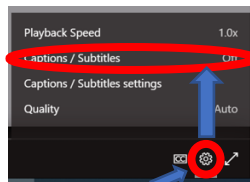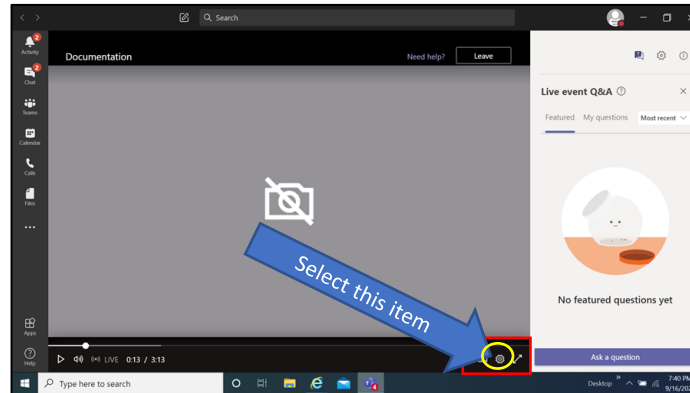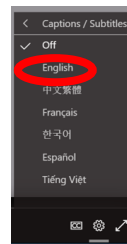# FY25 Food Recovery Network Infrastructure Grant Program Information Session
May 14, 2025

How you can view the multi-lingual closed captions:

When you select it a menu appears, choose **captions / subtitles**

You then select the language of choice

It will then display the language chosen

Disclaimer

The translations provided in this application use what is referred to as mechanical translation technology. Although this method of translation is very effective and provides a high rate of accuracy it is NOT 100% word for word accurate. Things that may affect it are the quality of the microphone used and potentially a person speaking that may have an accent.

FY25 Food Recovery Network Infrastructure Grant Program Information Session

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May 14, 2025

Prepared by Montgomery County Office of Grants Management

Information Session Agenda

1. Provide an overview of the program details
2. Walk through the NEW eCivis application platform
3. Open up for participant questions (put your questions in the Q&A box). Any questions we cannot answer during the Information Session will be addressed and posted on the platform.

This meeting will be recorded and posted for future viewing on the Office of Grants Management online application portal. The slide deck will also be posted in the same location for your reference.

Grant Program Page:
https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o

Where to access in progress applications: https://portal.ecivis.com/#/login

Outgoing Grants

Montgomery County Office of
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Office of Food System Resilience

- OFSR was created based on the recommendation of the Montgomery County COVID-19 Food Security Task Force and established by the County Council in July 2022 under Bill 20-22.

- The mission of the OFSR is to develop and implement interagency budgetary, regulatory, and operational strategies to build a more equitable, efficient, resilient, and sustainable food system in Montgomery County.

OFSR Values & Priorities

OFSR Core Values: Equity, Systems Focus, Innovation, and Data Analysis

Strategic Priorities

- Build racial equity and social justice in the local food system.
- Expand local food production (including commercial farms, urban agriculture, community production).
- Strengthen processing and distribution infrastructure.
- Guide strategic investment in food security.
- Coordinate capacity for future crises (plans, mechanisms).
- Establish food system strategies for climate change adaptation and mitigation.
- Increase economic opportunities in food systems.

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OFSR Infrastructure & Food Recovery Investments

- FY24 Cold Storage Infrastructure Grant Program
  - 14 awardees
  - Cold storage for food assistance providers engaged in food recovery and/or Montgomery County farms providing produce to food security community
  - Partnership between OFSR, Manna, Morningstar Foundation

- Food Recovery Contract
  - ~10 years
  - Began under DHHS, transferred to OFSR
- Food Recovery Efforts among CFA, SBFA partners

Key Program Details

Total Funding Available:	**$300,000**
Award Range:	**$50,000 Minimum to $150,000 Maximum** *Final award amounts may be lower than $50,000*
Performance Period:	**On/About June 30, 2025 to June 30, 2026**
Where to Apply:	**https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o**
Application Opening:	**May 8, 2025**
Application Deadline:	**Friday, May 30, 2025 at 11:59 PM**

Program Goal & Target Population

Program Goal: To support **the purchase, installation, and/or repair of infrastructure**, including transportation, cold storage, food waste recycling, and other innovative technology, **that will expand food recovery capacity and sustainable management of recovered food** to enhance food assistance services in Montgomery County.

