Good Food Access Program Technical Assistance Grant

2020 Request for Proposals

Contents

Grant Summary

Application and Award Details

Grant funds are available for providing technical assistance to qualified grocery stores and small food retailers. We anticipate awarding up to $50,000 in this round using a competitive review process. Eligibility and application requirements are detailed in this Request for Proposals (RFP).

Your application must be received by 4:00 p.m. CST on January 16, 2020, to be included in this grant cycle. Once we receive your completed application through our online system, we will send you an email confirmation.

Applicants must submit proposals through our online application system.

Contact Information

Direct questions about the grant program, completing the application, or additional accommodations to:

Ashley Bress
ashley.bress@state.mn.us
Minnesota Department of Agriculture
625 Robert St N
St. Paul, MN 55155-2538

Eligibility and Application Instructions

Eligible Applicants

Non-profit organizations and public agencies with capabilities to provide technical assistance to eligible grocery stores and small food retailers are invited to apply. Examples of potential technical assistance providers include but are not limited to small business development centers, regional economic development organizations, community development financial institutions, regional public health organizations, and foundations. Eligible organizations serving sovereign nations are eligible and encouraged to apply. Proposals that demonstrate a collaborative, regional approach to technical assistance will receive priority.

All applicants must be in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State-backed financing for the last seven years, acceptable performance on past Minnesota Department of Agriculture (MDA) grants, and in compliance with current State regulations.)

Organizations may apply on behalf of and act as fiscal agents for other organizations that meet the eligible applicant criteria. If submitting a proposal on behalf of one or more eligible organizations, the applicant must:

- Provide letters of support from the eligible entities that they represent. The letters should clearly describe the benefit of the grant project to their organization.
- Clearly identify these eligible entities and focus the application on their business.

Eligible Projects

Good Food Access Program (GFAP) Technical Assistance Grants are intended to assist technical assistance providers in working with new or existing for-profit, not-for-profit, and cooperative self-service retail food establishments with needs-based project assistance (see the Technical Assistance Recipients section for details on eligibility.) Projects include but are not limited to sustainability-focused individualized guidance, presentations, workshops, trainings, printed materials, mentorship opportunities, peer-to-peer opportunities, or other guidance and resources on relevant topics such as business planning, sales projections, cash flow, succession planning, financing, fundraising, marketing, SNAP and WIC eligibility, food procurement/distribution, handling and merchandising fresh foods, food preparation demonstrations, and workforce training.

Technical Assistance Recipients

Grocers and small food retailers receiving technical assistance under this grant must be located in or serve a census tract designated as a Food Desert or must serve a substantial subpopulation, such as the elderly or disabled, in a low- or moderate-income census tract who have low supermarket access. **It is not a requirement that the grocer or small food retailer be located in one of these areas, however they must serve its residents.** A list of eligible areas is available at the GFAP Technical Assistance Grant webpage. Recipients of technical assistance must agree to the following conditions:

- Accept Supplemental Nutrition Assistance Program (SNAP) benefits

- Apply to accept Special Supplemental Nutrition Assistance Program for Women, Infants, and Children (WIC) benefits, and if approved accept WIC benefits

- Comply with all data collection and reporting requirements established by the commissioner

- Promote the hiring, training, and retention of local or regional residents from low-income and moderate-income areas that reflect area demographics, including communities of color

- Except for small food retailers, as defined, allocate at least 30 percent of retail food space for the sale of affordable, nutritious, and culturally appropriate foods, including: fruits and vegetables; low-fat and nonfat dairy products; fortified dairy substitute beverages such as soy-based or nut-based dairy substitute beverages; whole grain-rich staple foods; and meats, poultry, fish, seafood, and other proteins, consistent with nutrition standards in national guidelines described in the current United States Dietary Guidelines for Americans

Technical Assistance providers that receive funding under this grant opportunity will be responsible for gathering and maintaining documentation pertaining to these requirements.

A letter of support from at least one eligible grocery store or food retailer will be required in order to show their commitment to the implementation of the proposal.

