



**pennsylvania**  
DEPARTMENT OF ENVIRONMENTAL  
PROTECTION

**PRE-APPLICATION FORM**

**FOOD RECOVERY INFRASTRUCTURE PROGRAM GRANT**

UNDER SECTION 301 OF ACT 101

THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT OF JULY  
1988

**Food Recovery Infrastructure Program**

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT  
DIVISION OF WASTE MINIMIZATION AND PLANNING**

[www.dep.pa.gov](http://www.dep.pa.gov)

Effective: 4/2020

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## FOOD RECOVERY INFRASTRUCTURE GRANT APPLICATION INFORMATION

### BACKGROUND

The Department of Environmental Protection has developed this grant program in accordance with Section 301 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of July 1988). The intent of this program is to reduce, to the greatest extent practicable, the amount of fresh and processed foodstuffs currently entering Pennsylvania's waste stream.

Not-for-profit agencies operating programs in the Commonwealth that provide food to segments of the public (e.g. food banks, shelters, soup kitchens) will be supported in partnering with retailers, wholesalers, farms, processors and cooperatives of foodstuffs operating in the Commonwealth to capture apparently safe and wholesome foods before these items become waste, which can then be made available by these agencies to the public they serve. The program does not include the collection of municipal or residual waste, as the terms are defined in Pennsylvania's waste regulations at 25 Ps. Code §§ 271.1 and 287.1, respectively.

### SUPPORT

The grant under this program can assist not-for-profit agencies with the costs of equipment necessary to prepare, transport and store foodstuffs acquired from retailers, wholesalers, farms, processors and cooperatives. Examples of eligible equipment would include refrigerated or non-refrigerated box trucks, industrial-sized refrigerators, pallet jacks and/or dollies. Installation and shipping costs will also be eligible for support.

### COSTS

A not-for-profit organization may only submit one grant application per calendar year. The maximum grant award the organization can request or receive per application cannot exceed \$200,000.

### ELIGIBILITY

Entities applying for support under this grant program must demonstrate the following:

- The organization's not-for-profit status;
- The financial stability of the organization;
- The organization must have an existing food utilization/distribution program;
- The experience of the organization in operating a program;
- The current and potential sources for foodstuffs under this proposed program; and
- The ability to operate the expanded/enhanced program for the length of the grant demonstration period.

### GRANT CONDITIONS

Successful applicants will be required to operate the expanded/enhanced program for a period of three years from the date final payment of grant funds is made. Failure to operate the program for the required demonstration period could result in a partial or full reimbursement of grant funds from the applicant to the Department.

Start-up and operation of the expanded/enhanced program (including, but not limited to, interest payments, utilities, fuel, administration and labor costs) will be assumed as the applicant's match for the grant.

The applicant must identify their primary sources of food. This would include retailers, wholesalers, farms, processors and cooperatives that donate usable, non-expired foodstuffs for the length of the demonstration period.

Grant awards are predicated on the availability of funds in the Recycling Fund, the balance of appropriated monies in this grant program's budget, and the amount of funds received by an applicant in the current fiscal year.

## GRANT PROCEDURES

Interested organizations must contact the Grant Coordinator for the Department's Division of Waste Minimization & Planning (Mark Vottero, 717-772-5719 or [mvottero@pa.gov](mailto:mvottero@pa.gov)) to learn more about this grant program. Potential applicants are required to email [ra-eprecyclepa@pa.gov](mailto:ra-eprecyclepa@pa.gov) in order to gain access to the Department of Community and Economic Development's (DCED) Electronic Single Application web site.

Completed applications must be submitted through:

Department of Community and Economic Development (DCED)  
Electronic Single Application Website  
<https://www.esa.dced.state.pa.us/login.aspx>  
*paper and fax copies will not be accepted*

Applications will be reviewed to determine the applicant's eligibility, the viability of the proposed program, the appropriateness of the equipment to be purchased under the grant, and the commitment of the applicant to partner with foodstuff providers for the required period. Successful applicants will be notified in writing and will be offered a grant agreement formalizing the Department's commitment of the funds.