Target Population: Montgomery County **residents** living **in underserved communities,** who are experiencing food insecurity and accessing food assistance services.

January 20, 2021 Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
"Populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life such as:
- Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color;
- members of religious minorities;
- lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons;
- persons with disabilities;
- persons who live in rural areas; and
- persons otherwise adversely affected by persistent poverty or inequality."

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Grant Application Requirements

Successful proposals must demonstrate plans to:

- Secure and begin use of the infrastructure asset(s) within the first six months of the one-year grant period;
- Maintain use of the infrastructure asset over the long-term (3+ years); and
- Outline a feasible strategy for sharing infrastructure use/capacity, and/or additional recovered food resources, with partners in the County's Food Recovery Network.

Organization Eligibility

Eligible applicants must:

- Be a **501(c)(3) nonprofit** organization based in Montgomery County, MD
- **Recover moderate volumes (10,000-50,000 pounds) to large volumes (50,001+ pounds) of food on a regular basis, at <u>minimum once per week</u>,** for redistribution to a food assistance provider organization and/or direct distribution to Montgomery County residents experiencing food insecurity

Awarded applicants must **agree to participate in the County's Food Recovery Network**, which will be established in FY26 and overseen by the OFSR, to engage with other food recovery partners on an anticipated quarterly basis.

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MCG Eligibility Conditions

- The organization must be **currently registered and in Good Standing with the Maryland State Department of Assessments and Taxation (SDAT)**;
- The organization's principal place of business must be located in Montgomery County; if a national or regional organization, it **must have a location in Montgomery County** through which it provides related services;
- All activities and expenditures under this grant program must be focused in Montgomery County, though **food can be recovered from sources outside of the County**;
- Active Montgomery County contract or grant award winners must be current on all reporting obligations for other awards and those reports must reflect substantial progress towards the goals of their awards; and
- Proposed expenses must be for a new activity, expansion of existing activities, or a combination of both.

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Eligible Expenses and Limitations

This grant funding is intended for use toward the **direct project costs of the purchase and installation of infrastructure only.**

Applicants may request up to 10% of the total funding request in operational costs directly associated with the purchase and installation of the proposed infrastructure. **Ongoing operational aspects of food recovery** such as staffing, insurance, facility rent, etc. **are not eligible expenses**.

In addition to other limitations set in this program, program funds cannot be used:

• To cover any expenses, obligations and/or fines made prior to the grant award term dates;
• Purchases or activities unnecessary to accomplish grant purposes as determined by Montgomery County;
• For debts and penalties imposed on the grantee;
• For alcoholic beverages;
• For lobbying;
• To supplant (replace) funds from other grant sources; or
• To provide services that wholly occur outside of Montgomery County.

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Funding Priorities

Funding will be prioritized to **support proposals that will expand food-recovery capacity** and thereby bolster food assistance services in Montgomery County, through infrastructure investments including transportation, cold storage, food waste recycling systems, and/or other innovative technology or infrastructure that serve this purpose.

The OFSR anticipates that total funding requests will exceed the amount of resources available. Priority in funding will be given to proposals that demonstrate:

- Collaborative, shared use approaches that allow for capacity building of the overall network of food recovery operators;
- Establishing recovery relationships with new donors and/or that increase access to higher value and limited availability products;
- Strategies that reduce the climate impacts of the food recovery and assistance network; and
- Ability to leverage external investment and/or resources to support the success of the proposed project.