Funding

Funding Availability

The MDA anticipates awarding up to $50,000 in funds. Approximately one to two grants will be awarded. The final number of awarded grants depends on the size of awards. The maximum grant award is $50,000; the minimum award is $5,000. Grants may cover up to 75 percent of eligible expenses. The MDA reserves the right to not award any grants through this RFP.

Eligible expenses may only be incurred during the effective dates of the grant contract. Applicants should anticipate that grant contracts will have an end date of December 31, 2021. At the discretion of the MDA, grant contracts may be extended up to three years from the effective date of the contract.

Matching Funds

Sources of the matching funds may include non-state funds (funds that were not obtained through the budgeting process of the Minnesota Legislature or granted by a State agency) in the form of cash, loans, other grants, liquid capital assets dedicated to the project, or in-kind contributions from technical assistance providers.

Matching funds may be received from technical assistance recipients (grocers and small food retailers.) For example, if you provide two hours of work to the grocer and normally charge a rate of $50 per hour, $75 may be paid for by the grant and the remaining $25 could be paid to you by the grocer or provided in-kind by you. You will need to demonstrate how the costs were determined.

Eligible Expenses

Eligible expenses include:

- Wages and associated fringe for time spent directly on the grant project (provide justification for the hourly rate);

- Consultant fees (provide justification for the hourly rate);

- Durable equipment or other items necessary for the project valued at less than $1,000 each;

- Training and workshop fees for technical assistance recipients;

- Project-related travel; and

- Postage, printing, and telephone expenses related to the project.

In addition, technical assistance providers may request up to 5 percent or $2,500, whichever is less, of the total project costs to be used to increase institutional knowledge that is directly related to the assistance that will be provided to technical assistance recipients. For example, a technical assistance provider may provide their staff with the tools to advise clients about produce safety by contracting a workshop with a recognized produce safety expert.

Ineligible Expenses

The following expenses may not be paid with grant or matching funds:

- Costs incurred prior to notification of award;

- Equipment other than those items specifically included in Eligible Expenses

- Advertising and public relations;

- Bad debts – including uncollectible accounts and other claims, related collection costs, and related legal costs;

- Entertainment, amusement, diversion, and social activities, or any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, alcohol, and gratuities);

- Fines, penalties, and other settlement expense resulting from violations (or alleged violations) of, or failure of the applicant to comply with, Federal, State, local, or Indian tribal laws and regulations;

- Fundraising – including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions – regardless of the purpose for which the funds will be used;

- Indirect costs (expenses of doing business that are not readily identified within the project, but are necessary for the general operation of the organization and the implementation of proposal related activities);

- Investment management costs, including costs of investment counsel and staff, and similar expenses incurred to enhance income from investments;

- Land and building purchases;

- Lobbying – including costs of membership in organizations substantially engaged in lobbying; and

- Political activities.

Application Review Process and Timeline

A review committee, composed of MDA staff and external reviewers, evaluates all eligible applications. Reviewers may recommend whole or partial funding of a project. The Commissioner of Agriculture reviews the committee recommendations and is responsible for award decisions. The review committee and Commissioner may use rural/urban and geographic diversity when making their recommendations and decisions. We will notify applicants, both successful and unsuccessful, in writing six to eight weeks after the proposal deadline. Applicants may request a summary of reviewer comments.

RFP posted on the MDA website ....October 17, 2019

Questions due by 4:00 pm CST ....January 2, 2020

Applications due by 4:00 pm CST ....January 16, 2020

Committee begins review of applications ....January 21, 2020

Committee recommendations submitted to Commissioner for review ....February 18, 2020

Applicants notified of decisions; grant agreement negotiations begin ....February 25, 2020

Application Instructions

Grant applicants are required to submit proposals through our online application system.

All applications must be received by 4:00 p.m. CST on Thursday, January 16, 2020. Late applications will not be considered. The MDA is not responsible for any technical or logistical problems causing an application to be received late. It is the responsibility of the applicant to ensure that submission is received by the MDA before the deadline.

Application Guidelines

- Write for reviewers who are generally knowledgeable but may not have a thorough or deep understanding of your proposed area of technical assistance or region. Use plain, easily understood language.

- Answer all questions completely within the character or page limits specified in the grant application. Use 12 point font, single spacing.

