



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 Grant

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

www.dep.pa.gov

Effective: 8/2024

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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.

Registered not-for-profit agencies operating programs in the Commonwealth that provide food to segments of the public (e.g. food banks, shelters, soup kitchens, etc.) will be supported in partnering with retailers, wholesalers, grocery stores, agriculture organizations, 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

This is a reimbursement grant. The grant under this program can assist registered not-for-profit agencies with reimbursing the costs of equipment necessary to prepare, transport and store foodstuffs recovered from retailers, wholesalers, grocery stores, agriculture organizations, farms, processors, and cooperatives.

Examples of eligible equipment include refrigerators, freezers, refrigerant and non-refrigerant vehicles, cargo vans, pallet jacks, dollies, hand trucks, forklifts, stoves, ovens, and microwaves. Installation and shipping costs for the eligible equipment will also be eligible for support.

COSTS

A registered 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 \$50,000.

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 (i.e. the organization's ability to sustain operations and fulfill its mission over time);
- The organization must have an existing food utilization/distribution program;
- The experience of the organization in operating a food recovery/distribution program (i.e. what is the organization's current food recovery/distribution program);
- The sources of foodstuffs under the current program and the 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, construction, site improvement or preparation, electrical/plumbing/demolition installation or upgrades, and labor costs) will not be eligible for reimbursement under this grant.

The applicant must secure a written commitment with one or more food retailers/wholesalers to donate usable, non-expired foodstuffs for the length of the demonstration period. Such a commitment must be in place prior to the distribution of grant funds.

Equipment purchased with funds from this grant and with a purchase price of \$1,000 or greater shall be clearly identified by the grantee, through a sign or lettering permanently affixed to the equipment or property, as being funded by a PA Department of Environmental Protection Act 101, Food Recovery Infrastructure Grant

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

The Application Process

Interested organizations can contact the **Food Recovery Infrastructure Grant Coordinator** for the Department's Division of Waste Minimization & Planning (Jessica Shilladay, 717-787-0125 or jesshillad@pa.gov) to learn more about this grant program.

Grant application periods are published in the Pennsylvania Bulletin. You may also contact The Food Recovery Infrastructure Grant Coordinator, your DEP Regional Recycling Coordinator, or your County Recycling Coordinator for this information.

Pre-application meetings are required. Potential applicants must meet with the Department's Regional Recycling Coordinator for their area to hold a pre-application meeting to ensure the proposal is complete and accurate for submission. You should have a completed draft of your pre-application document available for the pre-application meeting. A list of DEP Regional Recycling & Planning Coordinators can be found at the DEP website: <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/Pages/Regional-Planning-and-Recycling-Coordinators.aspx>. Your County Recycling Coordinator should also be able to assist you with completing the application.

Completed applications must be submitted through:

Electronic Single Application Website: <https://grants.pa.gov/>
paper and fax copies will not be accepted

Grant Application Review and Evaluation Procedure

Once the application deadline has passed, all applications submitted in compliance with the application deadline will be reviewed by the appropriate DEP Regional Planning and Recycling Coordinator to determine the applicant's eligibility, the viability of the proposed program, the appropriateness of the equipment to be purchased under the grant, the commitment of the applicant, and the foodstuff sources to demonstrate the program for the required period. Applicants will be notified of any deficiencies found. The Department will complete a Contractor Responsibility Program (CRP) and eFACTS (for outstanding compliance issues) check on each applicant prior to award of this grant.

Recommendations for funding are submitted to the DEP Central Office by each Regional Office. DEP Central Office reviews grant recommendations for consistency with funding availability, confirms eligibility, and compares programs across regional boundaries. A final list of recommendations is developed that does not exceed the total of funds budgeted for the grant awards. Approximately six months may be required to complete the application review and approval process.

Grant Contract

Successful applicants are officially notified of a grant award (offering) by electronic correspondence. The grant offering letter, instructions on identifying the organization's signatories for the grant agreement, and instructions on how to set up the organization's vendor information with the Commonwealth are sent by the DEP Grants Center.

When the grant documents are ready to sign, the DEP Grants Center sends the identified organization's signatories a link to the grant documents for review and electronic signature. The organization's identified signatories will use the Keystone Login System to review and electronically sign the grant documents. No grant funds can be reimbursed until the grant agreement has been fully executed. The applicant will have up to six (6) months from the date of offering to sign and return the grant agreement. A fully executed grant contract for the project must be developed between the applicant and the Department within one year of the date of the offering letter, otherwise the grant will be returned to the Recycling Fund. A minimum of two months may be needed for processing of the grant contract after it is signed by the applicant and forwarded to the Department.

The grant agreement is considered fully executed after signature by the Comptroller. Once the grant agreement is executed, the applicant will have up to two (2) years to purchase and pay for the equipment (and complete all other work under the grant agreement) and submit for reimbursement.

