

Q77. I am a civil engineer for the Department of Public Works and will be managing the Food Scraps Recycling Program. Are my hours spent on this project eligible for grant funding? Are they an eligible form of match?

Yes, hours spent by you on this project are eligible for grant funding.

Q78. Would my hours spent on this project be eligible for 80% funding/ 20% match?

Correct, your hours spent on the project are eligible for 80% funding/20% match.

Q79. Do we need to include proposed phasing/timing for each of the initiatives in the application, and if so, where do we include it?

Under additional instructions on page 12 of the RFA it states

To Complete this application:

1. Provide a brief workplan or description of the proposed project in the Work Plan Overview Form link in the Forms Menu.
2. Enter the Objectives, Tasks, and Performance Measures of this project in the Work Plan properties form in the forms menu.
3. Enter the expenditure budget items in the forms menu.

You can include it under task description if you think it would fit best there. You can also include a timeline of initiatives in the work plan summary text box.

Q80. How specific do partnerships need to be? For example, if we are proposing to work in schools – is it OK to name the district now, but determine the exact schools later, or do we need to have the exact schools nailed down now?

It is fine to name the school district in the application and to name the actual school later on. Include as much detail about the intended schools as you can, for example whether you are targeting a high school, middle school or elementary school.

Q81. Do we need letters of support for partners? For example, the regional food bank? The school system? Etc...

Letters of support for partners are not necessary, but please describe the partners you intend to work with.

Q82. Can the value of the labor of those partners spend on the project count as match?

The value of the labor of those partners doing project-related work can count as part of the project match.

Q83. For one project we are considering contracting with LeanPath to use their measurement system and tools – their services/tools are leased, not purchased – we want to confirm that those costs would be 80% reimbursable as contract services – yes?

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. Leasing and using a measurement system and tools for tracking wasted food and food scraps is not considered outreach and education, and would therefore require a 50% match.

Q84. Our organization would also be a contractor, and all of our costs would be for staff and travel and maybe some professional graphic design services – so our cost to the county would be 80% reimbursed as well – yes?

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match.

Q85. We are considering offering the LeanPath services to for a small cost to restaurants (maybe \$50-100 per month?), would that fee collected from the restaurants be able to count toward the match requirement?

Fees collected from project partners for monthly licensing of software cannot be counted toward the match requirement. Match requirements are described on page 7 of the RFA.

Q86. How long are expecting the proposals to be? Is there a page limit?

The length of the application will vary from applicant to applicant depending on the complexity of the proposed project. There is no page limit.

Q87. How much detail is expected in the write-up for tasks and sub-tasks? A few sentences, a few paragraphs? Pages?

The level of detail per task and sub task will vary on the complexity of the project. Provide as much detail as you feel is appropriate to portray the necessary task or subtask. Generally speaking, applicants submit a sentence to a couple paragraphs.

Q88. Is there a match requirement for contractual and operations costs in this grant? The match box is greyed out for operations category, but not on contractual.

The operations category is considered an ineligible form of match under indirect costs on page 7 of the RFA. Any of the eligible match items can be used as match for any eligible cost. For example, if you are purchasing equipment, you could provide a 50% match in the equipment category OR show the 50% match in the salary category.

New Questions as of 2/25/19

Q89. Part of my proposal includes a home composting demonstration site for the purpose of educational tours and hands-on instruction. Would the purchase of compost bins be considered capital/construction costs or would they qualify as outreach and education materials?

The purchase of compost bins for demonstration educational purchases can be included as an outreach and education material cost.

Q90. The project will involve a pilot project to introduce food scraps collection at a designated site in the Town for all Town residents. We plan on partnering with a local, environmental non-profit to assist with outreach and education. We will be writing them into the grant to receive some funds to assist in this effort, likely on our end through a contract with the non-profit upon grant award. What category would this fall under? Outreach and Education Materials or something else?