- The Project Evaluation Profile included in this document will be used to score and compare the grant applications.

Data Privacy Notice

The information provided by an applicant will be used to assess the applicant's eligibility to receive a grant under the GFAP. The decision to apply for this grant is voluntary, and applicants are not legally required to provide any of the requested information. Applicants may decline to complete this application without any legal consequence. However, only completed applications will be considered for a grant; incomplete applications will not be considered.

Data provided in this application is initially classified by the Minnesota Data Practices Act as private or non public, although some or all of the data will generally become public at various points of the application process unless the data are otherwise classified by state or federal law. Access to private or non public data is limited by law to MDA staff and contractors with a valid work assignment to access the data, parties authorized by the applicant or by a valid court order, Minnesota Management and Budget, Minnesota Department of Administration, the state auditor, and the legislative auditor. If necessary, the MDA may also share the data with law enforcement and the Minnesota Office of the Attorney General.

Per Minn. Stat. 13.599:

- Names and addresses of grant applicants, and the grant amount requested, will be public data once all application responses are opened.

- All remaining data in application responses (except trade secret information, see below) becomes public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed.)

- All data created or maintained by the MDA as part of the evaluation process (except trade secret information, see below) will be public data after the evaluation process is completed.

- Trade secret information (as defined in Minn. Stat. § 13.37) is classified as private or non public. In order for an applicant to protect data submitted as part of this application as trade secret information, the applicant must identify the specific formula, pattern, compilation, program, device, method, technique or process that the applicant wishes to protect, and provide an explanation of the economic value of keeping the data from being generally known to other persons. Determining what constitutes trade secret information is ultimately the responsibility of the MDA, and the MDA cannot guarantee that data marked by an applicant as trade secret information or marked "confidential" will be classified as such. If the MDA determines that data do not meet the definition of trade secret information, that data will be available to the public unless the applicant secures a court order saying otherwise.

Conflicts of Interest

The State will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat.16B.98 and Conflict of Interest Policy for State Grant-Making (PDF).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the MDA due to competing duties or loyalties.

- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is suspected, disclosed, or discovered, the applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Questions

Questions must be submitted in writing via email to MDA.AGRIGrants@state.mn.us with "GFAP Technical Assistance" in the subject line by 4:00 p.m. CST on January 2, 2020. Answers will be posted on the

Questions and Answers portion of the GFAP Technical Assistance Grant webpage. Questions should not be submitted through other means. Other MDA employees are not authorized to provide guidance.

Requirements for Projects Receiving Grant Funds

Pre-Award Financial Review

All Non-Governmental Organizations (NGOs) applying for grants from the State of Minnesota must undergo a financial review prior to a grant award made of $25,000 and higher. The University of Minnesota is excluded from this requirement.

One of the following documents will be requested, based on the following criteria:

- Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.

- Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.

- Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.

Grant Award Agreement and Payments

Grantees must provide an IRS Form W-9 and any other requested documentation within 30 days of request. Grantees must sign and return grant award agreements to the MDA within 30 days of being sent to the grantee. Failure to do so may jeopardize the award. Grantees may not begin working on the project before the grant award agreement is fully executed; any work performed beforehand will not be eligible for reimbursement.

Grant funds are dispersed on a reimbursable basis. All grantee requests for reimbursement must correspond to the approved grant budget. To receive grant payments, grantees must provide a progress report, proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid. Upon completion of the grant project, submission and approval of a final progress report will be required to receive the final payment.

Site Visits and Financial Reconciliations

The grant agreement allows the MDA to monitor the progress of the project. The MDA will perform a monitoring visit for all grantees with awards of $25,000 or more before a final payment is approved. Other grantees may receive monitoring visits at the discretion of the MDA.

The MDA will perform a financial reconciliation of at least one invoice on grants of $50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the state.

Reporting Requirements

Grantees will need to identify and report on measures related to increased access to affordable, nutritious, and culturally appropriate foods. Evaluations will be sent at approximately 18 and 30 months post-award.

