



# **COVID-19 Food Security Network Support Grant**

## **Request For Proposals (RFP)**

**Applications Due: July 22, 2020 at 5:00pm**

Contact Information:

Ryan Dunn – Grants Specialist, Division of Agricultural Development,  
Wisconsin Department of Agriculture, Trade and Consumer  
Protection

[datcpfoodsecurityinitiative@wisconsin.gov](mailto:datcpfoodsecurityinitiative@wisconsin.gov)

COVID-19 Food Security Network Support Grant materials are available on the DATCP website:

[https://datcp.wi.gov/Pages/News\\_Media/COVID19FoodSecurityInitiative.aspx](https://datcp.wi.gov/Pages/News_Media/COVID19FoodSecurityInitiative.aspx)

## INTRODUCTION

The COVID-19 Food Security Network Support Grant strives to assist food banks and pantries that are facing challenges created by the COVID-19 public health crisis. The COVID-19 Food Security Network Support Grant is available for operations that are looking for innovative and creative solutions to food supply and delivery challenges.

## AVAILABLE FUNDS

Funds will be distributed through a competitive review process. Grants will be awarded for projects. Grants will be awarded for costs incurred related to the COVID-19 public health crisis after March 1, 2020 through December 30, 2020.

## APPLICATION AND FUNDING TIMING

RFP is released	July 2, 2020
Applications due to WI DATCP	July 22, 2020
Applications scored and selected by review committee	July 29, 2020
Selected applications notified by WI DATCP	August 3, 2020
Approval letters issued by WI DATCP	August 7, 2020
Anticipated project start date	August 7, 2020
Final project billing/reporting	November 15, 2020
All projects must conclude no later than	December 30, 2020

## PARTICIPANT ELIGIBILITY

Applicants must satisfy the following criteria to be deemed eligible for funding under the COVID-19 Food Security Network Support Grant Program. An applicant must:

- Show costs due to COVID-19 impacts that were incurred during the period that begins on March 1, 2020.
- Serve Wisconsin residents and Wisconsin food banks and pantries.
- Not receive other federal or state funding for the same purpose.
- Have nonprofit status (it is preferred that food banks include their network pantries in their application and not have separate grants submitted by pantries).
- Ability to track and report progress by November 15, 2020.

## ELIGIBLE PROJECTS

The COVID-19 Food Security Network Support Grant is designed to provide funding that will help food banks, pantries, and other nonprofit organizations fighting food insecurity adapt to challenges posed by the COVID-19 public health crisis. This may include adjustments to meet public health and social distancing guidelines, such as curb-side pick up or delivery services, as well as other expenses that are being incurred by these organizations as they continue to provide services to families in need. The funds must be used to support Wisconsin residents and the Wisconsin food security partners. Food banks that are located outside of Wisconsin can submit applications for projects that are exclusively documented to be in Wisconsin and for Wisconsin residents.

## ELIGIBLE EXPENSES

Eligible project expenses include, but are not limited to:

- Adaptation of facilities to meet new safety guidelines, such as new signage and

- sanitation for customers and worker protection.
- Provisions and equipment for remote and curbside pick-up or delivery.
- Food storage, processing, and delivery equipment to adapt to supply chain disruptions, including for cold and ambient storage, storage containers and bins.
- Food safety equipment, such as coolers and thermometers, for safe food transportation to expand distribution.
- Purchase of food processing, washing and packing equipment; produce and fruit sorting equipment (to reduce human contact); cleaning and sanitation equipment.
- Support food banks, food pantries and other parts of the food distribution channel to meet the urgent needs as a result of COVID-19 by expanding services.
- Costs associated with repackaging food products to meet the demand and quantity sizing required by food banks and food pantries.
- Vehicles for distribution of food products.
- Projects that support mobile markets that bring healthy food to communities or individuals with limited access to local, healthy food.
- Information technology needs, including the development of online delivery systems.
- Project funding must be used to support Wisconsin residents and food pantries.

