



Iowa Department of Natural Resources
Kayla Lyon, Director

SOLID WASTE ALTERNATIVES PROGRAM

Food Storage Capacity Grant Offer

Guidelines and Application

The Iowa Department of Natural Resources is offering grants to non-profit food banks, food pantries and other non-profit entities that accept and distribute food to food insecure Iowans. Up to \$135,000 is available to award to selected applicants. Preference will be given to entities not receiving funding assistance through a previous Food Storage Capacity grant offer and projects that will accept additional perishable and non-perishable food donations that otherwise would be declined for lack of storage capacity.

Individual awards of up to \$8,000 in grant funding is available, on a competitive basis, for projects seeking:

- additional storage (i.e. shelving) to facilitate managing and displaying food items for distribution; and
- additional cold storage to increase the availability of perishable food items **and** to minimize the loss of perishable food items prior to distribution. Freezers and refrigerators must be **Energy Star** rated. Walk-in coolers, and freezers and other commercial or industrial equipment not **Energy Star** rated, must be energy efficient as identified by the Dept. of Energy.

Applicants must use the DNR provided grant application. Applications will be reviewed on an on-going basis until available funds have been awarded.

Projects funded under this grant offering are required to enter into an agreement with the DNR and provide a final report summarizing the project and project results. The final report may include, but is not limited to, the number of people/families served, the amount of food distributed, the increase in acceptance of donated food items made possible by increased storage capacity and a decrease in spoiled perishable food items landfilled.

Applicants receiving funding **must** follow applicable food safety guidelines.

Applicant Eligibility

Eligible applicants include non-profit food banks and food pantries and other non-profit organizations responsible for accepting and donating edible food to food insecure Iowans.

The Department reserves the right to verify any information presented in the application. If an applicant is selected to receive financial assistance, an offer of financial assistance may be rescinded if the applicant is determined to be out of compliance with local, state or federal regulations or does not meet the conditions of eligibility.

Proposal

Proposals for financial assistance must be submitted electronically through the Land Quality Bureau and must use the application forms and format provided herein. Electronic proposals must be submitted with the subject line “**Food Storage Capacity Grant Offer**” to tom.anderson@dnr.iowa.gov.

Proposals submitted for financial assistance consideration are not guaranteed funding.

Financial assistance offers may be less than the full amount requested by the applicant.

Proposals are considered public information and are available for review upon request.

Proposals **must be** signed by an authorized representative of the applicant

A current W9 form will be required of applicants awarded grant funding.

Iowa Waste Exchange (IWE) representatives are available to discuss your project and assist with proposal writing upon request. To find the IWE representative serving your area of the state, go to www.iowadnr.gov/faba and click on Iowa Waste Exchange (IWE).

Direct questions regarding the Food Storage Capacity Grant Offer to:

Tom Anderson

Email: tom.anderson@dnr.iowa.gov

PROPOSAL SUBMISSION GUIDELINES

Proposals should contain sufficient detail for reviewers to visualize and understand the project in its entirety. Applicants must:

- Submit a **signed**, original completed electronic proposal;
- Utilize forms contained herein;

Proposal Review

- Proposals will be reviewed and funding decisions made within approximately 30 days.
- If a proposal is determined to be incomplete, the proposal may be rejected.
- Based upon review of proposals, additional information may be requested for projects meriting further consideration. A request for additional information does not guarantee funding.
- Award recipients shall enter into an agreement with the Department of Natural Resources. A fully executed agreement must be completed prior to incurring costs for which grant funds will be claimed for reimbursement.

ELIGIBLE EXPENSES

Eligible Expenses

Applicants may request financial assistance for the purchase, delivery and installation of:

- Shelving to properly store or display donated food items for distribution;
- Cold storage **Energy Star** rated freezers and refrigerators; and
- Cold storage, energy efficient walk-in coolers, and freezers and other commercial or industrial equipment designed to extend the shelf life of donated perishable food items for distribution to food insecure Iowans.

AWARD DISBURSEMENT AND AGREEMENT REQUIREMENTS

Funds will be released on a reimbursement basis after a correctly completed Grant Expense Sheet (Department provided) and supporting documentation (i.e. invoice, cancelled check) has been submitted to the Department for payment.

Project costs incurred prior to an executed agreement or costs not identified in the agreement budget are ineligible for reimbursement.

Projects selected to receive financial assistance must:

- enter into an agreement with DNR within 1 month of grant award notification;
- provide a current W9 form; and
- submit a correctly completed Grant Expense Sheet claiming grant reimbursement within three (3) months from the start date of the executed agreement between the applicant and the DNR.

Failure to meet the above conditions may result in the DNR rescinding any grant assistance offer in the absence of prior written approval between the grant recipient and the Department.

