



**SOLID WASTE ALTERNATIVES PROGRAM**  
**Food Storage Capacity Grant Offering Application**

Applicant: Opportunity Living Application Date: June 30, 2020  
Contact Name: Jayne Wilhelm Contact Telephone: 712-464-8961  
Contact Email: jwilhelm@opportunityliving.org  
Applicant Address: 1890 E Main Street Lake City, IA. 51449  
Mailing Address (if different): \_\_\_\_\_  
Project Purpose: Access cooling units for food distribution warehouse located at Opportunity Living Main Campus.  
Project Service Area: Group homes located in Rockwell City, Lake City and Carroll  
Number of Years Distributing Donated Food: \_\_\_\_\_  
Funding Amount Requested: \$10,000.00  
Cost Share Amount: \$1,470.57 (not required but encouraged)  
Total Project Cost: \$11,470.57

**Evaluation Criteria**

Proposal review and project merits will be based on the proposal's narrative addressing the following criteria. There is a limit of 3,000 characters per evaluation criteria response.

**Project Need Description:** Describe why additional storage/cold storage is needed by your organization. Opportunity Living is a non-profit organization in Calhoun County that serves individuals with disabilities. Our mission is "Providing Special Persons Opportunities for Living." Located in Lake City and Rockwell City are 9 homes that are licensed Intermediate Care Facility (ICF) that is home to 68 clients with disabilities such as autism, brain injury, mental and physical disabilities that receive 24 hour care. We also provide Home and Community Based Services to 14 members with disabilities in Carroll County . Opportunity Living is one of the largest employers in Calhoun County with 265 employees. Opportunity Living provides all meals and snacks for ICF clients and recently added a new meal and food distribution program. Every month Opportunity Living receives items donated or provided from the Food Bank of Iowa and often get items donated from local farmers markets. We have had a surge of items donated and now need to address our storage capacity to eliminate waste of the products received. We determined that we will build a Food Distribution Center. Opportunity Living is applying for a Community Development Block Grant (CDBG) along with the Calhoun County Board of Supervisors for the new warehouse. The new equipment will improve our ability to accept perishable items and allow us to keep them longer. We also know that these perishables offer wonderful, healthy options for our clients and would allow us to increase the use of perishables, thus keeping them from going to waste. Food waste is a targeted waste stream. The plan would not be harmed should Opportunity Living not receive the CDBG grant.

Our cooling units are aged and need to be replaced and be more user friendly for the staff and cooks to utilize. On average, Opportunity Living receives 1,900 pounds of Food Bank food donations each month. The cooks in each home plan weekend menus, snacks and come to the activity center to get the items. The plan is to make a shopping market for them with items organized by category along with recipes and nutritional information readily available. The freezer would be a walk in very clearly labeled and the rotation of the food easier therefore allowing for less waste due to expired product. The refrigeration unit will allow us to keep perishables longer. We are in dire need of the storage to keep the product from going to waste.

**Project Goals:** Identify up to three main goal(s) for the proposed project and steps to achieve these goals.

1. Create a diversion of food waste program. documenting donated food received at Opportunity Living, what is sent out and how education was done to assist in preventing it being diverted to the landfill. Our Purchasing Supervisor will work closely with the cook staff on education and documentation needs. She will document those training sessions and will offer them monthly for continuity of program and effectiveness.
2. Increase acceptance of donated food items. We will increase community awareness to places such as Food Bank, local meat producers and farmer's markets that we are capable of increasing our capacity to use and store donated product. We will gain partnerships with local vendors by identifying who they are, educating them on Opportunity Living and the capacity we will have for food donation.
3. Increase operation efficiencies. Develop signage, streamlined pick up service schedule and employee education. Purchasing supervisor will develop signage for each area of the "market" for ease of finding products. She will then devise a schedule of operation and when items may be picked up. Lastly, she will offer cooks hands on training to understand the process and how to assure food is rotated. Employees will also be educated on food waste not only in the work place but in their personal lives as well. This information will be on a monthly basis through our internal daily communications to employees in all locations.