The evaluation will include a request for basic data (e.g., names, locations, and types of technical assistance received) for all retailers receiving basic technical assistance, and surveys to be completed for all retailers that receive in-depth technical assistance. For example, if you conduct a one-day workshop attended by 25 grocers, you would need to supply basic information about those attendees; alternatively, if you provide ongoing one-on-one or small group assistance to five grocers, you will be expected to complete a more robust survey evaluation for those grocers.

An example of the in-depth survey tool is available by contacting the Program Administrator and includes the following components:

- Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received

- Number of minority-owned or female-owned businesses that received technical assistance

- Leveraged dollars

- Collaborations and how they impacted leveraged resources

- Square footage of retail food space

- WIC and SNAP sales (the MDA is generally able to collect this information directly from the Minnesota Department of Health and the United States Department of Agriculture)

- Overall sales of affordable, nutritious, and culturally appropriate foods (including fresh fruits and vegetable and locally sourced products)

- Jobs created or retained for local and regional residents from low-income and moderate-income areas that reflect area demographics including communities of color

Grantees will also be expected to provide high-level data on all technical assistance recipients and report on progress made towards their Objectives and Activities at six months following the beginning of the grant agreement and at any time requesting to receive payment.

Grantees may use grant funding to support evaluation costs while the grant contract is effective (typically until December 31, 2021.) Costs of conducting evaluation outside of the contract period are the responsibility of the grantee. Failure to respond to an evaluation request may impact a grantee's likelihood to receive future grants from the MDA.

The MDA reserves the right to modify reporting requirements during the course of the project. Information submitted in any report is a public record. If the grant recipient considers any information in the report to be trade-secret protected, the grant recipient may request that trade-secret information be kept confidential and must specifically label that information. The MDA shall notify the grant recipient if a public records request is made for the information claimed as protected by the grant recipient.

Bidding Requirements

All funded applicants are required to abide by the state's bidding requirements for larger purchases. See a detailed list of the state's bidding requirements for details.

Affirmative Action and Non-Discrimination Policy

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. Minn. Stat. 363A.02. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part 5000.3500.

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Audits of Project

Per Minn. Stat. 16B.98, subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Voter Registration Requirement

The grantee will comply with Minn. Stat. 201.162 by providing voter registration services for its employees.

GFAP Background and Program Goals

The GFAP was established to increase the availability of and access to affordable, nutritious, and culturally appropriate food, including fresh fruits and vegetables, for underserved communities in low-income and moderate-income areas. These goals will be accomplished by providing financial and technical support and supporting sustainable public-private projects to open, renovate, or expand the operations of grocery stores and small food retailers; expanding access to credit and reducing barriers to investment in underserved communities in low- and moderate-income areas; and to provide technical assistance, primarily for small food retailers with demonstrated need.

The GFAP Advisory Committee advises the Commissioner of Agriculture on managing the program, establishing program criteria, establishing project eligibility guidelines, establishing application processes and additional selection criteria, establishing annual monitoring and accountability mechanisms, facilitating leverage of additional public and private investments, and promoting the program statewide. The MDA drafted this RFP in cooperation with the GFAP Advisory Committee.

Project Evaluation Profile

Evaluation Criteria	Maximum Score
Demonstrates organizational capacity to successfully implement the project	15
Shows community engagement and support for the project, such as through local, regional, and/or state partnerships	15
Proposed objectives and activities support program goals	15
Includes a viable plan for long-term sustainability of technical assistance recipients	10
Details how the project will contribute to the network of technical assistance available to food retailers in Minnesota	10
Clearly explains source and amount of cash match	10
Details how technical assistance recipients will be identified	10
Demonstrates experience providing technical assistance to communities of color	5
Advances Minnesota agriculture (i.e., creates or retains markets for Minnesota grown/raised products)	5
Includes a strong letter of support from at least one retailer who would receive technical assistance under this grant	5
Total	**100**

Application Questions

These questions are provided for your convenience. You will answer these questions in the [Online Application System](#).

Contact Information

- Name of Contact Person
- Name of Organization
- Address
- City
- State
- Zip
- Email Address
- Phone
- Counties Served by Proposal
- State House Districts Served by Proposal (This information can be found at https://www.gis.leg.mn/iMaps/districts/.)

Eligibility

Please answer each of the following questions. You must respond "Yes" to at least one of the first two questions to be eligible to apply for this grant.