Disbursement of Funds

The applicant will be sent an electronic copy of the fully executed contract along with an electronic copy of the Disbursement Request Form associated with this contract. Requests for disbursement (reimbursement) must be made to the Department in order to receive funds. Disbursement requests are reviewed/approved by the Food Recovery Infrastructure Grant Coordinator. The approved disbursement request is forwarded to the DEP Grants Center for coding and to ensure that adequate funds are available to cover payment. Generally, within two weeks of receipt by Central Office, the disbursement request is forwarded to the Department's Comptroller's Office for processing, and then to the Department of Treasury for payment. It takes approximately four to six weeks from the date the disbursement request was forwarded to the Comptroller's Office to receive payment. Please allow a total of eight (8) to twelve (12) weeks for the complete processing of any disbursement request, pending all information received is accurate and the appropriate accounts for reimbursement have been set up.

All grant funds covered under the grant contract must be expended within the specified length of the contract. The termination date of the contract is determined by the length of the contract beginning from the date grant funds are encumbered by the Comptroller. The date of encumbrance will be listed in the grant contract. All grant accounts will be closed by the Department six months after the grant contract terminates. Any remaining funds will be returned to the Recycling Fund.

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

PART I – Applicant Information

The APPLICANT must be a registered not-for-profit organization currently operating a food distribution program in Pennsylvania (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 II – Description of Current Operations

Please answer all questions in Part II as it relates to your current operation of food recovery, utilization and distribution.

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 – Environmental Justice Areas

Answer one or both questions as appropriate

PART V – Budget

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

PART VI – Supporting Documents

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PART II – DESCRIPTION OF CURRENT OPERATIONS

On this page (include additional pages if necessary), please describe the following as it relates to the current operation of your organization's food utilization/distribution program:

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. From where do you currently recover food?
 - C. How often is the food recovered?
 - D. What is the target group of your efforts?
 - E. How many individuals do you currently serve per month?
 - F. 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:

1. The equipment (including other eligible items such as shipping and installation of the eligible equipment) you are proposing to procure with the requested funding;
2. How you envision the current program being enhanced with the new equipment;
3. Any budgetary changes required by your organization due to the enhanced program;
4. The food sources you intend to utilize in the enhanced program;
5. How the enhanced food recovery/distribution program will be operated (staff, schedule, etc.);
6. A brief description of non-reimbursable costs related to the proposed enhanced food distribution program (such as interest payments, utilities, fuel, administration, labor, rent, etc.).

PART IV - ENVIRONMENTAL JUSTICE AREAS

What is Environmental Justice?

- Environmental justice means the **just treatment** and **meaningful involvement** of all people, regardless of income, wealth, race, color, national origin, area of residence, Tribal affiliation, or disability, in agency decision-making and other activities that affect human health and the environment so that people: are **fully protected from disproportionate and adverse human health and environmental effects** (including risks) and hazards, including those related to climate change, the cumulative impacts of environmental and other burdens, **and the legacy of racism or other structural or systemic barriers**; and have equitable access to a healthy, sustainable, and resilient environment in which to live, play, work, learn, grow, worship, and engage in cultural and subsistence practices. **It further involves the prevention of future environmental injustice and the redress of historic environmental injustice.**
- If you have any questions regarding environmental justice, please contact DEP's Office of Environmental Justice using the information on the '[Contact Us](#)' website.

How does PA define an Environmental Justice Area?

- Pennsylvania DEP defines EJ Areas as, "A geographic area characterized by increased pollution burden, and sensitive or vulnerable populations based on demographic and environmental data."
- DEP has provided the [PennEnviroScreen](#) tool to help assist communities in making this assessment and for the purposes of DEP's EJ policy identifies EJ areas as areas with a score above 80, indicating withing the top 80th percentile of communities based on pollution burden and sensitive or vulnerable populations. By selecting the "themes" box which is the second down on the right hand side of the [PennEnviroScreen](#) tool, you can turn on only these areas.

***More information and tutorial videos about using the PennEnviroScreen tool are available on DEP's website at www.dep.pa.gov/EJAreas.**

Environmental Justice Area Grant Questions

Will your recycling project be implemented in an EJ area and/or benefit a community located in an EJ Area?

YES

NO

If Yes, please describe the EJ community and how the recycling project will beneficially impact the environmental and/or public health of an underserved community.

PART V – BUDGET

On this page, list each piece of eligible equipment (and other eligible items, such as shipping and installation costs of the eligible equipment) 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 COST (NOT TO EXCEED \$50,000)	_____

PART VI – SUPPORTING DOCUMENTATION

Attach such items as, but not limited to:

- Documentation of your organization's not-for-profit status;
- Invoices, price quotes or receipts for equipment/services;
- Letter(s) of support from the food source(s) you will be partnering with indicating their willingness to participate in your program;
- Any other information which you believe may be helpful to the Department in favorably assessing your application.