



**EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL
AFFAIRS**

**REBECCA L. TEPPER, SECRETARY
GRANT ANNOUNCEMENT**

FY2024 FOOD SECURITY INFRASTRUCTURE GRANT PROGRAM

ENV 24 FSG 01

DATED: JANUARY 19, 2023

RESPONSES DUE: MARCH 2, 2023

COMMBUYS BID # BD-23-1042-ENV-ENV01-83415

1. Grant Opportunity Summary, Application Specifications, & Contract Specifications

A. PURPOSE & OVERVIEW:

Food Security is defined as access, by all people at all times, to enough food for an active, healthy life (USDA, 2020).

The Executive Office of Energy and Environmental Affairs, including the Department of Agricultural Resources and the Department of Fish and Game (collectively, "EEA"), and in coordination with the Department of Transitional Assistance (DTA), Department of Elementary and Secondary Education (DESE), and the Department of Public Health (DPH) is pleased to announce the opportunity for funding from the **Food Security Infrastructure Grant Program (FSIG)**. The program seeks to ensure that farmers, fisherman and other local food producers are better connected to a strong, resilient food system to help mitigate future food supply and distribution disruption, as well as ensuring that individuals and families throughout the Commonwealth have access to food, with a special focus on food that is produced locally and food that is equitably accessible.

Eligible grantees include applicants that are part of the Massachusetts local food system including production, processing and distribution, the emergency food distribution network, community and food organizations, school meal programming (including summer meal sponsors), urban farms and community gardens, non-profits, and organizations that provide

business planning, technical assistance and information technology services. Applicants may be those representing farms, small retailers (under 50 full-and part-time employees), food banks, fisheries, seafood dealers & processors and other food system businesses or organizations who are focused on addressing food access and/or improving and strengthening the resiliency of the Commonwealth's food system by increasing distribution of locally grown and sourced food. Applicants may also include those experiencing difficulty in sourcing food for those facing food insecurity. This call for grant application proposals does not apply to the purchase of food for consumption.

Providing greater, more equitable access to local food and strengthening the role of local food in the Commonwealth's overall food system is an important outcome for the FSIG program. Local food is defined through this program as food which is grown/produced and distributed within the Commonwealth. The local food system is a network of consumers, workers, businesses, owners, and supporting organizations engaged in an array of activities, including fishing, farming, preparing, marketing, distributing, serving, and eating food. This network works to produce and distribute food that nourishes our communities, sustains businesses and workers, and supports responsible stewardship of our land and water.

This call for grant proposals is subject to and contingent upon the availability of funds. Funding is anticipated to be awarded in amounts up to \$500,000 (maximum). Funding is based upon type of project, service area, and the provisions of this Call for Applications. Funds will be distributed on a reimbursement basis through June 30, 2024. **It is unlikely that extensions into FY25 will be granted.**

Applications are due on **March 2, 2023 by 11:59 p.m. via the online application portal.** All contracts awarded under this RFR will terminate on June 30, 2024.

PROPOSALS SOUGHT FOR:

Projects to ensure that individuals and families throughout the Commonwealth have access to food, with a special focus on food that is produced locally, on equitable access to food, and on conservation minded water use. The program also seeks to ensure that farmers, fishermen, and other local food producers are better connected to a strong, resilient food system.

TYPE OF PROCUREMENT:

Reimbursement Grant. Grant funds are distributed following payment of grant expenses by grant awardees.

CONTACT INFORMATION:

Executive Office of Energy & Environmental Affairs
Rebecca Mulrean, Director of Food System Resiliency
foodsecurity.grant@mass.gov

RESPONSE DUE DATE: March 2, 2023 by 11:59 p.m.

SUBMIT RESPONSES TO: Online application posted to:
<https://www.mass.gov/service-details/food-security-infrastructure-grant-program>

SINGLE CONTRACT: Each applicant may submit a single application. Multiple applications from the same entity will not be considered.

BIDDERS CONFERENCE:

None. Please submit questions by email to: foodsecurity.grant@mass.gov. **The deadline for questions is February 16, 2023 at 4:00 p.m.** Please note that EEA cannot assist in the preparation of grant applications. In order to maintain integrity of the competitive grant process, EEA is unable to advise and/or provide individuals with any information regarding specific applications during the solicitation process.

