Capital Food Access Alliance
Food Recovery Expansion Projects Grant:
Letter Of Intent and Application Overview

CAPITAL FOOD ACCESS ALLIANCE (CFAA) OVERVIEW:

The cities of Citrus Heights, Elk Grove, Galt, Folsom, Rancho Cordova, Sacramento, and the County of Sacramento have come together to develop the Capital Food Access Alliance (CFAA) to support food recovery in the Sacramento region. CFAA is a collaborative and coordinated effort to recover food that would otherwise be wasted and use it to feed people instead. Efforts include, but are not limited to, increasing education about California's SB 1383 Regulations, which require some businesses to recover edible food and arrange for composting services.

The Capital Food Access Alliance has selected Abound Food Care to lead the edible food recovery programs in the region, including administering the edible food recovery capacity grants. Abound Food Care is a non-profit organization that works collaboratively with the public, private, and nonprofit sectors to facilitate the recovery of excess edible food effectively and efficiently.

The goals of this grant program include the following:

- Increase the capacity of local organizations and businesses operating within the County of Sacramento to recover and distribute edible food.
- Collect data on the impact of funds awarded on increasing the amount of food safely recovered and/or distributed by food recovery organizations and services.
- Collect data on trends related to food waste and food recovery.
- Ensure food safety in food recovery and distribution.
- Improve the region's ability to respond to and comply with SB 1383 mandates by increasing capacity, thereby enabling businesses to donate the maximum amount of edible food that would otherwise be disposed.

FOOD RECOVERY EXPANSION PROJECT GRANTS:

CFAA is launching a grant program that supports four distinct funding opportunities: Transportation, Repurposing Kitchens, Tier 2 Food Recovery Program Support, and Innovative

Projects (described in detail below). Funding must directly benefit food recovery efforts in the Sacramento County region.

Eligibility

Eligible applicants must be nonprofit organizations in good standing. Collaborative applications involving multiple eligible organizations are encouraged and will be prioritized. Previous recipients are eligible to apply.

Application Process

Phase 1: Letter of Intent (LOI) - Eligible applicants are invited to submit an LOI, providing organizational information and a brief project concept for consideration. The LOI should include basic information about the proposed project; specific details will be required in the full application.

Phase 2: Full Application - If invited, applicants will be required to submit a full application, including a proposal, detailed budget, and supporting documentation for consideration. Additional instructions will be provided.

Amount: Eligible applicants may apply for one or more of these programs; each project can request up to $150,000. Applicants do not need to provide multiple LOIs and applications for multiple projects but may include all projects in a single submission with a maximum request of up to $150,000 for each project.

Budget Considerations

Personnel Funding Cap

Organizations may request funding for staff time, not to exceed 10% of your total budget request. For personnel costs, details regarding activities, staff rates, and total hours will be required with full applications. Please refer to the Applicant Eligibility & Requirements section for more information on these activities.

Eligible staff time activities include:

- Measure food waste (by weighing discards, estimation by waste collection services, or approved alternate method)
- Completion of Food Safety Requirements
- Completion of check-in meetings and reports

Requests to fund staff wages directly tied to the project, other than those described above, will be assessed on a case-by-case basis. Applicants will be asked to describe the measurable impact of temporary funding for staffing. For example, applicants may request funds to pay an expert to optimize collection routes.

Indirect Expenses Funding Cap

Applicants may request funding for indirect and overhead expenses, not to exceed 5% of your total budget request.

Ineligible Expenses

The following expenses are not eligible for this grant program:

- Purchase or leasing of buildings or properties
- Construction
- Purchase of food
- Expenses incurred before or after the grant term
- Any items that do not directly increase food recovery capacity

Matching & Cost Sharing Requirements

This grant does not require matching funds or cost-sharing

TIMELINE

Activity	Date
Informational Session	April 23, 2025
LOI Submission	No later than June 1, 2025
Notifications Sent to Selected Prospective Grantees Inviting Full Application for Consideration	June 15, 2025
Grant Application Submission Deadline	No later than August 1, 2025
Agreement Execution and Distribution of Funds	No later than September 30, 2025
Progress Check-In	February 1, 2026
Final Report (Start Date through April 30, 2026)	No later than June 15, 2026

CAPACITY EXPANSION PRIORITIES

Organizations can apply for project support grants to enhance the development, implementation, and evaluation of initiatives that demonstrate measurable outcomes, showcasing an increased capacity for the recovery and distribution of edible food. Applicants must include a brief project concept during the LOI phase for consideration. If invited, they will submit a full application addressing the considerations outlined below, a detailed budget, and supporting documentation.

