

CITY OF CARLSBAD

EDIBLE FOOD RECOVERY

OPERATIONS FUNDING PROGRAM

WELCOME

Californians send 11.2 billion pounds of food to landfills each year, some of which is still fresh enough to be recovered to feed people in need. While billions of meals go to waste, millions of Californians don't have enough to eat. To reduce food waste and address food insecurity, surplus food that is still safe for human consumption should instead go to food banks, soup kitchens, and other food recovery organizations and services to help feed Californians in need. This will save landfill space and lower methane emissions, a climate super pollutant emitted by organic waste in landfills.

Senate Bill 1383 and Food Recovery

To reduce food waste and help address food insecurity, Senate Bill 1383 (SB 1383) establishes a goal that by 2025 California will recover 20 percent of edible food that would otherwise be sent to landfills, to feed people in need. Jurisdictions are required to actively expand and create new infrastructure to grow food recovery networks and build sufficient food recovery capacity.

In response to this, the City of Carlsbad will be offering contract funds to help community-based organizations recover more food intended for donation to those in need. Under SB 1383, commercial edible food generating businesses are required to recover the maximum amount of edible food that would otherwise be disposed of, as well as enter into agreements with food recovery organizations or services to either collect or accept their excess edible food. In order to help food recovery organizations expand their services to food generating businesses and meet this need, the City of Carlsbad is seeking applications from qualified community-based organizations to enter into Agreements with the City to help carry out these efforts.

FUNDS AVAILABLE

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. <i>Limited funds are available.</i>

FUNDING TIMELINE

Outreach to Carlsbad agencies regarding upcoming funding opportunities	Jan 2, 2022 – Jan 31, 2023
Edible Food Recovery Operations Funding Application Open	February 1, 2023 – February 28, 2023 <i>Applications will be reviewed as they are received.</i>
Applications Review & Awards	February 1 – March 31, 2023
Award Timeframe	April 1, 2023 through April 15, 2024
Extension Options	Each funding agreement will be valid for up to one year, or through April 15, 2024, with an option to extend up to two additional one-year extensions, depending on availability of funds.
Invoices Due to City Staff	Monthly, fifteenth of the month
Food Recovery Progress Reports	See <i>Program Reporting Schedule</i> below
City's Final Report to CalRecycle	May 15, 2024

PROGRAM GOALS

- Improve or increase an organization's edible food recovery capacity to rescue additional food from City of Carlsbad's Tier 1 and Tier 2 Commercial Edible Food Generators and other food generating businesses.
- Put food to its highest and best use by keeping it out of the landfill and feeding people.
- Send less edible food to compost or disposal.
- Encourage innovation and methods to recover historically difficult to recover edible food.

ELIGIBILITY REQUIREMENTS

Applicants must be sure that all eligibility requirements below can be met before completing the online application. Applicants must:

- 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 every six months to the City the additional food rescued in pounds per type of eligible project and its related metrics. See *Eligible Costs and Metrics*.

- 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.

ELIGIBLE COSTS AND METRICS

Eligible Costs*	Metrics**
Funding for labor that will result in an increase in the number of <i>additional</i> 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 include 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.

APPLICATION REQUIREMENTS

The City of Carlsbad is offering operational funding support to food recovery organizations servicing Carlsbad. The intent of funding community-based 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 community-based organizations and other food recovery entities in their efforts accepting and distributing additional edible food safely.

The application acceptance will be on a rolling basis and City staff will be reviewing applications as submitted during the open application period, providing no guarantees of funding. Limited funds are available.

The total available for operational funding is \$20,000 per organization. Each funding agreement will be valid for one year with an option to extend up to two one-year agreements, depending on availability of funds.

Applicants (who meet the Eligibility Requirements) are required to provide the following:

PROJECT TEAM AND APPROACH

- a) Project Approach - Provide a summary of the organization's proposed approach to recovering additional edible food from food generating businesses in Carlsbad, including a timeline of proposed tasks, and deliverables. Include eligible project costs and method of metric evaluation (per Eligible Costs and Metrics table above). Describe how you will manage the efficient completion of the project.
- b) Project Team - Provide the names and qualifications of the key individuals that will be responsible for carrying out project tasks and their respective roles within the team. Provide resume summaries for key team members that pertain.

THREE (3) PROJECT REFERENCE SUMMARIES – THREE (3) MAXIMUM

Project reference summaries should be in a narrative format. Summaries should describe projects that exemplify the organization's capability to recover and distribute edible food in the City of Carlsbad.

Summaries must include the following information:

- Name of the project
- State whether the organization was the project lead or a subcontractor/partner
- Approximate beginning and completion dates of the project
- Provide the name, address, and current phone number of a reference contact for which the organization provided the service
- Describe the services the organization performed
- Describe any special problems or difficulties encountered and how they were resolved

The City at their discretion, may contact references or other organizations for additional information.

RATE SCHEDULE

Rate schedule should indicate the title and hourly billing rates for each team member recovering edible food. No subcontractors will be allowed.

Pricing shall remain firm for the term of the Agreement. **Please note that the Agreement will not allow for annual adjustments to the rate schedule.**

Mileage and materials reimbursement are not allowable. Applicants should provide fully burdened hourly rates.

Monthly invoices and timesheets for approved staff titles and hourly rates will be required for reimbursement by the City.

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.

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.

PROGRAM REPORTING SCHEDULE

Food Recovery Report*(s)	Covering Grant Activities from:	Report Due Date to City Staff:
#1	Agreement start date through June 30, 2023	7/15/2023
#2	July 1, 2023, through Dec 31, 2023	1/15/2024
#3	January 1, 2024, through March 31, 2024	4/15/2024
<i>Additional progress reports will be required if the Agreement is renewed.</i>		

*The link to access the Food Recovery Operations Agreement Progress Report Form will be [here](#).

APPLICATION 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>