Food Storage Capacity Expansion

Grant Application

Application Date:	April 18, 2022
Applicant:	Radiant Life Community Church
Contact Name:	Laura Anne Cvrk
Contact Telephone:	712-898-2537
Contact Email:	cvrkclan@aol.com
Applicant Address	2410 West First Street Sioux City, Iowa 51103
Mailing Address (if different):	same
Project Purpose:	<p>The project purpose is to increase freezer capacity by replacing old, damaged freezers with a unit that is more energy efficient and ergonomically friendly. We are a food pantry and free community meal located in the west side of Sioux City that serves the Siouxland Area, to include North Sioux City, South Sioux City, Sioux City, Dakota City, Elk Point and Sgt. Bluff. We occasionally have people come from outside this area. 99% of the people that we serve are below poverty level. Some are elderly, and many are from a minority group such as single mothers, Hispanic, Muslim, American Indian and people with disabilities. Approximately 20% of our clients speak no English and communication must be done in their native language. A portion of our clients walk to our pantry or need delivery due to not being able to drive.</p>
Project Service Area:	
Address Location of Cold Storage Unit(s) and/or Shelving	2410 West First Street, Sioux City, Iowa 51103
Number of Years Distributing Donated Food	8
Funding Amount Requested:	\$7,490
Cost Share Amount: (not required but encouraged)	Without this grant, we would not be able to do this project. For our cost share amount we have chosen to update the electricity, which will allow us to move forward with the purchase of this freezer if we are awarded this grant.
Total Project Cost:	\$7,490

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.

Our agency provides food boxes to those with food insecurities such as single parents, disabled persons, American Indian, Hispanic, and Muslim people, so they can cook at home. Additionally, every Wednesday and one Sunday a month, we provide a well-balanced home cooked meal. For those without reliable transportation, we deliver their food box or hot meal.

During the first year of COVID, our food storage capacity was strained due to the increased needs of the population we serve. Once again, this year we continue to see the needs of the community increase, especially as some benefits such as SNAP are changing or ending. The increased need in our community requires more food storage and the ability to plan accordingly. This grant would give us the ability to replace the worst-case freezer we have with a unit that is both energy efficient and has an increased food storage capacity. We have had more food available to us at times but had to turn it away due to the lack of storage space available. The increased freezer capacity of this unit would enable us to accept more food, store it properly, and provide more meals and food boxes to those with food insecurities.

A major contributing factor of our ability to provide these meals and food boxes stems from having efficient, functioning freezers in which we are able to store food. Our current inventory of 5 freezers are all 8 years old or older and in deteriorating condition. Problems such as bad seals and dented lids cause the units to leak cold air, frost up, and sometimes even lead to food loss. Due to the fact that the current units are chest freezers, personnel expend valuable time digging through the inventory which is difficult to access and not ergonomically friendly. Because of these problems, we are seeking a unit that is energy efficient, user friendly, and dependable.

Purchasing this new unit will help us realize energy efficiency in 3 ways. First, the unit is certified under the Energy Star program, ensuring the internal working mechanisms are working as efficiently as possible to reduce its environmental footprint. Because the unit is Energy Star rated, less heat will be given off in the room which will decrease the burden on the AC unit used to cool the room. Thus, the second way energy efficiency will be realized with the freezer is by reducing the burden on other secondary appliances in the room it will be housed in. Lastly, energy efficiency will be realized through man power. Because the unit is a standing freezer (versus a chest freezer), personnel will be able to stock and locate inventory standing up which decreases physical strain and increases productivity.

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

1. To lower the energy costs associated with food storage by utilizing an Energy Star certified upright freezer.
2. To increase the food storage capacity by being able to accept more food donations and freezing items such as bread to last longer. Utilizing the extra storage capacity to increase the number of food insecure people served.
3. To provide a more ergonomically friendly working environment for personnel and increase their productivity.

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

We will measure our project goals by utilizing the following parameters:

1. Number of individuals/families served hot meals per month.
2. Number of individuals/families who receive food boxes per month.
3. Pounds of donated food turned down due to lack of storage space per month.
4. Energy efficiency report from Mid American Energy.
5. Number of hours spent by personnel rearranging inventory according to freezer space.

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 accepted and distributed and organization operations.