Priority Area: Transportation

This funding area supports leasing or purchasing vehicles to enhance food recovery and distribution efforts.

A full application should address the following:

Cost of the vehicle:

- o Provide a cost comparison between purchasing vs. leasing
- Vehicle maintenance partner(s):
  - o Provide a general cost estimate of anticipated maintenance and repairs, including a draft schedule for preventative maintenance
- Cost of insurance:
  - o Provide an insurance provider or anticipated provider and estimated costs of insurance as part of budget planning
- Use of the vehicle.
  - o Provide a detailed plan outlining how you intend to optimize the vehicle's use
    - How many hours per day will your organization or partner organization use the vehicle for recovery?
    - How many hours per day will your organization or partner organization use the vehicle for distribution?
    - How many hours per day will your organization or partner organization use the vehicle for storage?
    - Where the vehicle will be parked.
    - Who will drive the vehicle (paid drivers or volunteers)?
      - If volunteers drive the vehicle, provide a volunteer driver agreement.

- If paid drivers will be driving the vehicle, please provide the cost of the driver.
  - The food recovery route for the vehicle.

Priority Area: Repurposing Kitchens

Organizations can apply to establish or enhance a repurposing kitchen. A repurposing kitchen is a commercial kitchen that accepts recovered food to prepare meals for the community. The meals are vacuum-sealed and frozen for easy transport and storage.

A full application should address the following:

- Details on essential equipment requests, such as vacuum sealers and blast freezers.
- Consultation on operational setup and best practices for food repurposing.
- An estimate of staff time required to support program setup and launch.

Priority Area: Tier 2 Food Recovery Program Support

Organizations can apply to recover food from Tier 2 commercial edible food generators and seek structured support to meet regulatory and operational requirements. Tier 2 commercial edible food generators include hotels, health facilities, schools, large restaurants, large events, large venues, and state agencies. These businesses are required to donate excess edible food if they meet specific criteria. CFAA is particularly interested in finding solutions for this type of food donor, as Tier 2 food recovery is a complex process. A suggested approach is to pilot partnerships with these donors, accepting both shelf-stable and perishable items, but excluding prepared foods.

A full application should address the following:

Restaurants: Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.

- Hotels: Hotel with an on-site food facility and 200 or more rooms.
- Health Facilities: Health facility with an on-site food facility and 100 or more beds.
- Large Venues: Large venue means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation.
- Large Events: Large events means an event, including, but not limited to, a sporting event, a flea market or a festival, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event.

- State Agencies: A state agency with a cafeteria with 250 or more seats or a total cafeteria facility size equal to or greater than 5,000 square feet.

- Local Education Agencies: A local education agency with an on-site food facility. Local education agency means a school district, charter school, or county office of education that is not subject to the control of city or county regulations.

- Funding may support the following types of activities:
    - Funding for initial supply expenses, and staff support during the launch phase
    - Training and consultation on how to recover, handle and distribute Tier 2 food, with a strong emphasis on food safety protocols
    - Assistance in establishing a pounds-tracking system for recovered food
    - Funding for charitable feeding registration expenses.
    - Verification that the organization is fully operational
    - Support in educating Tier 2 food generators
    - Assistance in connecting with food recovery services if needed

Please note that you can also collaborate with Abound and Sacramento County's Environmental Management Division to scope and pilot prepared food recovery as a future phase. Abound can provide your organization with more information about Tier 2 food recovery protocols and best practices if you are interested. Please email outreach@aboundfoodcare.org to connect with Abound's outreach team for more information.*

Priority Area: Innovative Projects

Organizations can apply for grants to develop, implement, and assess innovative projects with measurable outcomes that demonstrate improved capacity for recovering and distributing edible food.