- Applicant is a provider of technical assistance.
- Applicant is applying on behalf of one more eligible applicants.
- I have the authority to apply for this grant based on my relationship with the applicant organization.
- Applicant agrees that no work has started on the proposed project nor will start until a grant contract is fully executed.
- Applicant is in good standing with the State of Minnesota (no back taxes owed, no defaults on Minnesota State backed financing for the last seven years, in compliance with current State regulations, and acceptable performance on past MDA grants.)

Program Publicity

How did you hear about the GFAP Technical Assistance Grant Program? Please check all that apply.

- MDA website
- Word of mouth
- Notification from another organization

- Press release
- Email notification from the MDA
- Other (please list)

Overview

Executive Summary

Include a description of the project and goals to be accomplished. The executive summary of this proposed project must be suitable for dissemination to the public. *(Limit: 1,200 characters, including spaces)*

- Project Start Date
- Project End Date
- Project Name
- Total Project Costs
- Amount Requested
- Applicant Match

Business/Organization Overview

Describe the business or organization's capacity to implement the project. Include information such as years of experience providing technical assistance, expertise in the retail food environment or working with underserved populations, other experience with retail food business or small businesses, track record of working with communities of color, community partners, organizational strengths, and any other information to demonstrate your organization's ability to execute the project. *(Limit: 2,400 characters, including spaces)*

Key Project Partners

List the organizations and collaborators that will be involved in carrying out this project. Include a description of the relevant experience each will bring and what they will contribute. *(Limit: 2,400 characters, including spaces)*

Geographic Area

Describe the areas that you anticipate providing service through this grant opportunity. At minimum, list the Minnesota counties where service may be provided. You may be more specific (e.g., Ramsey County with a focus on the Frogtown neighborhood of St. Paul.) *(Limit: 2,400 characters, including spaces)*

Project Proposal

Content

Describe the content of technical assistance that your organization will be able to provide through this grant opportunity. *(Limit: 5,000 characters, including spaces)*

Identification of Retailers

Explain the process that will guide your organization in identifying and selecting grocers and small food retailers to receive technical assistance. See the Eligibility for Technical Assistance Recipients section for details on eligible retailers. In addition, explain how newer, less established retailers would be included in your plan. *(Limit: 2,400 characters, including spaces)*

Approximately how many retailers do you anticipate serving through this grant-funded project?

Delivery Methods

Describe the methods by which your organization will deliver technical assistance (e.g., one-on-one in-person sessions, webinars, or large group presentations.) Applicants should make a point to use methods that promote the ability for diverse and remote populations to actively engage. *(Limit: 5,000 characters, including spaces)*

Increased Capacity

Explain how grant funding will enable your organization to provide free/reduced cost technical assistance to grocers and small food retailers beyond current capacity. *(Limit: 2,400 characters, including spaces)*

Objectives, Activities, and Timeline

Clearly state project objectives; use statements that specifically describe the number of retailers that you expect to target, what you hope to accomplish, deadlines for accomplishing each activity, and responsible parties. Your project timeline should start no earlier than April 1, 2020. *(Limit: 10,000 characters, including spaces)*

(Example)

Objective 1: By December 31, 2020, develop succession plans with at least six small food retailers whose anticipate retirement in the next 3 to 7 years.

- **Activity:** In partnership with the Minnesota Grocers Association, identify grocers in target geography that are expecting to retire.
- **Who:** Sarah Johnson, Business Transitions Specialist (by August 2020)
- **Activity:** Set up individual meetings with identified grocers to begin discussing store characteristics.
- **Who:** Sarah Johnson, Business Transitions Specialist (by October 2020)
- **Activity:** Draft succession plans for each of the stores in cooperation with store owners.
- **Who:** Sarah Johnson, Business Transitions Specialist (by December 31, 2021)

Budget

Budget Summary

Complete the following tables to outline the expected costs of your project. See the Budget Definitions section for detailed descriptions. Payroll records will be required to substantiate all personnel costs and invoices and proofs of payment will be required for all non-personnel costs. Your grant award may be no more than 75 percent of your total eligible costs.

