

# COVID-19 Community Food Security Supports FUNDING APPLICATION

**Issued: Thursday, October 22, 2020**

Please review all pages of this application and submit one PDF with responses to the application questions and an itemize budget to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) with the subject line “Community Food Security Application” by **NOON on Wednesday, October 28, 2020** for review in the priority application round. Please send any questions to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) by 4:00 PM on Monday, October 26, 2020. Answers will be posted on a rolling basis up until noon October 27.

*While there is no guarantee funding will be available after the priority round, if funding is available, applications will continue to be accepted and reviewed on a rolling basis, until Wednesday, November 4, 2020.*

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For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov).

People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-263-6850.

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## I. INTRODUCTION

The COVID-19 pandemic caused large-scale shutdowns throughout Minneapolis. Many communities now face challenges related to food security and basic needs. This is especially true in neighborhoods already dealing with high rates of poverty, racial segregation and job loss. Food shelves and other emergency groups have responded to this demand, but their capacity, supply and locations are limited. The challenges of the pandemic shutdown increased with the civil unrest following the killing of George Floyd. During this time, many communities lost access to grocery stores or other services.

Data show that the number of free food sites in the city decreased by half between June and September 2020. During that same time, demand for services at remaining sites doubled. As the weather gets colder and the number of free food sites drops, there is a need to support community efforts. The Health Department will provide funds for equipment, materials and site improvement costs through this request for applications. It is our goal to support this important work and to assist in supporting new or expanded initiatives.

**\$470,000 in CARES funds is available from the City of Minneapolis through this application process.** The number and amount of grant awards will depend on the number and content of proposals, in relation to amount of funding available.

## II. ELIGIBILITY CRITERIA

*Eligible Entities:* Groups or organizations providing emergency food relief, such as food shelves, food banks, food pop-ups, or farmers markets distributing free food. Groups must serve the City of Minneapolis and provide emergency support related to the COVID-19 pandemic.

***MUST DEMONSTRATE ABILITY TO PURCHASE ITEMS AND PROVIDE RECEIPTS BY NOVEMBER 13, 2020.***

### Requirements:

- Serves primarily Minneapolis community members in Minneapolis
- Proof of purchase and payment between Oct. 1 – Nov. 13, 2020
- Equipment and materials must be used immediately for emergency food relief
- Demonstrate new or expanded food security services directly related to the COVID-19 pandemic
- Certify that identified expenses are not covered by other CARES funding or federal grant funds, including from other entities or jurisdictions
- If selected for grant funds, provide a W-9 on behalf of the applicant entity (*501(c)3, fiscal agent, or other organizational status*). If for-profit entity, must show that eligible expenses will be used only for free food distribution efforts.
- If selected for grant fund, provide evidence of the following insurance requirements:
  - Commercial General Liability Insurance: \$1,000,000 per occurrence for bodily injury and property damage including coverage for premises/operations and products/completed operations
  - Auto Liability: \$1,000,000 combined single limit for bodily injury and property damage.
    - If no Auto Liability, the Commercial General Liability policy should cover Non-Owned Auto Liability
  - Waiver of Subrogation in favor of the City of Minneapolis should be included on the ACORD Form (if applicable) for the Insurance listed above (excluding Worker's Compensation Insurance).
  - Workers' Compensation Insurance as required by law.
- Be able and willing to enter into a Purchase Order contract with the City of Minneapolis in an expedited timeframe.

Individual Award Amounts:

- Awards will be made up to \$50,000 per application. *Proposals for more than \$50,000 may be considered on a case by case basis for large food distribution buildouts/retrofits.*
- \$50,000 is an up to amount, most awards are expected to be made between \$5,000 - \$25,000.
- Applications may support one or more distinct food distribution sites/efforts. Applicants may submit more than one application if the applications are for distinct food distribution sites/efforts.
- The City of Minneapolis reserves the right to make lesser awards in order to maximize the number of applications supported, especially taking into consideration areas of greatest need or gaps in service.