SINGLE OR MULTIPLE DEPARTMENTS MAY CONTRACT UNDER THIS RFR: ALL contracts awarded under this RFR will be utilized solely by EEA.

TOTAL ANTICIPATED DURATION OF CONTRACT: The contract period will end by June 30, 2024 for all contracts issued pursuant to this RFR, and deliverables for these contracts must be received, along with final billing, by July 31, 2024. **It is unlikely that extensions into FY25 will be granted.**

ANTICIPATED BUDGET: Up to \$500,000.00 per proposal. Proposals are expected to vary in the amount of funding requested based on the anticipated activity. Funds would need to be used consistent with Chapter 102, Section 2A of the Acts of 2021 (An Act Relative to Immediate Covid-19 Recovery Needs) and Chapter 268, Section 2A of the Acts of 2022 Relating to Economic Growth and Relief for the Commonwealth. Note that application of funds from Chapter 102, Acts of 2021 to grant programs is at the discretion of the Secretary.

The Food Security Infrastructure Grant Program is funded by coronavirus state fiscal recovery fund monies received from the U.S. Department of the Treasury under Section 9901 of the federal American Rescue Plan Act of 2021, 42 U.S.C. 802 (“ARPA”). This grant program is authorized in Chapter 268, §2A of the Acts of 2022. As a federally funded program, funds are subject to 2 CFR Part 200 and U.S. Department of the Treasury’s implementing regulations at 31 CFR Part 19. All grant recipients will be required to comply with all relevant federal law. Applicants should read and understand the compliance responsibilities described in the attached document, “Coronavirus State Fiscal Recovery Fund (FRF) Contract Addendum” prior to applying for this grant opportunity.

All grant recipients will be required to collect and provide certain programmatic data to EEA as an element of the grant contract. This data will support the Commonwealth’s compliance with ARPA requirements. Due to the large number of eligible application types, data requirements will be determined on a case-by-case basis for each grant awardee during contracting. Failure to

collect and provide the required data to EEA will be considered a breach of contract and may result in forfeiture of the grant award or other actions.

MATCH REQUIREMENT: This program does not have a match requirement.

PREVAILING WAGE APPLICABLE: No

IDENTIFICATION OF CONTRACTS WITH COMMONWEALTH AGENCIES OR SUBDIVISIONS: Yes

IDENTIFICATION OF FINANCIALLY INTERESTED PARTIES: No

RFR DISTRIBUTION (Comm-Buys):

This RFR has been distributed electronically using the COMM-BUYS system. It is the responsibility of every Respondent to check for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Respondents who fail to check for amended RFRs and submit inadequate or incorrect responses. Potential Respondents are advised to check the “last change” field on the summary page of RFRs for which they intend to submit a response to ensure they have the most recent RFR files. The application and answers to questions will also be posted on the Food Security Grant website at <https://www.mass.gov/service-details/food-security-infrastructure-grant-program>

Respondents may not alter RFR language or any RFR component files. Those submitting a proposal must respond in accordance to the RFR directions and complete only those sections that prompt a Respondent for a response. Modifications to the body of this RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited. Any unauthorized alterations will disqualify response.

B. APPLICATION SUBMISSION REQUIREMENTS:

All Grant Proposal Submissions must be submitted electronically through the following webform: <https://www.mass.gov/forms/food-security-application-questions>. A copy of this web form is attached for review as Exhibit C. An adequate project budget and quotes from vendors or contractors are required application attachments. Line items in the project budget should match the quotes. Line items without quotes will not be eligible for consideration. A sample budget is provided in Exhibit B.

No paper applications will be accepted for this program. No applications will be accepted through any other electronic means other than the online system. The online application and other supporting documents must be submitted on or before **March 2, 2023 by 11:59 p.m.** EEA shall make no allowance for technical difficulties or inability of the respondent to utilize the online system. The system will automatically close at the deadline and terminate any application not yet submitted. No applications will be accepted after the deadline for any reason.

Notice: **the online application system has a strict 25MB limitation for attachments.** Applicants must keep submitted attachment materials below this limit or an error will occur and the attachments will not be transmitted. Applicants should reduce file sizes as needed to meet this limitation.

Any incurred project costs that occur prior to an executed contract are NOT eligible for reimbursement from the Department.