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Example Project Models

Examples of project models that will be considered for funding include, **but are not limited to:**

- A shared-use walk-in freezer or refrigeration unit operated by a food recovery partner, which will serve as a food aggregation site for use by various food assistance organizations to store recovered product until it can be distributed to residents or to other food assistance providers;
- Installation of an onsite organics recycling system that will compost recovered food not safe for distribution, which accepts organics from other food recovery operators and/or community food assistance providers;
- Purchase, maintenance, and/or modification of refrigerated trucks/vehicles that are used to transport recovered foods from local grocery stores, farms, etc. to a food distribution site.

Applicants are **not** limited by the list above and are highly encouraged to propose data-driven strategies that address the program priorities as outlined above.

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Submission Guidelines

- Submissions must come through the online application portal. Create an account and then apply through the FY25 FRN Infrastructure Page: https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o

- All applications must be fully submitted online by **Friday, May 30, 2025 at 11:59 PM**

- Applicants requesting an Americans with Disabilities Act (ADA) accommodation should contact the Office of Grants Management to discuss alternative submission options.

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Food Recovery Infrastructure Grants

	FY25 Food Recovery Network Infrastructure Grant	FY25 Edible Food Recovery Pilot Grant
Total Funding & Source of Funds:	$300,000 (Montgomery County Funded)	$150,000 (**Federal Grant Funded**)
Award Range:	Multiple award recipients (apply for $50,000 to $150,000)	One award recipient ($150,000)
Target Nonprofit:	501(c)(3) nonprofit organization, based in Montgomery County, and directly recovers moderate (10,000-50,000 pounds) to large volumes (50,001+ pounds) of food a minimum once per week for redistribution	501(c)(3) nonprofit organization
Eligible Expenses	This grant program allows **up to 10%** of the total funding request to include **operational costs** directly associated with the purchase and installation of the proposed infrastructure and has **flexible funding categories** if proposal demonstrates the grant program requirements listed in the "Grant Application Requirements" slide 9.	This grant program is funded by a federal award with **NO operating funds** and **specific items to purchase**: • One (1) refrigerator truck • Up to eight (8) commercial refrigerators/freezers • One (1) outdoor/walk-in refrigerator cube
Application Deadline:	Friday, May 30, 2025 at 11:59 PM	Monday June 2, 2025 at 11:59 PM
Where to apply:	https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o	https://gn.ecivis.com/GO/gn_redir/T/1l4qwnz1bhc3q Information Session: Friday, May 16 1:30 PM – 2:30 PM

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Application Tasks

- **Applicant Information:** Organization contact info & supporting documents (data fields and uploads)

- **Applicant Background:** Organization size and leadership demographics (*data collected will never be seen by Review Committees or used for awarding*)

- **Project Strategy:** Project data & narrative questions

- **Project Budget:** Project cost details and organization funding details (MS Excel upload)

- **Budget Narrative/Justification:** Explanation of the Project Budget (narrative questions)

- **Performance Plan and History:** Outline of metrics and outcomes to be achieved and already achieved (narrative questions and MS Excel upload)

Full Task requirements and guidance on the FY25 FRN Infrastructure Grant Page

- Grant Program Standard Budget template:
  https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY25-OFSR-FRN-Infrasctructure-Budget-Template.xlsx
- Grant Program Performance Plan template:
  https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY25-OFSR-FRN-Infrasctructure-Performance-Plan-Template.xlsx
- Grant Program reporting requirements for awarded applicants are available to review:
  https://montgomerycountymd.gov/ogm/Resources/Files/OutgoingGrants/FY25-OFSR-FRN-Infrasctructure-Reporting-Requirements.pdf

Outgoing Grants

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Project Strategy

The Project Strategy includes several data components related to the proposal, including:

- **Direct Current donor partners –** food donors (including farms, restaurants, food retailers, etc.) that your organization currently receives recovered food from directly.
- **Indirect Current donor partners –** Other channels your organization receives recovered food <u>indirectly</u>, (i.e another organization or a coordination mechanism such as ChowMatch)
- **Current list of recipient/redistribution organizations, if applicable –** List food assistance provider organization(s) that your organization currently shares recovered food with
- **Annual pounds of food recovered –** directly by your organization in 2024
- **Estimated percentage of distributed food that is recovered –** Of all the food that your organization distributes to residents
- **Current Cold Storage Space Description and Capacity Details**
- **Current Dry Storage Space Description and Capacity Details**

The Strategy Narrative should **answer questions about your food recovery operations, organizational capabilities** and **impact on** the grant program's **target populations**.