Eligible Expenses:

- Refrigerators, freezers, thermal blankets or other cooling equipment
- Storage space expenses (*only during the period of Oct. 1 – Nov. 13, 2020*)
- Storage and shelving equipment, including forklifts, dollies, tarps and tables
- Tents, heaters for outdoor COVID-responsive distribution
- Flooring covering to preserve gym and community room floors for food distribution events
- Meal delivery expenses
- Reusable bags, boxes, wagons and other supplies for transporting food
- Food and hygiene products
- Rental expense for indoor food distribution sites (*only during the period of Oct. 1 – Nov. 13, 2020*)
- Other equipment expenses will be considered, but not guaranteed as eligible

Ineligible Expenses:

- Wages and benefits (per the CARES funding requirements) as a stand-alone expense. A flat fee for providing a service, such as meal delivery, may include staff expenses only as directly required for providing the eligible service.
- Items used for personal use or profit

If you have a need for Personal Protective Equipment (PPE), such as gloves or masks, please use the [PPE Request Form](#) for requests for PPE or other supplies from the Minneapolis Health Department related to COVID-19 response. This request would be separate from this application process.

The City of Minneapolis reserves the right to revoke the grant money if the grantee violates program rules and procedures. Program rules and procedures are subject to CRF funding guidelines.

**III. SCHEDULE**

The following is a listing of key Proposal and Project milestones:

Application Period Opens	Thursday, October 22, 2020
Questions on Application Due by	<b>4:00 PM</b> on Monday, October 26, 2020
Responses to Questions Posted by	<b>Noon</b> on Tuesday, October 27, 2020
Applications Due	<b>Noon</b> on Wednesday, October 28, 2020
Application Selections Announced	Monday, November 2, 2020
Estimated Purchase Orders Executed	Tuesday Nov 3 - Thursday Nov 12, 2020
Rolling Application Deadline	<b>5:00 PM</b> on Wednesday, November 4, 2020
Funds <b>MUST</b> be spent by	Friday, November 13, 2020
Final Receipts <b>MUST</b> be submitted	Friday, November 13, 2020

#### IV. APPLICATION QUESTIONS

Please answer the following application questions in a single PDF. The itemized budget may be embedded in the pdf or included as a separate document. Submit the application questions and budget to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) with the subject line "Community Food Security Application".

If awarded, applicants will be required to submit a W-9 and insurance certificates.

Given the expedited timeline for submitting, reviewing, and spending this funding, brevity is encouraged. Bullet points are acceptable.

##### Who are you and who do you serve?

1. Name of Organization or Food Distribution Project
2. Contact Information, including phone, mailing address and email address
3. Where is your project operating (physical address/location)?
4. Are you a:
  - a. Food Shelf
  - b. Food Pop Up
  - c. Farmers Market
  - d. Neighborhood Association
  - e. Community Organization
  - f. Food Bank
  - g. Other: please describe
5. What entity will be providing the required W-9, if awarded?
  - a. If a for-profit entity, please describe how eligible expenses will be used only for free food distribution efforts and separate from other business operations.
6. Describe your service model and philosophy.
7. Describe the characteristics and/or criteria for the community you serve:
  - a. Including but not limited to the following:
    - i. Geographic area(s) served
    - ii. Cultural communit(ies) served
    - iii. Any religious/faith community affiliation or criteria
    - iv. Race/ethnicity demographics
    - v. Income
8. Describe your organization/project leadership and operational structure. How does it reflect the community your organization/project serves?
9. List any community partners or collaborators your project works with for the project.
10. How long has your organization or project been in operation? If new since the COVID-19 pandemic, describe how your organization or project was initiated and plans for continuation of service.
11. What was your pre-COVID volume, frequency and location of service? If service is new since COVID, indicate N/A. Describe how your volume, frequency and/or location of service has changed during COVID?
12. What COVID-19 practices have you put in place to ensure that program participants and workers/volunteers are safe during the pandemic?
13. Do you have a food business license from the City of Minneapolis? If not, are you willing to obtain a permit? (yes/no)

What is your proposal?