EEA reserves the right to offer an award amount different than the amount requested.

NOTE: EEA reserves the option to interview some or all of those submitting a proposal for the purpose of clarifying a proposal prior to making a final decision.

PUBLIC RECORDS: All responses and information submitted in response to this call for applications are subject to the Massachusetts Public Records Law, M.G.L. c. 66, sec. 10 and c. 4, sec. 7, cl. 26. Applicants should not include personal information or personal data in their responses.

REASONABLE ACCOMMODATION: Applicants that seek a reasonable accommodation, which may include the receipt of the call for application information in an alternative format, must communicate such requests in writing to the Grant Manager at foodsecurity.grant@mass.gov, no later than 4:00 p.m. on **February 16, 2023**.

C. DURATION OF CONTRACT, PROJECT TERMS, & REPORTING:

If your project is selected for funding, you will be provided the following forms to complete your grant contract:

- Commonwealth of Massachusetts Standard Contract
- Commonwealth of Massachusetts Terms and Conditions
- W-9 Form
- Contractor Authorized Signature Listing
- Electronic Fund Transfer Form (must be submitted with a voided check or bank letter)

You can review these forms here: <http://www.mass.gov/anf/budget-taxes-and-procurement/oversight-agencies/osd/osd-forms.html>

- Coronavirus State Fiscal Recovery Fund (FRF) Contract Addendum
This document is available on the FSIG COMMBUYS Posting

All contracts shall be subject to available funding. Contracts will end on June 30, 2024.
It is unlikely that extensions into FY25 will be granted.

Entities that are awarded a grant contract must apply for and receive all required permits, licenses, and any other federal, state, or local approvals necessary for the project prior to any reimbursement from the Department.

Any construction or renovation project must be conducted by a contractor or contractors licensed in Massachusetts. Copies of the contractors' license may be required in order to receive reimbursement for the work.

EEA may require verification of market agreements prior to or during contracting.

EEA may partner with a third party in the administration of the program. As a result, certain requirements and forms identified in this RFR are subject to modification.

Once the contract is fully executed, itemized invoices must be submitted to EEA for reimbursement after approved items are paid in full and in the awardee's possession. Only work completed during the period of the executed grant contract will be eligible for reimbursement. Each reimbursement request must be accompanied by a cover letter signed by the contract's authorized signatory, relevant vendor invoices, proof of payment of invoices, and photos of project process. Proof of payment can include cancelled checks, bank or credit card statements, receipts, and/or bank checks. After EEA approves the request, payment to awardees may take up to 60 days to process.

Payments will only be made via Electronic Funds Transfer to the bank account listed on the Electronic Fund Transfer Form submitted during contracting.

Reimbursement requests can be submitted as items are paid in full and in the awardee's possession, or when the entire project is completed. All reimbursement requests for contracts ending on June 30, 2024, must be submitted to EEA by July 31, 2024, to qualify for reimbursement. Grantees must also submit a final report upon project completion. Upon receipt of all required deliverables the grantee will be reimbursed for the balance of any grant funds outstanding.

Awardees will also be required to submit brief monthly progress reports until project completion. These progress reports will include a summary of tasks achieved throughout the month and include all public outreach materials created during the month.

Monthly and final report templates will be provided by EEA to awardees.

Additional reporting and deliverable specifics will be defined in the grant contract.

A final contract is subject to successful negotiation of a Final Scope of Services. Please note that EEA does not guarantee that any contract may result or that any particular funding level will be awarded from this RFR. It is anticipated that projects can commence immediately upon contract execution.

2. Applicant and Project Eligibility

A. ELIGIBLE APPLICANTS:

Applicants must be part of the local food production and distribution system, including entities that are principally and substantially engaged in the business of production agriculture, farming, or seafood production, processing and distribution, the emergency food distribution network, community and food organizations, school meal programming (including summer meal sites), and including organizations that provide business planning, technical assistance and information technology services. Eligible applicants must be legally recognized entities within the Commonwealth and must have the ability to enter a legally binding agreement with the Commonwealth. Applicants are limited to a single application. Projects that support Black, Indigenous, and People of Color (BIPOC) and urban producers and minority and woman owned businesses are encouraged to apply.