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Project Budget

Expenses: detailed itemized cost information for all proposed expenses, including quantities and prices, plus any indirect costs.

- Include all capital (infrastructure) costs as well as additional related operational expenses and costs for this program.
  - Estimates for the proposed capital (infrastructure) costs should be provided at the end of this section as uploads.
  - Include operating costs **directly associated** with the purchase and installation of the proposed infrastructure. Applicants should not request funding for ongoing operational costs, and this portion of the budget should not exceed 10% of the total funding request.
- Program Budgets may also include indirect costs such as: legal, accounting, liability insurance, audits, and the like.
  - If applicants have a federal Negotiated Indirect Cost Rate Agreement (NICRA), then they must use that rate within their application. Applicants without a NICRA may use a rate of up to 15%.

Revenues: include the value of any cost-shares such as donations, other grants received, and in-kind or pro bono services that you anticipate being donated and that are related to this proposal.

Use the [Grant Program Standard Project Budget Template](#) and upload required financial information about your organization.

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Budget Narrative and Staffing

The **Budget Narrative questions** are where you will **describe how the proposed costs were calculated and their justification**.

- Provide a **description of each staff member/contractor role and responsibilities** in the proposed project that is included in the "Operating Costs" section of the Project Budget and will be directly engaged in the proposed project.

- Describe how external investment and/or resources will be leveraged to support the success of the proposed project.

- If an organization wishes to include **quotes or back up for prices listed in the budget, they may upload these items at the end of this section of the application**.

Performance Plan and History

The Performance Plan and Performance History outline **how you will measure success for your proposed project** as well as the history of outcomes achieved by similar projects that are being emulated or expanded through this proposal.

The Performance Plan should use the Grant Program Performance Plan Template to **define the program's objectives and related activities**, including:
- Timeline for purchase, installation, and utilization of the proposed capital (infrastructure) investment over the 12-month initial grant performance period;
- Projected outputs and outcomes, using the key metrics outlined in the Required & Recommended Metrics attachment and the Milestone estimates; and
- Responsible staff (aligned with the Project Budget request)

The timelines and activities outlined within the Performance Plan should demonstrate the applicant's ability to:
- Secure and begin use of the infrastructure asset(s) within the first six months of the one-year grant period;
- Maintain use of the infrastructure asset over the long-term (3+ years); and
- Share infrastructure use/capacity, and/or additional recovered food resources, with partners in the County's Food Recovery Network.

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Performance Plan Milestones

Milestone Estimates: applicants should provide estimations of the following indicators that will be used by the OFSR to understand the anticipated impact of services.

1. Total number of food recovery runs* from Montgomery County food donors
2. Total number (unduplicated) of Montgomery County food donors**
3. Total average pounds of food recovered per month
4. Total average pounds of recovered food redistributed to other Food Recovery Network (FRN) partners per month

For the purposes of this grant program, a food recovery run is defined as: a single action of receiving or "rescuing" food (via pick-up or delivery) from a food donor that would otherwise go to waste.

**For the purposes of this grant program, a food donor is defined as: a restaurant, food retailer, distributor, food service operation, caterer, farmer, event venue or other licensed business that donates surplus food to a food recovery organization for distribution to Montgomery County residents in need. Estimate the figures at 6 months (mid-cycle) and 12 months of program implementation. Additionally, applicants should estimate the figures at the end of two and three years, in case the award is renewed.*

The metrics that successful applicants will be required to report on through mid-grant cycle financial and performance report submissions are outlined in the Required and Recommended Metrics attachment. These metrics may be referenced in your application.

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Ethics Questions

- **Does your organization employ current employees or contractors of the Montgomery County Government?** This applies for employees that are paid by your organization but are also paid by Montgomery County Government.