- 14. Describe the COVID-19 food security response efforts this funding would allow you to continue, expand or implement. How will this funding help in this effort?
- 15. What is your requested funding amount?
  - Include an itemized budget by eligible expense categories, item cost, and timeline to purchase. Use the budget table below as a template and add rows if necessary.

Category	Description	Cost
Equipment	1 x 36" Commercial Chest Freezer @\$1,629/unit	\$1,629.00
Equipment	2 x 54" Commercial Refrigerator @\$1,799/unit	\$3,598.00
	<b>Total Request</b>	<b>\$5,227.00</b>

- 16. Do you certify that the funding requested in this application does not replace other CARES funding or federal grant funds from other entities or jurisdictions? (yes/no)
- 17. Can you meet the insurance requirements detailed in the eligibility section? If you have questions about the insurance requirements and your ability to meet them, please email [health@minneapolismn.gov](mailto:health@minneapolismn.gov) (yes/no)
- 18. Do you have the capacity to spend this funding by Nov. 13? (yes/no)

Questions about the application? Please send questions to [health@minneapolismn.gov](mailto:health@minneapolismn.gov) by **4:00 PM on Monday, October 26, 2020**; all application questions will be answered and posted by noon on October 27, 2020 at: <http://www2.minneapolismn.gov/health/GrantsRFPs/index.htm>. Answers will be posted on a rolling basis up until noon October 27.

**V. EVALUATION CRITERIA**

Proposals will be reviewed by an evaluation panel made up of representatives of the Minneapolis Health Department and other City staff. Proposed projects will be evaluated based on the criteria below:

- Complete application (narrative and budget document) including “Yes” responses to all yes/no questions
- Priority need being addressed, filling a food access gap in Minneapolis - cultural community, income/employment barriers, geography (such as areas of geographic food access gaps in Minneapolis, Green Zones, Promise Zone, etc.), transit-dependent or homebound communities
- Number of individuals or households served, and amount of service provided to them
- Composition of leadership representative of community
- Capacity to implement project
- Ability to successfully order and pay for the materials by November 13
- Ability to provide documentation of funds spent to the City by November 13
- COVID-19 safety protocols in place or in process

**VI. POST-AWARD PROCESS**

Awards are estimated to be announced on Monday, November 2, 2020.



Once an award determination is made, you must complete the following items in an expedient manner:


- **Sign up in eSupplier:** In order to be paid by the City, an organization needs to be registered in [eSupplier](#) as a BIDDER. Please *follow the instructions below* on how to register in eSupplier, including contact information if you need to reach out for help. **If you are already signed up in eSupplier, you DO NOT need to sign up again** (skip the instructions below).
- **Convert to a Vendor:** After you register and receive your ID, you will need to submit a W-9. This will confirm you as a Vendor/Supplier, which means you are eligible to receive payment. **If you are actively invoicing the City for work being conducted, you DO NOT need to provide another W-9.**
- **Provide Insurance Certificate:** we will need a valid copy of your insurance certificate for our files. List the Certificate Holder as the following; City of Minneapolis - Health Department | 250 S. 4th St., Room 510 | Minneapolis, MN 55415. **If you are under an active contract with the City, you DO NOT need to supply another insurance certificate.**
- The City of Minneapolis will then issue a Purchase Order with a scope of work detailing the items you have committed to purchasing in your application. The Purchase Order will need to be signed by an authorized party at your organization.

Once your Purchase Order has been executed:

- Submit an invoice to receive funds to make the purchases detailed in the scope of work. Completed invoice will be provided with the notice of award.
- You will be required to submit receipts for the items purchased, along with a timeline of delivery or receipt of items.
- If you have already purchased the items you may submit a receipt for reimbursement, as long as the purchase falls within the program guidelines (October 1 – November 13, 2020).
- Given the program deadlines, all efforts will be made to expedite the City’s payment timeline. However, payments may take 6-10 days.