Number of People Served	As Government relief benefits draw back to pre-COVID, gas prices and inflation are soaring, food insecurity is increasing. Helping to fight food insecurity within the community is a privilege and requires many elements to work cohesively to achieve the end goal. It is our hope that by practicing good stewardship of our tools and resources, we will retain the ability to serve our community with food boxes and hot meals. Upgrading our existing freezer units helps us to achieve our goals by increasing the amount of food we are able to distribute, conserving energy, and reducing physical strain on our volunteers. Opportunities such as this grant allows our organization to continue giving back to the community in way that points to a more sustainable future.
Pounds of Food Distributed	In 2021 we distributed 60,341 lbs. of food, that was in spite of losing a commercial refrigerator and a large chest freezer due to in ability to be repaired. The loss of the fridge however resulted in us providing 3,836 less meals than 2020, so our pounds distributed would have been greater had we not lost those valuable items. This grant would help us to rebound the number of meals and pounds of food. Part of the pounds of food and meals that we lost were sandwiches that we used to source from Kum & Go. This kept these sandwiches out of the landfill, fed people, particularly those that had no means of cooking such as those living in hotels or homeless.
Goal of Additional Pounds of Food Accepted	In 2021 we saw an increase of 18% in pounds of food distributed, which equated to 9,045 lbs. We anticipated that we could receive and additional 24,000 lbs this year with the help of a new freezer.
Operational Efficiency Impact	In addition to serving more people, the new freezer unit would increase efficiency within the organization's operations. Currently we allocate one

	<p>volunteer a month to rearrange the freezer space as new inventory is received and older inventory is distributed. The rearranging is in large part due to the style of freezers currently used. Upgrading to a standing freezer instead of a chest freezer allows the inventory to be stored in such a way that it will reduce the number of instances when a particular item is touched. With the anticipated demand for food in 2022, this will allow us to conserve our pool of volunteers by providing a more ergonomically friendly working environment and reduce burnout. The Energy Star rating of the new unit means that our organization can expect to see at least a 10% decrease in energy use per year. Not only does the unit use less electricity, but its efficiency will also lessen the electrical burden placed on other appliances housed in the same room. An example of this is the fact that the unit will give off less heat waste into the room and thus lessen the burden on the room's AC to maintain an appropriate temperature. Decreasing the burden on these types of secondary appliances will both increase their lifespan and strengthen the efficiency of the food distribution program</p>
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Milestones

List Project Tasks or Activities planned:

Task or Activity	Planned Begin Date	Planned End Date	Responsible Party
Complete grant paperwork	4/11/2022	4/20/2022	Laura Anne Cvrk and Kristen Burd
Sign the finalized grant acceptance paperwork	5/10/2022	5/10/2022?	Laura Anne Cvrk
Order the new freezer	5/13/2022	5/13/2022	Laura Anne Cvrk
Accept delivery of the new freezer	6/14/2022	6/14/2022	Laura Anne Cvrk
Order and fill the new freezer with food from the food bank	6/9/2022	6/15/2022	Laura Anne Cvrk

Estimated date project to be fully operational:

June 15, 2022

Budget

Budget Item & Quantity	Request Amount	Cost Share (not required)	Total Cost
Turbo Air Reach In Deluxe Freezer	\$7,490	Electrical work that was already completed	\$7,490

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.

Budget Narrative

The budgeted item request is for a Turbo Air Reach-In Freezer, model TSF-49SD-N. This item was chosen for the following reasons:

- A standing freezer is ergonomically friendly and will reduce the need for rearranging inventory as it's distributed, thus decreasing volunteer strain and time.
- At 39.9 cu. Ft, it will replace our smaller worst-case freezer currently in use and allow for greater food storage capacity, and increased food distribution to the community.
- The Energy Star rating guarantees at least a 10% decrease in energy usage.
- 2 different warranties are included with the unit.

Implementing this item into our food program will help our organization to meet the increased demand for food boxes and hot meals, ensure we are taking steps towards a more efficient and sustainable future, and help to reduce physical burnout and strain of our volunteers.

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.

Elizabeth Cvrk, Secretary/Treasurer

Signature, Title

04/17/2022

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 will be able to maintain a wider range of items in stock, to serve different minority groups, and we will be able to maintain enough volume of stock to adequately serve our growing population.

Indicate which group is impacted:

<u> x </u>	Women
<u> x </u>	Persons with a
<u> </u>	Blacks
<u> x </u>	Latinos
<u> x </u>	Asians
<u> </u>	Pacific Islanders
<u> x </u>	American Indians
<u> </u>	Alaskan Native
<u> x </u>	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:

<u> </u>	Women
<u> </u>	Persons with a
<u> </u>	Blacks
<u> </u>	Latinos
<u> </u>	Asians
<u> </u>	Pacific Islanders
<u> </u>	American Indians
<u> </u>	Alaskan Native
<u> </u>	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: Laura Anne Cvrk

Title Food Services Coordinator

Definitions

“Minority Persons”, as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability”, as defined in Iowa Code Section 15.102, subsection 5, paragraph “b”, subparagraph (1):

b. As used in this subsection:

(1) *"Disability"* means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"Disability" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency”, as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

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.

none

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.

none

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

Name: Laura Anne Cvrk

Title Food Service Coordinator