- **Does your organization's Board of Directors include current employees or contractors of the Montgomery County Government?** This applies to volunteer board of director positions.

- **If you answered yes to either question, please describe the employee(s) role and function as it applies to your organization.** Answering "yes" to either question does not exclude your organization from being eligible to apply.

- Montgomery College, Montgomery County Public Schools, and WorkSource Montgomery do not count as Montgomery County Government employees for the purpose of this Grant Program.

If you are unsure if a position applies please contact the Office of Grants Management.

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Euna (eCivis) Transition Action Items

1. **Log into the Euna (eCivis) Portal to create an application profile**
   https://portal.ecivis.com/#/login

2. **Download and review the Euna (eCivis) applicant user guides**
   1. Logging into Your eCivis Portal Account
   2. Reviewing and Submitting your application
   3. Transfer Application Ownership

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Step 1: Open https://portal.ecivis.com/#/login and click on the green "Create an Account" button.

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New Account Signup

Welcome to the grant application portal.
This free service provided by eCivis allows grant seeking applicants the ability to save, collaborate, and apply to solicitations.

First Name

Last Name

Email Address (Portal username)

Password

Weak

Sign Up

← Back to Login

Step 2: Fill in the data fields for the profile owner and set a password. Then click the blue "Sign Up."

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Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Please verify your email!

Thank you for signing up. Please verify your email address by clicking the following link:

[Confirm my account]

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 3: Euna Grants (eCivis) will send an email to the account being registered for confirmation. Go to your email address, find the email from the platform, and click the "Confirm my account" link.

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Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Your email is verified!

Thank you for signing up. Please login to continue with any work inside the Portal by clicking the following link:

Login to the Portal

If you are having any issues with your account, please don't hesitate to contact us by replying to this mail.

Thanks!

Step 4: Once your email is confirmed, click the "Login to the Portal" link.

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Step 5: Type in your Login, Password, and then click on the blue "Portal Login" button to begin building your profile.

Welcome to the Portal

This service provided by eCivis makes it possible for interested parties to save, collaborate, and apply for solicitations.

Login, or create a free account to start.

eCivis
A Euna Solutions Brand

Login

Password

(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

To apply for a competitive grant program, go to the Grant Program Page and click the grey "✓ Apply" button.

Tip: Do this while already logged in.

Grant Program Page: https://gn.ecivis.com/GO/gn_redir/T/r8xmrhfv320o

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To add a Team Member to your application, click the blue "ADD TEAM MEMBER" button

Collaborator Email Reciept: The invited Team Member will receive an email invitation. When they log in, they will see the application under "My Invitations"

Review Process

- The Office of Food Systems Resilience will recruit an independent Review Committee made up of qualified neutral individuals in Montgomery County Government, and possibly the broader Montgomery County community, selected for their experiences in the grant program's subject area, grants administration, and/or project management.

- The panel members will review and score applicant proposals based on the criteria and priorities established in the NOFO.

- Final decisions will be made based on the scores, reconciliation of funding across categories, and other factors such as the applicant's past performance on previous County awards.

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Scoring – 100 Possible Points

A. Project Goals and Grant Program Priorities (1-3 Rating; weighted at 25/100 points)

In line with the priorities for the Grant Program, the proposal clearly demonstrates:

- An infrastructure project that addresses an existing barrier within the local food recovery network;
- An approach that will facilitate collaboration amongst stakeholders to increase the volume and diversity of recovered food;
- Capacity building of the overall network of food recovery operators to expand food recovery efforts and support relationships with new food donors;
- Plans to leverage infrastructure to establish relationships that increase access to higher value and limited availability food products for distribution to residents;
- Strategies that reduce climate impacts of the food recovery and assistance network; and
- Ability to leverage external investment and/or resources to support the success of the proposed project.