A full application should address the following:

Funding for key areas of food recovery capacity expansion

- Support to scale up organizations and collaborations between organizations

- *Post Award Management & Requirements*

For your awareness, awarded applicants will need to provide reporting and supporting documentation to comply with the award terms.

- Food Safety Compliance:

    - Valid ANSI-accredited food safety certification.
        - Grant funds may be used to obtain the necessary certification if needed
    - Maintain a current health permit or registration
    - Maintain good standing with their most recent EMD inspection

- Data Tracking & Reporting:

    o Organizations must demonstrate the ability to track and report key data related to their program implementation and outcomes, including, but not limited to, the following criteria:

        ▪ Track and report the following information:

            - Pounds of food recovered per month
            - Pounds of food distributed per month
            - Pounds (or volume) of inedible/ non-distributed food per month. *We highly encourage weighing food waste. The second most preferred method of assessment is to report your organic waste service levels and provide photos of how full the organics container is on the day of collection. Recipients may also propose their own alternative methods of quantification.*

    o Provide Report(s):

        ▪ Recipients are required to provide project reports as outlined in the timeline section. A fillable template will be provided for reporting. A payment and reporting schedule will be included in all final agreements.

    o Measure Community Impact: *This is strongly encouraged but not required.*

- Provide a measurement of community impact. The goal is to provide data about the impact of food distribution in your community. For example, this may include a survey of health outcomes and/ or clientele feedback or anonymous clientele data of your choice.

Food Recovery Expansion Grant Program: Letter of Intent Application

INSTRUCTIONS:

- Please adhere to the word count limits to ensure the application doesn't exceed 2 pages, excluding instructions
- Organizations must complete the Letter of Intent template provided below
- Applicants' LOI may be submitted via online form or emailed to info@capfoodaccess.org by June 1, 2025
- Proposed projects must be completed by June 30, 2026
- Submission of a LOI does not guarantee an invitation to submit a full application. CFAA will review all LOIs and send email notifications regarding status and next steps in accordance with the timeline outlined above
- Please submit any questions or requests for virtual assistance meetings to info@capfoodaccess.org

LETTER OF INTENT SUBMISSION:

Date LOI Submitted:

ORGANIZATIONAL INFORMATION

Organization Legal Name:

Address:

Phone:

E-mail:

Tax ID Number (EIN):

CONTACT INFORMATION

Primary Programmatic Contact

Name:

Title:

Email:

Authorized Signatory

Name:

Title:

Email:

ORGANIZATIONAL INFORMATION AND PROJECT CONCEPT

1) **Provide a Brief Description of the Organization's Mission and Operations (200 words or less):**
2) **Provide a Brief Description of Proposed Project Concept and Target Populations Impacted (200 words or less):**
3) **Which Jurisdictions Will This Project Serve? (Please select all that apply and estimate the percentage this project will serve each jurisdiction selected)**
   - ☐ Citrus Heights (percentage):

- ☐ Elk Grove (percentage):
- ☐ Folsom (percentage):
- ☐ Galt (percentage):
- ☐ Rancho Cordova (percentage):
- ☐ Sacramento (percentage):
- ☐ Unincorporated Sacramento County (percentage):

4) **High-Level Project Targeted Outcomes (150 words or less):**

5) **Select Food Recovery Expansion Priority(s) Addressed by Proposed Project (Select all that apply):**
   - ☐ Transportation
   - ☐ Repurposing Kitchens
   - ☐ Tier 2 Food Recovery (*Please ensure you meet all the eligibility qualifications outlined in the Tier 2 Food Recovery description above.)*
   - ☐ Innovative Projects

6) **List of Collaborative Partners Required for the Proposed Project, Including a Brief Description of Roles and Responsibilities (200 words or less):**

7) **Total Project Funding Request: $**
   *Please note that a detailed line-item budget will be requested if you are invited to submit a full application. See the budget section above for budget considerations.