Once the grant agreement is formalized, the applicant will have up to one (1) year to purchase the equipment (and complete all other work under the grant agreement) and submit for reimbursement. Reimbursement for eligible expenditures generally takes six (6) weeks from the date the request is received by the Department.

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## **INSTRUCTIONS FOR COMPLETING THE FOOD RECOVERY INFRASTRUCTURE PROGRAM PRE-APPLICATION FORM**

### **PART I – Applicant Information**

The **APPLICANT** must be a not-for-profit organization currently operating a food distribution program (e.g. food bank, soup kitchen, etc.).

The **ADDRESS OF OPERATION** is the address of the current food distribution program location. It may be different than the official business address of the applicant.

The **COUNTY** is the county in which the current food waste distribution program is located.

The **CONTACT PERSON** should be an individual from the applying organization that is familiar with the current food distribution program and the project proposed in the grant application.

The **APPOINTED ORGANIZATION OFFICIAL** signing the application must be a member of the organization's board or governing body.

### **PART III – Description of Proposed Program**

In addition to the questions listed on page 2 of the pre-application form, please include a brief description of non-reimbursable costs related to the proposed enhanced food distribution program (such as interest payments, utilities, fuel, administration, labor, rent).

### **PART IV – Budget**

Only include those items and costs to be reimbursed under this grant.

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## PRE-APPLICATION FORM FOR FOOD RECOVERY INFRASTRUCTURE PROGRAM GRANT

### PART I – APPLICANT INFORMATION

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

1. APPLICANT: \_\_\_\_\_

2. OFFICIAL BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

3. ADDRESS OF OPERATION (if different from above): \_\_\_\_\_

\_\_\_\_\_

4. COUNTY: \_\_\_\_\_

5. CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

6. CONTACT PERSON TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

7. CONTACT PERSON EMAIL ADDRESS: \_\_\_\_\_

8. ORGANIZATION WEBSITE ADDRESS: \_\_\_\_\_

### STATEMENT AND VERIFICATION

The information contained in this grant application is true and accurate to the best of my personal knowledge or information and belief.

This statement and verification is made subject to the penalties of 18 Pa. C.S.A. § 4904 relating to unsworn falsification to authorities, which provides that if I make knowingly false averments, I may be subject to criminal penalties.

\_\_\_\_\_  
Signature of Organization Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **PART II – DESCRIPTION OF CURRENT OPERATIONS**

On this page (include additional pages if necessary), please describe the following:

1. The nature and make-up of your organization;
2. How long your organization has been in existence; and,
3. The current operation of your organization as it pertains to food utilization/distribution, including:
  - A. How often are you using/distributing food?
  - B. What is the target group of your efforts?
  - C. How many individuals do you serve per month?
  - D. What is the budget for your current operations and how are funds procured to finance your efforts?

### **PART III – DESCRIPTION OF PROPOSED PROGRAM**

On this page (include additional pages if necessary), please describe the equipment (including other eligible items such as installation) you are proposing to procure with the requested funding. Include how you envision the current program being enhanced with the new equipment, any budgetary changes required by your organization due to the enhanced program, the food sources you intend to utilize in the enhanced program, and how the collection and distribution program will be operated (staff, schedule, etc.).

### PART IV – BUDGET

On this page, list each piece of equipment (and other eligible items) along with the cost of each item. Attach price quotes or receipts to verify your entries.

	ITEM	TOTAL COST
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
	TOTAL PROJECT COSTS (NOT TO EXCEED \$200,000)	_____

## **PART V – SUPPORTING DOCUMENTATION**

Include: invoices, price quotes or receipts for equipment/services; a summary of the organization's primary sources of food to be distributed, including retailers, wholesalers, farms, processors and cooperatives with which the organization intends to partner to acquire non-expired foodstuffs for the length of the demonstration period; documentation of your not-for-profit status; and, any other information which you believe may be helpful to the Department in favorably assessing your application.