Contractual work that is proven to directly relate to outreach and education efforts will require a 20% match whereas all other contractual work will require a 50% match. Once you are filing your application in Grants Gateway, there should be a contractual services portion of the budget.

Q91. I am about to enter the budget in our application for this grant. Do I enter a budget for the entire 3 years or a 1 year budget?

Please enter the budget for the entire 3 years. I am only able to answer program questions related to the RFA. For more information or assistance with the Grants Gateway, please contact the Grants Reform team at grantsreform@its.ny.gov or 518-474-5595.

Q92. Cash is an acceptable type of match. So how come the cash that restaurants might pay to the project to have a subsidized LeanPath system can't count as match? I'm confused?

You cannot charge a partner and then it turn count it as a match. This is different than a partner willingly providing cash or another form of eligible match for the project.

Q93. I'm having a problem with matching the language in the RFP with that seen in the app form. It relates to how to enter matching fund data in a way that is not creating false information that could (if we win the grant) later create problems with implementing it. At this point, I keep getting an error msg which, to avoid it, might require that I enter phony info.

I am only able to answer program questions related to the RFA. For more information or assistance with the Grants Gateway, please contact the Grants Reform team at grantsreform@its.ny.gov or 518-474-5595. Seeing as you are getting an error message, please call Grants Reform team and they should be able to walk you through the process.

Q94. Are indirect expenses allowed to be included in the budget? Either a 10% indirect on the total grant amount that would go to the municipality to help with the cost of administering the grant and/or a 10% indirect of the amount of a subcontract to a partner to execute the work plan for the municipality?

Staff time and fringe benefits associated with the food scraps reduction, food donation and food scraps recycling grant program are eligible for reimbursement. However, indirect and overhead costs as well as general operation costs are not eligible items.

DEC does not get involved in the language of the subcontract, that is left to the general practices of the municipality. Indirect expenses for subcontractors are allowed and is left to the municipality to ensure the money is being spent appropriately and within the scope of the project. Applicants are not required to itemize sub contracts requested in this grant.

Q95. Traditionally in my experience with grants it is allowable for coalition members to track their time working on projects to help with match. Is that an acceptable form of match?

Time spent on developing the grant proposal is an eligible form of match.

Q96. Do you require it to be a specific flat hourly rate same for all members or can it be reflective of each individual's true hourly rate?

If a member is applying their field expertise, use their positions entry level hourly rate. If a member's expertise is not relevant and they are assisting, use the state minimum wage which we consider for volunteers.

Q97. If the City hoped to run a pilot program for curbside collection of organics from City residents where the City would cover all costs, could the grant cover the collection and cost of composting that organic material?

Drivers for organics collection vehicles are not an eligible cost item.

Grant funds may be used to purchase a truck used solely for organics collection or for mixed use purposes (ex: yard waste & organics), however, the approved funding amount will be based on the portion of the truck, by volume, used for the collection of food scraps. For example, if a \$100,000 truck was used to collect both yard waste and food scraps and 40% of the volume was used for food scraps, then only 40% of the truck would be eligible for funding. Since equipment has a 50% match, up to \$20,000 would be provided by the grant program and matched by the municipality.

$\$100,000$ (initial value of truck) * .4 (40% of truck used for food scraps, by volume) = $\$40,000$ (eligible portion of truck) → $\$40,000$ (eligible portion of truck) * .5 (50% match) = $\$20,000$ (amount provided by the grant program and amount required by match from municipality)

Grant funds can also be used for capital investment in building a composting facility and purchasing equipment for composting.

Q98. If we were to create an organics drop-off area for our residents to utilize and then deliver that organic material to an organics composter, could the grant cover potential tip fees that the organics composter might charge the City?

Tip fees are not an eligible cost of this grant program.

Q99. If we do ultimately apply for this grant, are we bound to carry out everything we described we would do in the application? In other words, if the City cannot provide the match funds what happens then?

If awarded, the applicant always has the option to decline the entire or portions of the funding opportunity if circumstances do not work out.