The following list of applicants includes, but is not exhaustive of, eligible commodities, businesses, or organizations:

- Agricultural Operations (including not-for-profit) as defined by M.G.L. c. 128, Section 1A
- Fisheries and Commercial Fishermen
- Aquaculture
- Buy Local Organizations
- Urban Agriculture and Community Farms that provide food for food insecure residents
- Farmers' Markets
- Food Banks and Food Pantries
- Food System Organizations
- Massachusetts Food System Access Points/Retailers
- Community Gardens/Spaces
- Livestock and Poultry for Food Production
- Non-Profit Organizations
- Distribution and Transportation
- Municipalities and School Districts
- Colleges and Universities
- Community Organizations and services (including summer meal sites)
- Emergency Food Distribution Network
- Seafood Businesses (including not-for profit) as defined by M.G.L. c. 130, Section 80
- Seafood Dealers and Processors
- Technical Assistance Providers
- Value-Added (must identify MA-grown components)
- Small grocery stores, corner stores (under 50 full-and part-time employees)
- Partnerships and collaborations among multiple sectors

B. ELIGIBLE PROJECT TYPES:

Eligible projects must be for capital improvements or the purchase of durable equipment and costs of labor in order to implement said projects. Competitive projects will demonstrate equity **and** food access for the most vulnerable households as core components of the proposal. In addition, we strongly encourage applicants to address food insecurity initiatives through multi-sector partnerships. The grant program acknowledges that some producers and meal distribution sites do not have sufficient infrastructure to provide direct-to-consumer sales or to get food to vulnerable and insecure communities and populations, which is creating food supply challenges across the state and exacerbating food insecurity for vulnerable populations. Therefore, this program will provide flexible resources to awardees to support efforts to strengthen the Commonwealth's food system by providing greater access to local food, especially for those experiencing food insecurity.

Eligible projects will allow applicants to strengthen and improve the resiliency of the Commonwealth's food system while allowing greater access to fresh, local food in a way that addresses systemic inequities. Projects will support immediate and long term needs of the Commonwealth's local food system, including (i) storage and processing equipment to expand local food production and distribution; (ii) facility adaptations and renovations to increase capacity (iii) information technology needs; (iv) implementation of strategies including multi-sector collaborations that connect local food production with food insecure communities and residents and increase food equity for all residents; (v) regional projects that address or study systemic causes and impacts of food insecurity throughout the Commonwealth; and projects that intend to increase long-term resilience to drought or extreme weather events including (vi) the digging of new wells and surface ponds, expansion of existing wells and surface ponds, and services to support well maintenance and rehabilitation, with the necessary local and state regulatory approvals; and (vii) water efficiency-related projects such as but not limited to, drip irrigation. Applicants are limited to one grant application.

In order to advance specific priorities, \$1,000,000 in funding will be set aside for project proposals that specifically support climate change mitigation by reducing equipment energy use or generating renewable energy and \$2,000,000 will be set aside for project proposals that seek to address long-term resilience to drought or extreme weather events, including by reducing water use or enhancing a water supply.

If insufficient proposals are received to utilize funds set aside for these purposes, remaining funds will be reassigned at EEA's discretion to fund other grant proposals.

Applicants with an Agricultural Preservation Restriction (APR)

Before applying to the program, APR landowners should consult with the APR Program to determine if there are any requirements that apply to the proposed project under the terms of their APR. APR applicants must obtain, or be in the advanced stages of receiving, all approvals required under their APR and must be in compliance with the terms of the APR or resolve any outstanding compliance or legal issues with MDAR prior to submitting their proposal. Failure to

do so will render proposals ineligible. The APR Program is not able to provide technical assistance with the development or drafting of any proposal. To find your APR contact, please call or email Jill Ward at jill.ward@mass.gov or (413) 726-2011

All eligible projects must be completed within a short time frame (six-months or less). **It is unlikely that extensions into FY25 will be granted.**

C. EXAMPLES OF ELIGIBLE PROJECTS BY SECTOR

INCLUDED BUT NOT LIMITED TO:

Farms:

- Wells and other actions to provide a reliable water supply – digging or expansion of new wells or surface water bodies, services to support well maintenance and rehabilitation, with the necessary local and state regulatory approvals
- Technology Upgrades – such as drip irrigation for farms and greenhouses
- Food safety equipment to keep produce fresh and available for longer periods of time
- Purchase of food processing, washing, and packing equipment, produce and fruit sorting equipment.
- Equipment to support extension of the growing season, including, but not limited to, hoop houses, greenhouses.
- Vehicles
- Large scale new construction projects, such as building a structure or farm stand and additions to current buildings
- Dairy and meat processing equipment
- Business planning and technical assistance for new business models and new crops to adapt and secure the local food supply and ensure its expansion to new markets

Fisheries:

- Technology Upgrades
- Fish processing and packing equipment, such as gutting, skinning, and ice machines
- Food waste management equipment
- Construction of food processing facilities in Massachusetts to ensure local food security
- Renovations to food storage spaces

Schools:

- Kitchen equipment to prepare high quality meals on site, such as convection ovens and steam kettles.
- Kitchen equipment to improve efficiency and storage capacity
- Kitchen renovations
- Food safety equipment

- Vehicles
- Food storage, processing, and delivery equipment to adapt to supply chain disruptions, including for cold and ambient storage. Examples include shelving units, refrigerators, freezers, pallet jacks, and forklifts

Regional Collaborations:

- Analysis of the impacts of food insecurity on health
- Regional study on factors that relate to greater food insecurity, including food deserts, communities of color, Gateway Cities, low-income residents, and environmental justice neighborhoods, and how to best address these in each region
- Research related to ongoing food security measures and their impact throughout the Commonwealth
- Studies analyzing the impact of climate change on food security

Food Banks/Other Non-Profits:

- Kitchen equipment to prepare high quality meals on site such as convection ovens and steam kettles.
- Kitchen equipment to improve efficiency and storage capacity
- Kitchen renovations
- Technology upgrades
- Food safety equipment
- Food Hub infrastructure (pooling resources and creating partnerships to streamline sourcing and delivery)
- Food storage, processing, and delivery equipment to adapt to supply chain disruptions, including for cold and ambient storage. Examples include shelving units, refrigerators, freezers, pallet jacks, and forklifts
- Local food production projects that reduce and redirect food waste and expand access to healthy food to food-insecure communities through infrastructure investments
- Projects that support mobile markets that bring healthy food to communities or individuals with limited access to local, healthy food.

*Note that food storage and distribution equipment examples include shelving units, refrigerators, freezers, pallet jacks, and forklifts. Food safety equipment examples include coolers and thermometers.

D. PROHIBITED EXPENDITURES:

This list includes but is not limited to the below. Eligibility of capital expenses is at the discretion of EEA.

- Costs, either actual or anticipated, related to the loss of sales as a result of COVID-19 pandemic-related market disruptions.
- Any costs associated with proposals from applicants whose operation is out of compliance with any federal, state, or local laws or regulations.

- Any costs associated with proposals from applicants that do not meet eligibility requirements listed in Section 3.
- Purchase of or for the costs of used equipment or materials. (e.g., used vehicles)
- Non-labor costs (e.g., management) and fees associated with project oversight and administration.
- Labor contractors who are not licensed within Massachusetts.
- Labor performed by the agricultural operation in completing the proposed project.
- Any costs involving marijuana.
- Costs associated with marketing materials, signage, vehicle graphics, or advertising.
- Costs associated with the purchase or consumption of food.
- Permits
- Warranties
- Costs associated with disposable goods, packaging materials, consumables.
- Subscription based services (e.g., software-as-a-service or monthly costs).
- Monthly operating costs
- Dock fees
- Real estate and land purchases

E. Evaluation Criteria:

EEA will select applications for funding based upon analysis of the submitted response. During the selection process a panel of reviewers may request additional information from the applicants. Scoring will be performed by a grant review committee lead by EEA and which may include staff from DTA, DESE, DPH, MDAR, and DFG. For projects over \$100,000, priority may be given to those with match components (cash, in-kind, etc.). Selections will be made based on the following criteria:

- Potential Impact to the Commonwealth's Food System: The applicant should demonstrate how this project will impact food production, sourcing, packaging, transportation and distribution within the Commonwealth. Proposals that seek to achieve the objectives identified in the Massachusetts Local Food Action Plan will receive additional consideration. The applicant is able to quantify and demonstrate the economic impact this project will have on their organization as well as the Commonwealth's food system.
- Ability to Address Demonstrated Food Insecurity Challenge: The project will help connect the local food production and distribution system to communities and residents facing food insecurity, helping to alleviate immediate needs and ensuring stronger long-term access to food for all residents.
- Ability to Ensure Equity: The applicant is able to show how the proposed project will increase equitable access to food, particularly healthy local food for residents of the Commonwealth who have historically experienced food insecurity and lack access to local food options and culturally relevant food particularly for communities of color, Gateway Cities, low-income residents, and environmental justice [neighborhoods](#).