**Measuring Goals:** Describe how meeting project goals will be measured.

The Opportunity Living Purchasing Supervisor will work closely with the cooks of the homes. Each month a meeting with Purchasing Supervisor will review the outlined goals above and document the completion of each task. The Purchasing Supervisor will develop the layout for the new flow of food distribution to adequately allow for rotation of food and expiration dates. The Purchasing Supervisor will work closely with the Development Director to get all necessary signage made by the due date to go along with the layout of the shelving and cooling units. The Purchasing Supervisor will meet with the cook staff in September 2020 and provide a hands on training of the new food distribution process and guidelines of usage. She will also educate them on food waste and along with the Compliance and Training Specialist will provide a monthly educational component to provide to all staff via the daily communications sheet. The Purchasing Director will keep all communications, training and documentation of number of employees trained, and educational materials disbursed.

**Impact on Number of People Served, Pounds of Food Distributed and Operations Efficiencies:** Describe how and extent to which the project will impact the number of people served, food distributed and organization operations.

Opportunity Living provides 3 meals per day along with snacks each day to our 68 ICF clients. The staff that assist with feeding eat with the clients as well. Total meals served per year at Opportunity Living are over 28,000. We utilize a food services program and we receive on average 1900 pounds of donated food from Food Bank. It is very necessary to be as cost effective as possible by utilizing the food bank and other donations and to have work flow efficient in getting the food out to the houses. We use primarily donated food for snacks and many of them are perishables such as apples, oranges, watermelon, peanut butter to name a few. Our clients also use some of the food bank donations such as ham, turkey, bologna for picnics, etc.

The layout of the food distribution warehouse will offer an easier access and flow for the cooks to properly plan, obtain and distribute food. The cooks will be informed of the donations to plan for their menus. They will go to the main campus food warehouse and "shop" for their food needs and use the product that will expire before using other items.

#### **Milestones**

List Project Tasks or Activities planned:

Task or Activity	Planned Begin Date	Planned End Date	Responsible Party
Acquire architect renderings for the food distribution center	July 2020	August 2020	Shannon Mahannah, Jayne Wilhelm

Task or Activity	Planned Begin Date	Planned End Date	Responsible Party
Order equipment when funding secured	August 2020	September 2020	Jayne Wilhelm, Jean Lampe
Place units and develop signage	Upon arrival	September 2020	Jean Lampe, Jeff Pattersen
Train staff on process of food pickup	September 2020	September 2020	Jean Lampe
Educate cook staff on food waste	August 2020	August 2021	Jean Lampe

Date project to be fully implemented: October 2020

#### Budget

Budget Item & Quantity	Request Amount	Cost Share (not required)	Total Cost
Walk in cooler	\$10,000.00	\$761.57	\$10,761.57
Ramp		709.00	709.00

#### Budget Narrative

Detail each budget item for which funding assistance is requested, why this item(s) was chosen and its role in the proposed project. Cold storage items **must be** Energy Star rated.

Opportunity Living will purchase a walk in cooler for our new food distribution area. Opportunity Living currently uses standard residential cooling units and we have outgrown them. This unit will assist in housing food donated from the Food Bank of Iowa that we may have had to bypass in the past or did not have the space for the food items and they would go to waste. This particular cooling unit was chosen because this unit offers sufficient storage and will allow for greater ability to rotate food items according to expiration date and to receive larger donations from area Farmers Markets and the Food Bank of Iowa. We researched all units and were unable to find an energy star rated coolers that is the walk in style. The larger walk in cooling system will better fit our needs with the high rate of storage required.

#### Signature

I affirm the information provided on this Application is true, and that I will provide all other information requested for further substantiation. I agree that if awarded financial assistance for a project(s), I will execute the contract the DNR provides for conveying those funds, which will include but not be limited to conditions for expending those funds, and for making reasonable accounting of those expenditures.

In order to determine funding eligibility, the Department reserves the right to verify any information presented in the application and to determine the applicant's compliance status with applicable Local, State and Federal statutes and regulations. If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with applicable Local, State and Federal regulations.