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Scoring – 100 Possible Points

B.   Sound Fiscal Management and Budget (1-3 rating; weighted at 20/100 points)

• Applicant demonstrates sound grant and fiscal management practices and will be able to submit financial reports and back-up documentation to meet administrative and audit requirements;

• Expenses listed in the Budget and Budget Justification are consistent with the Project Strategy and other parts of the proposal, and outlines a clear plan to implement the proposed infrastructure; and

• Applicant's Budget and Budget Justification reflect reasonable and realistic costs needed to implement the proposal and achieve the stated outcomes.

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Scoring – 100 Possible Points

C. **Organizational Capability and Relevant Experience (1-3 rating; weighted at 20/100 points)**

- Applicant demonstrates strong existing relationships with other members of the County's Food Recovery Network and Montgomery County food donors;

- Applicant demonstrates strong history of successful food recovery runs in Montgomery County; and

- Applicant demonstrates existing capacity and expertise to expand food recovery activities in collaboration and coordination with other County Food Recovery Network organizations and government agencies.

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Scoring – 100 Possible Points

D.   Performance Plan and Performance History (1-3 rating; weighted at 25/100 points)

- Performance History provides a strong justification for the Performance Plan and other evaluation methods;
- Applicant demonstrates in their Performance Plan a clear work plan and process to measure/evaluate its project and comply with the required metrics and evaluation of participants, including to:
  - Secure and begin use of the infrastructure asset(s) within the first six months of the one-year grant period;
  - Maintain use of the infrastructure asset over the long-term (3+ years); and
  - Outline a feasible strategy for sharing infrastructure use/capacity, and/or additional recovered food resources, with partners in the County's Food Recovery Network.
- Proposal outlines reasonable and achievable performance milestones, effective program data tracking and reporting processes, and sound program evaluation methods;

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Scoring – 100 Possible Points

E. Soundness of the Overall Proposal (1-3 rating; weighted at 15/100 points)

- Proposal clearly demonstrates the effectiveness of proposed activities and, if funded, will result in the accomplishment of their stated outcomes;

- The implementation plan within the proposal is realistic and achievable based on the proposed timeline; and

- Proposal' contingency plans for a lower than requested funding amount is realistic and still results in desired outcomes albeit at a lower level.

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Award Notification

- Award notification letters are expected to be released roughly 3 weeks after the application deadline via email.

- For successful applicants, the award agreement will contain funding restrictions; programmatic, administrative, and policy requirements; reporting documents including total budget along with the amount of grant funding for the program; and payment terms.

- Documentation standards are very high as we are subject to audits and must follow official procedures. If you are unable to provide documentation of how the funds were used, your organization may be required to return the grant funds to the County.

Other REQUIRED Preparations

- **Verify that your organization is registered with the Maryland State Department of Assessment and Taxation (SDAT).** Click **here** to go to the SDAT Business Express site to confirm. Even if your organization is registered in another jurisdiction, you must be registered with SDAT for Montgomery County to finalize an award with your organization.

- **If your organization is not in Good Standing with SDAT, take the necessary steps to get back into Good Standing.** SDAT will advise what steps are required. Montgomery County cannot finalize an award with you or organization if you are not in Good Standing. Your application for a grant could be disqualified if you are not in Good Standing.

- **Register with the Montgomery County Central Vendor Registration System (CVRS)** by clicking **here**. If you or your organization receives an award from the County then you will need to be registered with CVRS to receive payments.

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Support Links & Contact Info

Euna Grants (eCivis) Support: support@ecivis.com

- Can assist with account issues or technical issues in the grant application
- Their response time can take up to 24 hours (morning requests are often answered same day)
- User Guides for download
    1. Logging into Your eCivis Portal Account
    2. Reviewing and Submitting your application
    3. Transfer Application Ownership
    4. Guide for Applicants

OGM Support: grants@montgomerycountymd.gov

OFSR Support: Catherine.Nardi@montgomerycountymd.gov

Outgoing Grants

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Further Questions?

Montgomery County Office of
Grants Management

Ali Hoy
Outgoing Grants Program Manager
Office of Grants Management
grants@montgomerycountymd.gov

OGM Website
https://montgomerycountymd.gov/ogm/
OGM online grants application platform
https://portal.ecivis.com/#/login