Q100. The Town pays incentive fees to hunters to encourage participation in the venison donation program, which encourages prevention of food waste. Are these incentive payments an eligible expense under the grant?

Incentive payments for participation in the venison donation program is not an eligible expense under this grant program.

Q101. There is a food pantry in the Town that does not have any refrigeration, so they are unable to distribute the venison in our program. Could we include a refrigerator for their use in this grant application? It would be stored at the partner organization's location, not on Town property.

The town can partner with the food pantry under this grant program and include the purchase of a refrigerator at the partners location. Since the town is the eligible and lead applicant, the Town will retain ownership of the refrigerator. DEC leaves it to the Town to determine an agreement between the Town and food pantry on this matter.

Q102. Can the value of the poundage of food that the non-profit is gleaning/recovering be counted as match to our grant?

The equivalent value per pound of food is not an eligible form of match. Please see page 7 of the RFA for a full list of eligible forms of match.

Q103. Would the cost of the purchase of infrastructure needed to outfit our WWTP to accept and prepare compost for digestion qualify for grant funds? (ie a grinder)

Equipment purchased to enhance the recycling of food scraps prior to input to a digester such as a grinder is an eligible expense under this grant program given the digestate is composted. Equipment purchased to enhance the production of gas from the anaerobic digestion process is not an eligible expense under this grant program.

Q104. Would the cost of the transport of the digested sludge from the WWTP to the compost facility qualify for grant funds? (ie fuel, staff time, etc)

Drivers for organics collection vehicles are not an eligible cost item. Gas is not an eligible cost under this grant program.

Q105. What if we do not have the Certificate as to the Title of the Property Site?

The Town for the time being can submit a tax map with the tax parcel number(s) in place of the Certificate for the Title of the Property Site, but the Town must provide the Certificate as to the Title of the Property site or other legal binding document of ownership by the time of the contract start date if awarded.

Q106. I have a question about the Work Plan for the Grants Gateway application: Should each action appear only once in the Tasks section – lined up with the Objective it most closely fits? Or should every Objective have all the Tasks associated with it listed?

An illustration: one of our Tasks is to create a Food Scraps Recycling webpage. This supports two objectives: 1) Educate Residents of Food Scrap Recycling and its Benefits and 2) Promote and Encourage the Recycling of Food Scraps by Residents. Should the webpage (task) be listed twice: under each of these two objectives? Or just once, picking the one it more closely aligns with?

Please list the task with the objective that it most closely aligns with. However, if you feel it is important enough to list under different objectives that is also okay.

Q107. How do I calculate match?

Match funds are 20% of the grant funds not the Total.

Formula:

Requested Budget Item Cost aka Grant Funds * % Match = Required Match Amount

It's okay if your calculated match is over 20% for staffing/outreach or 50% for equipment, those are the minimums for what your match should be.

For example:

Equipment Match = $\$327,600 * .5 = \$163,800$

Salary Match = $\$213,593.41 * .2 = \$42,718.68$

Q108. We have some SUNY professors who are serving as members in the project in a variety of ways. Is their time eligible to use as match (at the entry level as you previously specified)?

SUNY professors are not an eligible form of match because state funding sources are an ineligible form of match, but their time could be counted at a volunteer rate.

Q109. We have identified a private foundation we believe will cover some expenses of this grant as a cash match but will not have any cash in hand or award letter prior to the due date for this application. Can we still list this as match and simply adjust our work plan and budget if for some reason we are unsuccessful? This would cover only a portion of the full match needed.

You do not need the cash match by the time of the application due date. If your cash match provider does not follow through, you can replace this match with another eligible form of match or we will fund you up to the amount you had provided match for.

**Q110. Am I reading page 11 of the RFA correctly? I believe it says that all applicants should use the same Project Title : 2018 Food Scraps Reduction
Is this correct?**

Yes please title your application 2018 Food Scraps Reduction. This allows us to more easily sort and process the grant applications on our end.