OPERATIONS FUNDING PROGRAM FREQUENTLY ASKED QUESTIONS (FAQ's)

FAQ'S

The City of Carlsbad is offering operational funding support to food recovery organizations servicing Carlsbad. The intent of funding an organization's operations is to support the City of Carlsbad in recovering surplus edible food from going to compost or landfill and to feeding people instead.

Through this funding, the City will support organizations in their efforts accepting and distributing additional edible food safely.

HOW MUCH FUNDING IS AVAILABLE FOR EACH ORGANIZATION?

Total City funds available through April 2024 (additional funds may be available beyond April 2024)	$60,000
Number of Contracts Awarded	Up to $20,000 per organization depending on availability of funds. *Limited funds are available.*

IS MY ORGANIZATION ELIGIBLE FOR THIS FUNDING?

If your organization can answer "yes" to all the following, then yes, your organization is eligible for this funding.

- ☐ Be a community-based food recovery organization or service, or other charitable feeding agency that rescues edible food from Tier 1 and Tier 2 food generators/donors.
- ☐ Be able to demonstrate how the program's activities will increase an organization's capacity to rescue edible food from the City of Carlsbad food generators.
- ☐ Recover surplus edible food generated in Carlsbad.
- ☐ Be willing to provide timesheets and invoices on a monthly basis to City staff.
- ☐ Be willing to track and provide progress reports to the City the additional food rescued in pounds per type of eligible project and its related metrics. *See Eligible Costs and Metrics below.*
- ☐ Be able to demonstrate a baseline food rescue in pounds for the previous calendar year, and baseline rescue of food generated in Carlsbad (for purposes of measuring new recovery).
- ☐ Be in compliance with all federal, state and local land use, regulatory, and permit requirements. Awardees will be required to obtain and maintain a valid business license with the City of Carlsbad.

The table below shows eligible costs and the metrics for tracking food recovery. If there are other operational costs that you think could measurably recover edible food in the City of Carlsbad, please contact City staff to discuss.

Eligible Costs*	Metrics**
Funding for labor that will result in an increase in the number of *additional* Tier 1 and Tier 2 food generators serviced. (other food generating businesses in Carlsbad may also be considered)	Increase in pounds rescued per additional site per month and quantity and names of additional generators
Funding for labor that will result in an increase of the number of meals served using additional rescued food.	Increase in meals per month (converted to pounds recovered) using additional rescued food
Funding for labor that will result in an increase in the number of mobile deliveries using additional rescued food.	Increase in the number of deliveries using additional rescued food shown in increased pounds per month rescued
Funding for labor that will result in an expanded number of distribution sites or expanded hours or number of open days at distribution sites where additional rescued food will be available.	Increase in number of distribution sites per month or Increase in open hours/days per month Additional pounds rescued at additional sites and/additional public open hours
Funding for labor that would increase the volume of rescued food by additional aggregation, sorting, and packaging of meals.	Additional pounds of food rescued per month or additional meals made
Funding to pay for additional drivers that will result in additional donor pickups and additional food rescued.	Quantity of additional donor pickups and Increase in additional pounds rescued from those donors in pounds per month
Funding for labor to turn end-of-life foods into value-added products.	Additional pounds per month of end-of-life food rescued that would otherwise be disposed.

All eligible costs must result in an increase of food rescued or recovered in the City of Carlsbad.

***All applications must provide a baseline metric of rescued food in Carlsbad to compare additional rescue to.*

Note: Pilot programs will be considered if the program is already developed, and it meets the other eligible costs and associated metrics.

WHEN ARE THE APPLICATIONS DUE AND HOW LONG DOES THE FUNDING LAST?

The application acceptance will be on a rolling basis and City staff will be reviewing applications as submitted, providing no guarantees of funding. Funding will be provided as City funds are available.

Edible Food Recovery Operations Funding **Application Open**	February 1, 2023 – February 28, 2023 *Applications will be reviewed as they are received.*
Applications Review & Awards	February 1 – March 31, 2023
Award Timeframe	April 1, 2023 through April 15, 2024

ARE THERE OPTIONS TO EXTEND THE FUNDING AGREEMENT?

Each funding agreement will be valid for up to one year, or through April 15, 2024, with an option to extend for up to two additional one-year extensions, depending on availability of funds.

WHAT ARE THE REPORTING REQUIREMENTS, IF GRANTED?

Invoices Due to City Staff	Monthly, fifteenth of the month
Food Recovery Progress Reports Due	• July 15, 2023, Agreement start date through June 30, 2023 • January 15, 2024, for the period July 1, 2023-December 31, 2023 • April 15, 2024, for the period January 1, 2024-March 31, 2024 (end of Year 1 Agreement) • If the Agreement is renewed, additional progress reports will be due.

DOES MY ORGANIZATION NEED TO BE A NOT FOR-PROFIT?

No. Any organization that meets the eligibility requirements can apply.

ARE MILEAGE AND MATERIALS ALLOWABLE EXPENSES?

No. Mileage nor materials are allowable expenses. This funding is intended to assist food recovery organizations with existing, additional, or other operations with the intent to increase edible food recovery. Applicants should provide fully burdened hourly rates. Please see Eligible Costs and Metrics.

WHAT ARE THE INSURANCE REQUIREMENTS?

Applicants will be required to meet the City's insurance requirements throughout the term of the agreement. The specific requirements are provided in **EXHIBIT C** of the Sample Agreement, which can be accessed at the City's website here.

Within ten (10) working days after city's notification of award of contract to Applicant, all required insurance documents must be submitted to Contract Administration. Applicant's failure to provide the city-required insurance certificates showing specified coverage within this time frame may be cause for the contract award to be rescinded at the city's sole discretion.

All certificates of insurance for auto policies must:
1) Meet the conditions stated in the included contract for each insurance company that the Applicant proposes.
2) Cover any vehicle used in the performance of the contract, used onsite or offsite, whether owned, non-owned or hired, and whether scheduled or non-scheduled. The auto insurance certificate must state the coverage is for "any auto" and cannot be limited in any manner.

WHAT ARE THE REQUIREMENTS OF THE APPLICATION?

If applicants meet eligibility requirements, applicants must provide the following to City Staff via the online application form accessible at the City's website here:

1. Project team and approach
2. Three project reference summaries
3. Rate schedule (see rate schedule template available at the City's website)

Before completing the online application form, applicants should familiarize themselves with the application format and requirements by referring to the sample application form, also accessible at the City's website.

WHO SHOULD I CONTACT WITH QUESTIONS?

Any questions regarding this application shall be directed to Sustainable Materials Management Staff at: FoodRecovery@carlsbadca.gov or 442-339-2646.

More information can also be found on the Edible Food Recovery Funding Webpage or

https://www.carlsbadca.gov/departments/environmental-sustainability/reduce-reuse-recycle/food-recovery-funding