

# CITY OF CARLSBAD

## EDIBLE FOOD RECOVERY

### EQUIPMENT AGREEMENT 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 is seeking eligible organizations to enter into agreements with to help those organizations recover more food intended for donation to those in need. Under SB 1383 (Section 18991.3), 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. For food recovery organizations to expand their services to food generating businesses, food recovery organizations need additional equipment to preserve, store, transport, and distribute the food safely.

The City of Carlsbad will be assessing the equipment needs of community-based organizations involved in food recovery activities located in the City or servicing the City's Tier 1 and Tier 2 edible food generating businesses. The City of Carlsbad will purchase the equipment and enter into agreements with these community-based organizations to use, operate, and maintain the equipment in order to increase their food recovery capacity.

The City of Carlsbad is not required to contract with any particular organization or to enter into a specific number of equipment agreements.

#### FUNDS AVAILABLE

Total funds available for equipment through March 31, 2024	\$80,000
Total for each agreement	Not to exceed \$10,000 for purchase, delivery, and installation of the equipment.

## FUNDING TIMELINE

Outreach to Carlsbad agencies regarding upcoming funding opportunities	Jan 2, 2022 – Jan 31, 2023
Applications open	February 1, 2023 – February 28, 2023 <i>Applications will be reviewed as they are received.</i>
Equipment Program Assessments (site visits)	March 1 – March 15, 2023
Assessment Review Process (award recipients, confirm sites are shovel ready)	March 15 - April 15, 2023
Equipment Roll Out (purchase and delivery)	April 16 – May 15, 2023
Equipment Use Duration	May 2023 – May 2026 (three years) After three years, City will convey equipment and supplies to the organization.
Equipment check-ins and review	For organizations located in Carlsbad, check-in will be tied to inspection. If an organization is located outside of Carlsbad, Carlsbad Staff will check in a minimum of a bi-annually (or as-needed).

## ELIGIBILITY REQUIREMENTS

### Eligible recipients:

- Must be a community-based organization 501(c)3 or not for profit, that rescues food in Carlsbad, including food from Tier 1 and Tier 2 generators located in Carlsbad.
- Must be able to accept equipment (i.e. space for installation and equipment maintenance). City of Carlsbad will pay up to the \$10,000 for purchase, delivery, and installation of the equipment.
- Must be willing to sign Equipment Service Agreement for use of equipment, which will be owned by the City of Carlsbad.
- Must be able to demonstrate how the equipment will:
  - add capacity to the organization for recovering or receiving surplus food from City of Carlsbad food generating businesses, or
  - reduce losses of recovered food (i.e., through packing, storage, preservation, etc.)
- Must agree to track and report to the City the additional food rescued in pounds with hosted equipment by Generators in the City.
- Must show commitment to install, operate and maintain the acquired equipment while equipment is on-site at selected organization.
- Must be able to demonstrate a minimum rescue potential with new equipment based on staff assessment.

**ELIGIBLE EQUIPMENT AND METRICS**

<b>Equipment**</b>	<b>Metric for measuring edible food recovered</b>
Cold storage (freezers), sizes may vary*	Monthly lbs of additional food rescued. Approximately 1 square foot per 28 lbs of solid food. <u>Or</u> throughput of additional meals rescued (must be converted to pounds [Average weight of a meal is 1.2 lbs])
Cold storage (refrigerators), sizes may vary*	Monthly lbs of additional food rescued. Approximately 1 square foot per 28 lbs of solid food. <u>Or</u> throughput of additional meals rescued (must be converted to pounds [Average weight of a meal is 1.2 lbs])
Shelving/storage units	Monthly lbs of additional food rescued. Approximately 1 square foot per 28 lbs of solid food. <u>Or</u> throughput of additional meals rescued (must be converted to pounds [Average weight of a meal is 1.2 lbs])
Commercial Kitchen Equipment* <ul style="list-style-type: none"> <li>• Food preparation and cooking items such as ovens, ranges, etc.</li> <li>• Produce wash stations</li> <li>• Counters and prep/storage space</li> </ul>	Monthly lbs of additional food rescued in pounds using new kitchen equipment. Or throughput of additional meals rescued and prepared (must be converted to pounds [Average weight of a meal is 1.2 lbs])
Food safety supplies for temp control (e.g. thermal blankets and wraps, Cambros, insulated boxes/coolers)	Monthly lbs of additional food rescued by using equipment.
Food rescue supplies (e.g. durable boxes/totes, crates, tote bags, etc.)	Monthly lbs of additional food rescued. Approximately 1 square foot per 28 lbs of solid food.
Packaging and portioning equipment* (i.e. equipment used to sort and/or separate from bulk, vacuum seal for freshness or freezing, meal separation)	Monthly lbs of additional food rescued by using equipment.