- In Massachusetts, an environmental justice population is a neighborhood where one or more of the following criteria are true:
 1. The annual median household income is 65 percent or less of the statewide annual median household income
 2. Minorities make up 40 percent or more of the population
 3. 25 percent or more of households identify as speaking English less than "very well"
 4. Minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.
- Environmental Impact: Priority will be given to project proposals that incorporate climate change initiatives such as energy saving equipment, solar energy and seek to alleviate the effects of the ongoing drought.
- Feasibility of Action Plan: The applicant is very likely able to meet its defined objectives through proposed use of funds during the period of the grant (through June 30, 2024). Applicant has defined ability to fund project until reimbursement. For a larger project, applicant has successfully defined matching contributions.
- Sustainability & Scalability of Efforts: The applicant's efforts are able to be sustained beyond initial funding and support and have the potential to be broadened, replicated, and scaled to build the overall resiliency of the Commonwealth's system. Projects should proactively set in place mechanisms to measure success over time.
- Collaboration: The project will include multi-sector collaboration and cooperation to successfully address inequities and have a greater impact on strengthening the food system as a whole. Applicants must specify the lead entity for contracting purposes.

EXHIBIT C

Please carefully read and review the Food Security Infrastructure Grant RFR prior to submitting your application. The RFR specifies the goals of the Food Security Infrastructure Grant Program and what items are eligible for funding. This is a **reimbursement** grant program. Only submit **1 application per organization**. A sample of the application form is available on the COMMBUYS posting page for review.

- Applicant Name
- Operation Name
- Project Manager Name (this will be the main point of contact)
- Legal Structure (Sole Proprietor, Corporation, Partnership, LLC, Other)
- Legal Address (address that will appear on organization's W9)
- Site/Business Address (click if it's the same as the legal)
- City, State, Zip
- County
- Home/Mobile Phone
- Project Manager's Email (this email will be the main point of contact)
- Website

Please note: Any applications with ineligible expenses and/or missing application requirements including but not limited to budgets and quotes will not be considered for review.

- Grant funding requested from EEA (*numbers only, max \$500k)

- State your annual budget or gross sales.

- Please select which of the following your project falls under (drop down menu, option to select more than one)
 - Wells and reliable water supply
 - Drought and extreme weather activities
 - Climate change mitigation
 - Technology Upgrades
 - Food safety equipment
 - Purchase of food processing, washing, and packing equipment, produce and fruit sorting equipment.
 - Equipment to support extension of the growing season, including, hoop houses, greenhouses, caterpillar tunnels.
 - Back-up generators
 - Fish processing and packing equipment
 - Kitchen equipment to prepare high quality meals on site, such as convection ovens and steam kettles.

- Kitchen equipment to improve efficiency and storage capacity
 - Kitchen Utensils
 - Kitchen renovations
 - Regional Studies
- Describe your proposed project and its impact on the MA food system: (*add character limit)
- Where in Massachusetts will this project take place?
- What sector is your organization part of in the larger food system? (* drop down menu options: distributor/supplier, farm, school, food bank/pantry, fishery, other nonprofit, other for profit, municipal government, other please specify (*include text box))
- What role does your organization play in the larger food system? Please check off all that apply: (*option to check more than one)
 - Production
 - Processing
 - Distribution
 - Business planning/technical assistance/information technology services
 - Other please specify (*include text box)
- Does your operation have an Agricultural Preservation Restriction (APR)?
 - If yes please fill in the below:
 - APR Contact Person (*include text box)
 - Will the project be implemented on APR Restricted land (*select yes or no)
 - Have you contacted the APR Program to determine if this proposal needs a Certificate of Approval (COA) (*select yes or no)
 - Does this project need an approval from the APR Program? (*select yes or no)
 - What year was the APR recorded and what is the name on the APR? (*include text box)
- Please provide an estimate of how many people your organization serves on a monthly basis.