**VII. Instructions for accessing and registering in the eSupplier Portal:**

<p>1. To access the eSupplier Portal, visit <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a> and click or tap on the “Use The Portal” link:</p>	 <p><b>USE THE PORTAL</b> Go to the portal to track your payments, view events and do updates</p>
<p>2. If you are not already a city supplier, you will need to first register as a bidder. You can do this by following the “Use the Portal” link described above and then clicking on the “Bidder Registration” tile to register:</p>	 <p><b>Bidder Registration</b> View Registration Options.</p>

<p>3. If you are already a City Supplier, you should have received an email containing your eSupplier User ID and Password. If you do not remember your password, click on the “Forgot Password” tile to enter your User ID and a new password will be emailed to you.</p>	
<p>4. If you need help with registering to use the eSupplier portal, you can find written and video instructions at <a href="http://minneapolismn.gov/finance/procurement/eSupplier">http://minneapolismn.gov/finance/procurement/eSupplier</a> by clicking or tapping on the “Portal Instructions Written or Video Link”:</p>	 <p>PORTAL INSTRUCTIONS WRITTEN OR VIDEO</p> <p>Learn about registering, participation requirements, and using your information</p>
<p><i>If you need further assistance with eSupplier;</i></p> <ul style="list-style-type: none"> <li>• <i>EMAIL (subject line: eSupplier help) - <a href="mailto:eProcurement@minneapolismn.gov">eProcurement@minneapolismn.gov</a></i></li> <li>• <i>PHONE: 612-673-2311</i></li> </ul>	

## VIII. ATTACHMENTS

Attachment A: City of Minneapolis Purchase Order Terms and Conditions

### TERMS OF PURCHASE

1. **Definitions:** The term "Purchaser" means the City of Minneapolis and the several departments and boards of the City, and the term "Seller" means the person, firm or corporation from whom the merchandise or service has been ordered or the construction work is to be performed.
2. **Taxes:** The City of Minneapolis is exempt from sales tax. For more info, please refer to the Sales Tax Fact Sheet 176 at: <http://www.revenue.state.mn.us/businesses/sut/factsheets/FS176.pdf>
3. **Contract:** Seller's copy of Purchase Order and/or contract when properly signed, is the only form which will be recognized by Purchaser as authority for charging merchandise to its account, supersedes all previous communications and negotiations, and constitutes the entire agreement between the parties. No terms stated by Seller in accepting or acknowledging an order shall be binding upon Purchaser unless accepted in writing by Purchaser. Seller may not assign order without Purchaser's prior written consent. No waiver of a breach of any provision of order shall constitute a waiver of any other breach of such provision or of any other provision. If this Purchase Order is issued under a contract with the city, all terms, conditions and requirements in the contract will prevail over the terms and conditions set forth in this Purchase Order. Time is of the essence on order or work performed.
4. **Quantity:** The quantity of merchandise delivered shall not be greater than the amount specified unless an additional amount is first ordered by Purchaser in writing on its "Purchase Order Change" form. Purchaser may return quantities in excess of amounts specified to Seller at Seller's expense.
5. **Shipment:** A notice of shipment shall be sent to Purchaser at the time of shipment which shall state the number of the order, the kind and amount of merchandise, and the route by which the shipment is being made. All merchandise shall be suitably packed, marked, and shipped in accordance with shipping instructions specified herein and the requirements of common carriers in a manner to secure the lowest transportation cost. Seller shall be liable for any difference in freight charges arising from its failure to (a) follow the shipping instructions specified herein or (b) properly describe the shipment. Purchaser and Seller mutually agree to assist each other in obtaining documents and other information necessary for the prosecution of claims against carriers.
6. **Invoice:** Invoices must be emailed or mailed to the "bill to" address shown in the Purchase Order. Invoices must show the name of the city division to which the merchandise was delivered or shipped and the Purchase Order number. If any sales, use, duty, excise or other similar tax or charge, for which Purchaser has not furnished or agreed to furnish an exemption certificate, is applicable to order, it must be stated separately on the invoice.
7. **Responsibility:** Seller shall be responsible for any and all loss or damage to the merchandise until delivered to Purchaser at the F.O.B. destination point specified on the face of order; or, if no such F.O.B. destination point is specified, until delivered to a common carrier or to Purchaser's plant,

whichever may first occur.