## **INELIGIBLE EXPENSES**

Ineligible expenses include:

- Real estate purchases.
- Repayment of loans or mortgages.
- Rent or contract payments for time periods extending beyond the term of the grant contract.
- Equipment purchases that are designed for residential use (only commercial grade equipment will be eligible).
- Administrative or overhead costs that are not direct costs of the grant project.
- Advertising expenses.
- Legal fees.
- Lobbying, fundraising, or other political activity.
- Any costs incurred by any firm for work performed in the preparation of and production of a proposal.

## **APPLICATION REQUIREMENTS AND SUBMITTAL PROCESS**

- The application form is located on the DATCP website at:  
[https://datcp.wi.gov/Pages/News\\_Media/COVID19FoodSecurityInitiative.aspx](https://datcp.wi.gov/Pages/News_Media/COVID19FoodSecurityInitiative.aspx)
- Applications must be submitted by 5:00 pm on Wednesday, July 22, 2020.

## **PROPOSAL REVIEW CRITERIA**

This is a competitive grant process. Each application will be reviewed by a committee and will receive a rating based on scoring criteria outlined on the last page entitled: *Application Scoring Criteria* section of this document. The rating score will determine the proposals to be funded.

**Preference** may be given for proposals that:

- Serve previously unmet need from TEFAP.
- Involve a new process or show innovation.

- Show collaboration and partnership within the Food Security Network (it is preferred that food banks include their network pantries in their application and not have separate grants submitted by pantries).
- Demonstrate an effort to reach underserved populations, including tribal nations.
- Include reimbursement of eligible costs already incurred in providing services in the COVID-19 public health crisis.

DATCP may require additional information to review the proposed project.

## **CONTRACTS**

DATCP will develop a contract for each funded project, which will be signed by DATCP and the recipient. **No funding commitment is final until the work plan is approved and a contract is executed. Once a contract is executed, no contract modifications will be allowed. Due to the nature of the federal CARES Act funding, eligible project costs will be allowed beginning March 1, 2020.** To be included with the contract, the grantee may be asked to provide additional information to finalize the details of the work plan, timeline, budget, and implementation plan beyond the grant application information.

Grant contracts must be signed and returned to DATCP within 30 days of receipt. Failure to submit an executed copy of the contract within 30 days of receipt may result in the loss of awarded grant funds, unless the delay is approved by DATCP.

## **PAYMENTS**

This is a reimbursement grant. Payments will be made following DATCP's receipt of an invoice documenting expenses incurred by the grantee. The final payment will be made upon DATCP approval of written monthly reports of the project. Invoices must include receipts or other proof of payment, which will be accepted with monthly reporting during the period of the grant. The first monthly report and billing will be August 15, 2020, with the final monthly report and billing on November 15, 2020.

## **REPORTING REQUIREMENTS**

DATCP reserves the right to modify reporting requirements during the course of the project. Monthly reporting (on prescribed format) will be required, which will include billings for reimbursement of eligible project costs. The first reporting will be allowed on August 15, 2020, and the final monthly reporting will occur on November 15, 2020.

In addition to the monthly reporting, DATCP reserves the right to conduct follow-up surveys of funded projects in order to determine long-term impacts of the COVID-19 Food Security Network Support Grant program.

Applicants who do not submit progress and annual reports on time, and/or submit incomplete reports, may be required to return all previously disbursed funds to DATCP and/or may be removed from future funding opportunities.

## **BUDGET ADJUSTMENTS**

If a material change (10% of total grant budget or greater) in the budget is needed during the project period, a written request must be made to WI DATCP to reallocate budget funds between

budget categories. However, the total budget amount as dictated by the approved grant award cannot be adjusted.

### **RECORD REQUIREMENTS**

The grantee will be responsible for setting up and maintaining a project file that contains all records of correspondence with DATCP, receipts, invoices, and copies of all reports and documents associated with the project. The grantee shall retain all data and other records relating to the acquisition and performance of the Grant Award Agreement for a period of four years after the completion of the contract. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the grantee shall produce a legible copy of any or all such records.

### **MONITORING**

DATCP reserves the right to perform site-monitoring visits to any and all grantees to ensure that work is progressing within the required period and that fiscal procedures are followed accurately and appropriately. Monitoring includes both financial and program information, as well as site visits.