\* Must meet requirements needed for installation (sufficient power, space)

\*\*Cold storage equipment purchased to increase acceptance of perishable foods and minimize food loss must be energy star rated or energy efficient as defined by the California Department of Energy.

Optional items that City may consider if organization can demonstrate equipment would increase edible food recovery using additional monthly throughput in pounds: forklifts, pallet jacks, large food scales.

**Exclusions:**

- Consumable/ disposable supplies
- Personal protective equipment (PPE) that is consumable/disposable

## ELIGIBILITY ASSESSMENT

- Staff to complete eligibility checklist.
- Staff performs initial site assessment of community-based organization.

## AWARDS AND IMPLEMENTATION

### AWARDS ROLL OUT PROCESS

- Finalize equipment recipients.
- City either performs site assessment or phone call to confirm site is shovel ready (if needed).
- Finalize Agreement with recipients prior to purchase and delivery.
- City purchases and arranges for delivery of equipment.
- City requests photo of completed installation (if project required installation).
- Cost sharing and/or co-ownership of equipment is NOT allowable.
- One Agreement per organization with equipment (including any vendor installation fees) totaling up to \$10,000. More than one piece of equipment is acceptable, and inventory will be listed in the Agreement.

### IMPLEMENTATION AND PROGRAM REVIEW

- Equipment check-ins and review.
- Equipment will remain under ownership of City of Carlsbad. Contractor acknowledges that the equipment and supplies purchased by the City, will remain under the City's ownership during the Grant Term. Once the Grant Term has ended, ownership of the equipment and supplies will be conveyed from City to the Contractor to continue the program.
- Evaluation of equipment use:
  - If located in Carlsbad, should be tied to the annual inspection (add question to FRO inspection sheet).
  - If located outside of Carlsbad, should check in a minimum of annually (or as-needed).
- Receive and review food recovery reports per the reporting schedule as in the *Program Reporting Schedule* below.
- If the City determines the Contractor is not meeting the requirements of this agreement, or if the Contractor discontinues business or if the Contractor closes permanently, the Contractor agrees to pay the cost of equipment back to the City on the following terms.
  - Year 0 - 1
    - Months 0-6: 100% of equipment value
    - Months 7-12: 80% of equipment value
  - Year 1 - 2
    - Months 13-18: 60% of equipment value
    - Months 19-24: 50% of equipment value
  - Year 2 - 3
    - Months 25-30: 30% of equipment value
    - Months 31-36: 20% of equipment value
  - After Year 3: 0% of equipment value

- If payment is not received by the Contractor within 90 days of termination date, Contractor may be sent to Collections.
- Contractor will notify City as soon as possible if they either discontinue use of or intend to remove the equipment from their premises (Equipment Buy Out may apply). The Contractor shall then either donate the equipment if it is in working condition or dispose of the equipment in an environmentally responsible way, with landfilling as the last option.

**PROGRAM REPORTING SCHEDULE**

<b>Equipment Food Recovery Report*(s)</b>	<b>Covering Grant Activities from:</b>	<b>Report Due Date to City Staff:</b>
#1	Grant 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
#4	April 1, 2024 through Dec 31, 2024	1/15/25
#5	January 1, 2025 through Dec 31, 2025	1/15/26
#6	January 1, 2026 through end of Grant Term	End of Grant Term

\*The link to access the Food Recovery Equipment 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](mailto:FoodRecovery@carlsbadca.gov) or 442-339-2646.

More information can also be found on the City’s [Edible Food Recovery Funding Webpage](#) or

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