Jayne Wilhelm Community Relations  
Signature, Title Developer Director

10.29.20  
Date

**Note:** Applications must be signed by a person authorized to commit applicant to proposed project.

### Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. **Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).**

- ☒ The proposed grant project programs or policies could have a disproportionate or unique positive impact on minority persons.

Describe the positive impact expected from this project

We serve clients with disabilities and their health is of utmost importance to us. We will have a more efficient, cost effective system allowing us to rotate food products, provide healthy options all while diverting food to the landfill.

Indicate which group is impacted:

- ☐ Women
- ☒ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies could have a disproportionate or unique negative impact on minority persons.

Describe the negative impact expected from this project

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- ☐ Women
- ☐ Persons with a Disability
- ☐ Blacks
- ☐ Latinos
- ☐ Asians
- ☐ Pacific Islanders
- ☐ American Indians
- ☐ Alaskan Native Americans
- ☐ Other

- ☐ The proposed grant project programs or policies are not expected to have a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

**Name:** Jayne Wilhelm  **Title:** Community Relations and Development Director



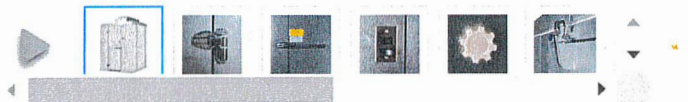


Search

[◀ Walk-In Coolers / Refrigerators](#)

## Nor-Lake KODB771012-C Kold Locker 10' x 12' x 7' 7" Outdoor Walk-In Cooler

Item #: 596KDB771012



Note: Representative model shown

Free Shipping ⓘ

Custom Quote for Opportunity Living

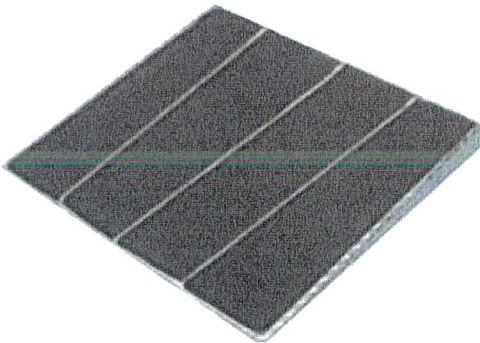
**\$10,761.57**/Each

Ships free with

Select Type ▾

Nor-Lake Kold Locker Walk-In Exterior Ramp

Item # 596108833 MFR # 108833



Only  
**\$709.00**/Each  
1 **Add to Cart**

With List

- ✓ For use with Nor-Lake Kold Locker
- ✓ Provides easy access to walk-in unit

UPC Code:

Shipping:  
Special Order

### Applicant Disclosure

The Applicant must provide the following information. This is a continuing disclosure requirement from application submittal through agreement end date (if funding is awarded).

1. During the last three (3) years, has the Applicant received written notification from a state agency that a debt is owed to a state agency or a debt is being enforced through the Income Offset Program (including the state child support recovery unit if the Applicant is an individual) that will in any way impact receipt of monies awarded through this program?

☐ Yes ☒ No

If yes, provide the date by which the Applicant will or has satisfied debts owed to or being collected by the state.

2. During the last three (3) years, has the Applicant had a contract for goods and/or services terminated for any reason, or has the Applicant received a notice of breach, notice of default, or similar notice?

☐ Yes ☒ No

If yes, provide full details related to the termination or notice.

3. During the last three (3) years, describe any damages or penalties or settlements pertaining to contract disputes under any of the Applicant's existing or past contracts as it relates to goods and/or services performed that are similar to the goods and/or services contemplated by this application. If so, indicate the reason for the penalty, damages or exchange of property, goods, or services and the estimated amount of the cost of that incident to the Applicant.

4. During the last three (3) years, list and summarize all litigation, threatened litigation, administrative or regulatory proceedings, or similar matters to which the Applicant or its officers have been a party. Any such matter commencing after submission of an application, and with respect to the successful Applicant after the execution of a contract, must be disclosed in a timely manner in a written statement to the Department's contract officer.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge:

Name: Shannon Mahannah

Title: CEO