- Please check off the channels through which you distribute.
 - Grocery stores
 - Farmers markets/stands
 - Food pantry
 - Schools
 - Restaurants
 - Specialty food distributors
 - Direct to consumer
 - Other (specify below) (*include text box)

- Please check off the counties that your distribution reaches. (*option to check more than one)
 - Barnstable
 - Berkshire
 - Bristol
 - Dukes
 - Essex
 - Franklin
 - Hampden
 - Hampshire
 - Middlesex
 - Nantucket
 - Norfolk
 - Plymouth
 - Suffolk
 - Worcester
 - Out of state
 - *If yes, ask “what percentage of your distribution is out of state”

- Please describe how this project will impact food production, sourcing, packaging, transportation, or distribution to strengthen and improve the resiliency within the Commonwealth’s food system.

- In Massachusetts, an environmental justice population is a neighborhood where one or more of the following criteria are true:
 - the annual median household income is 65 percent or less of the statewide annual median household income
 - minorities make up 40 percent or more of the population
 - 25 percent or more of households identify as speaking English less than "very well"
 - minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.

Does your organization or services serve any environmental justice populations?

- *If yes please describe the services provided to each environmental justice population.

- How will your organization or services directly connect communities who are facing food insecurity to fresh, locally produced food? Specifically, to residents of the Commonwealth who have historically experienced food insecurity, particularly communities of color, low-income communities, Gateway Cities. Please describe the specific measures or logistics your organization will put in place to meet this need.

- Briefly describe how your project will incorporate climate change initiatives such as energy saving equipment, solar energy and seek to alleviate the effects of the ongoing drought.

- Does your organization accept SNAP?
 - *If yes, ask for Food and Nutrition Service (FNS) number. This is the 7-digit number printed on the Supplemental Nutrition Assistance Program (SNAP) permit sent to you when you became authorized to participate in SNAP.

- Is your organization any of the following:
 - Minority-owned
 - Women-owned
 - Black, Indigenous, and People of Color (BIPOC)-owned
 - Veteran-owned
 - Disability-owned
 - LGBTQIA+-owned
 - Prefer not to answer
 - None of the above

- Is the municipality or community involved in your project or have they provided letters of support? Please attach any letters of support. **Any letter sent after the application due date will not be reviewed**

- Please describe how this project seeks to achieve the objectives identified in the [Massachusetts Local Food Action Plan](#)? If so, please identify which sector goal(s) and recommendation(s) your project aligns with.
- Project plan: Please provide a task-by-task description of each major element of the proposed project including means of accomplishment, projected budget, a timeline indicating anticipated initiation and completion dates; any product to be delivered or outcome to be realized.
- This grant program requires awardees to pay for project costs up front and then be reimbursed by the Commonwealth at a later date and following approval of expenses. Reimbursements may take up to 60 days to process. Describe how your operation will be able to pay for the project up front, such as using savings or obtaining third party financing.
- If your project is selected for funding, what is the estimated amount of time, in days, it will take to complete from start to finish? **It is unlikely that extensions into FY25 will be granted**
- Capital funds are used for the purchase of long-term and durable assets to improve the efficiency or capacity of the business. Describe the specific measures your organization will put in place to maintain sustainability of these purchases past initial grant funding.
- Will your project incorporate multi-sector collaboration (for example, a school and farm partnership) to successfully address inequities and have a greater impact on strengthening the food system as a whole? If yes, please describe the collaboration and attach letters of support.

This round of the Food Security Infrastructure Grant Program will be funded exclusively by federal funds. Grant recipients are required to be eligible to receive federal funds and will be required to comply with all relevant federal regulations. Please see the RFR documents for additional information.

- I have read and will comply with the terms of the “Coronavirus State Fiscal Recovery Fund (FRF) Contract Addendum” and 2 CFR 200, the “Uniform Guidance” (* checkbox, cannot submit without answering)
- I attest that no one in the organization has been disbarred or suspended according to 31 CFR Part 19, Subpart I (* checkbox, cannot submit without answering)

*Require applicants to attach a project budget

*Require applicants to attach quotes

*Other attachments (e.g. letter of support, feasibility study)