8. **Inspection:** All merchandise is subject to Purchaser's inspection within a reasonable time after arrival at the ultimate destination. If upon inspection any merchandise is found to be unsatisfactory, defective, or of inferior quality or workmanship, or fails to meet the specifications or any other requirements of order, Purchaser may return such merchandise to Seller at Seller's expense. Payment for merchandise prior to inspection shall not be construed to be an acceptance of unsatisfactory or defective merchandise. Upon the return of any unsatisfactory or defective merchandise, Seller shall reimburse Purchaser for (a) any amounts paid by Purchaser on account of the purchase price of such returned merchandise and (b) any costs incurred by Purchaser in connection with the delivery or return of such merchandise.
9. **Warranty:** Seller warrants that the merchandise will conform to its description and any applicable specifications shall be of good merchantable quality and fit for the known purpose for which it is sold. This warranty is in addition to any standard warranty or service guarantee given by Seller to Purchaser, or any warranty provided by law.
10. **Title:** Seller warrants that the merchandise is free and clear of all liens and encumbrance and that Seller has a good and marketable title to the same.
11. **Compliance:** Contractor agrees that during the life of this contract it will not discriminate against any employee or applicant for employment or do any other act which is prohibited by, or fail to comply with the provisions of all applicable federal, state and local laws and regulations pertaining to discrimination which shall be considered a part of this agreement as if more fully set forth herein. Contractor agrees that it will include a provision similar to the above paragraph in all subcontracts entered into for the performance hereof. Contractor hereby agrees that this contract may be cancelled or terminated by the city and all money due or to become due hereunder may be forfeited for violation of the above statutes and ordinances or this paragraph.
12. **Termination for Default:** In the event of a breach of any of the terms of order including Seller's warranties, Purchaser may, at its option and without prejudice to any of its other rights, cancel any undelivered merchandise.
13. **Patents, Trademarks, and Copyrights:** Seller warrants that the sale or use of this merchandise will not infringe or contribute to the infringement of any patents, copyrights or trademarks in either the United States or foreign countries. Seller shall indemnify Purchaser against any loss or damage (including reasonable attorney's fees and other costs of defending an action) arising from the breach of this warranty.
14. **Contract Security:** If required by specifications, a bond must be filed in the full amount of contract for the use of the City of Minneapolis, and of all persons during work or furnishing or engaging skill, tools, machinery, materials, insurance premiums, equipment or supplies, under or for the purpose of this contract pursuant to Section 574.26 Minnesota Statutes annotated, for the strict and faithful performance of contract by the contractor or his employees or agent. The form, content and execution of said bond to be approved by the City Attorney. The bond shall be approved by the proper City officers, signing and counter signing the contract.
15. **Insurance:** Evidence of insurance must be filed with the Purchasing Agent showing compliance with all insurance requirements which have been set forth in specifications. Where there are no specifications, or they do not set forth insurance requirements, evidence of the following insurance shall be furnished by all contractors when the purchase order includes any labor or services.
  - Commercial General Liability Insurance: \$1,000,000 per occurrence for bodily injury and property damage including coverage for premises/operations and products/completed operations
  - Auto Liability: \$1,000,000 combined single limit for bodily injury and property damage. (If no Auto Liability, the Commercial General Liability policy should cover Non-Owned Auto Liability)
  - Waiver of Subrogation in favor of the City of Minneapolis should be included on the ACORD Form (if applicable) for the Insurance listed above (excluding Worker's Compensation Insurance).
  - Workers' Compensation Insurance as required by law.