### **LIABILITY**

DATCP will not be held liable for any costs incurred by any firm for work performed in the preparation and production of a proposal.

### **FEDERAL COST PRINCIPLES**

Grant funds are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. §§ 7501-7507) and the related provisions of the Uniform Guidance, 2 C.F.R. § 200.303 regarding internal controls, §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements

### **REPORTING OF TOTAL COMPENSATION OF EXECUTIVES**

If you meet both of the criteria listed below, you will be required to report the names and total compensation of each of the five most highly compensated executives of your organization/ business for the preceding completed fiscal year upon receipt of your grant contract:

In your preceding fiscal year, your entity received--

- 80% or more of its annual gross revenues from Federal procurement contracts (and Subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320; and
- \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and sub-awards)

The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

## **OPEN RECORDS**

Applications submitted for funding and all related contracts and reports shall be subject to disclosure under the Public Records law. If the grant applicant or recipient requests any information be deemed a trade secret, the document should be labeled using “trade secret” and the requested status should be noted to DATCP when the document is submitted. DATCP will notify the grant recipient if a public records request is made for the information claimed to be trade secret by the grant recipient. Such information may be kept confidential by DATCP only as authorized by law (see Wis. Stat. § 19.36(5)).

## **OTHER CONSIDERATIONS**

All proposals submitted in response to this RFP become the property of DATCP. DATCP reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use materials produced under this grant agreement. DATCP also reserves the right to:

- Post funded proposals, summary reports and survey findings to the DATCP website.
- Reject any or all proposals received.
- Waive or modify minor irregularities in proposals received after prior notification and agreement of applicant.
- Clarify the scope of this program, within the RFP requirement and with appropriate notice to potential applicants, to best serve the interests of the State of Wisconsin.
- Amend program specifications after their release, with appropriate written notice to potential applicants.
- Require a good faith effort on part of the project sponsor to work with DATCP subsequent to project completion to develop or implement project results in Wisconsin.
- Withhold any payments when contract terms are not met.
- Partially fund applications.

**Wisconsin  
COVID-19 Food Security Network  
Support Grant Program  
Application Scoring Criteria**

<b>Evaluation Criteria</b>	<b>Points</b>
<b>1. Grant Application</b>	5 possible
<ul style="list-style-type: none"> <li>Is the project well organized, thought out, and explained in a way that makes sense and sounds like it can be carried out successfully?</li> </ul>	
<b>2. Project Purpose</b>	20 possible
<ul style="list-style-type: none"> <li>How well does the applicant define the need for and purpose of the project?</li> <li>Are the project objectives clear and appropriate?</li> </ul>	
<b>3. Potential Impact and Industry Support</b>	20 possible
<ul style="list-style-type: none"> <li>Does the project fill a need which is a direct result of COVID-19? Will it be effective at serving the long term needs of the recipient? Do the activities fit the project purpose?</li> <li>Does the number of Wisconsin residents served justify the investment?</li> <li>Is it apparent the project is innovative, important to and will aid in supporting Wisconsin food banks and/or pantries?</li> </ul>	
<b>4. Expected Measurable Outcomes</b>	25 possible
<ul style="list-style-type: none"> <li>Did the applicant explain how the project will accomplish the outcome measure(s) and indicator(s)?</li> <li>Does the project seem likely to achieve the outcome measures?</li> </ul>	
<b>5. Work Plan</b>	10 possible
<ul style="list-style-type: none"> <li>Do the tasks seem appropriate to complete the project objectives?</li> <li>Do the activities relate to the expected measurable outcomes?</li> <li>Is the timeline reasonable?</li> </ul>	
<b>6. Budget and Narrative</b>	15 possible
<ul style="list-style-type: none"> <li>Is the amount requested reasonable? Are line items reasonable and appropriate?</li> <li>Does the budget narrative adequately explain the line items?</li> </ul>	
<b>BONUS</b>	5 possible
<ul style="list-style-type: none"> <li>Does the project make an effort to reach underserved populations, including tribal nations? Does it explain how?</li> <li>Has the grantee already paid for the incurred costs so represents a reimbursement?</li> </ul>	
<b>TOTAL</b>	100 possible
<b>COMMENTS:</b>	