Category	Total Costs
Personnel	
--Salaries	
--Fringe Benefits	
Non-Personnel	
--Supplies	
--Contracted Services	
--Travel	
--Communications	
--Other	
Total Request	

Budget Narrative

Provide a narrative describing your budget request. *(Limit: 6,000 characters, including spaces.)* The narrative should:

- Provide detail and justify expenditures in each budget category. Categories are explained in the Budget Definitions section.
- Explain how the budget items connect to the project's results.
- Explain how you arrived at the budget estimates.
- Detail the source(s) of current or pending cash match.

Evaluation and Learning

Evaluation Plan

Do you agree to report on the following measures related to increased access to affordable, nutritious, and culturally appropriate foods for approximately two-and-a-half years (roughly at 18 and 30 months)? See the appendix for an example evaluation tool.   Yes/No

- Names and locations of retail food businesses that received technical assistance, and the type of technical assistance that they received
- Number of minority-owned or female-owned businesses that received technical assistance
- Leveraged dollars
- Collaborations and how they impacted leveraged resources
- Square footage of retail food space
- WIC and SNAP sales
- Overall sales of overall affordable, nutritious, and culturally appropriate foods
- Increased consumption of fresh fruits and vegetables and locally sourced products
- Jobs created or retained for local and regional residents from low-income and moderate-income areas that reflect area demographics including communities of color
- Progress made on each of the objectives identified in your Objectives, Activities, and Timeline section

Organizational Learning

Describe what you anticipate learning about the retail food sector through this project and how you would share this information with partner organizations to grow retail food technical assistance capacity in Minnesota. *(Limit: 2,400 characters, including spaces)*

Letters of Support

Applicants must include at least one letter of support from an eligible grocery or small food retailer who would receive technical assistance if the applicant is awarded a grant. Letters of support may also be included from key partners such as national, regional, and community partners that affirm the applicant's ability to successfully implement the project or to validate their partnership in the delivery of technical assistance.

Definitions

Retailer Definitions

Farmers Market: an association of three or more persons who assemble at a defined location that is open to the public for the purpose of selling directly to the consumer the products of a farm or garden occupied and cultivated by the person selling the product.

Food Hub: a centrally located facility with a business management structure that facilitates the aggregation, storage, processing, distribution, marketing, and sale of locally or regionally produced food products, and which may include a small-scale retail grocery operation.

Grocery Store: a for-profit, not-for-profit, or cooperative self-service retail establishment that sells primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also sell household products, sundries, and other products. It includes a supermarket or large-, mid-, or small-scale retail grocery establishment and may include a mobile food market or a delivery service operation.

Mobile Food Market: a self-contained for-profit, not-for-profit, or cooperative retail grocery operation located in a moveable new or renovated truck, bus, or other vehicle that is used to store, prepare, display, and sell primarily meat, fish, seafood, fruits, vegetables, dry groceries, and dairy products and may also be used to sell a nominal supply of cooking utensils and equipment and other household products and sundries.

Small Food Retailer: a small-scale retail food outlet, other than a grocery store, as defined. It includes, but is not limited to a corner store, convenience store, farmers market, mobile food market, and retail food outlet operated by an emergency food program or food hub.

Budget Definitions

Cash Match: monetary contribution made by the grantee for eligible costs under this grant.

In-Kind Match: non-cash donated good(s) or service(s) with an associated monetary value that are eligible costs under this program and support grant outcomes. Grantees should keep careful documentation to support amounts of claimed as match and how the value of the service was determined.

Personnel: names and titles of project leaders who will receive a salary from this project.

Supplies: a general list of types of supplies. Justify the purchase of electronic supplies such as phones, computers, and tablets.

Contractual Services: any entities outside your organization that will be retained on a temporary basis to work the project or provide a specific service. Include contractor's name and a short description of services to be provided. Provide the flat rate fee or total hourly rate for each contract.

Travel: include anticipated destination, number of trips, purpose of trips, mode of travel, and anticipated cost per trip. Base cost on the current federal rate. Provide justification for out-of-state travel.

Communication: list type of expenses and estimated costs.

Other: eligible expenses that don't fit any of the budget categories.