United Way of Palm Beach County
Palm Beach County Hunger Relief Initiative

Request for Proposals (RFP)
Guidelines and Eligibility

Hunger Relief System Capacity and Infrastructure RFP

Deadline for Submission: February 6, 2023, by 5:00 p.m.

United Way of Palm Beach County (UWPBC)
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Hunger Relief System Capacity and Infrastructure RFP Timeline

Virtual Information Session – REQUIRED Organizations interested in applying must attend **one** of the virtual information sessions or watch the recording. To register for an information session, select a link below: Information Session One: January 9, 2023 at 9:00 a.m. Information Session Two: January 9, 2023 at 3:00 p.m. Information Session Three: January 12, 2023, at 3:00 p.m.	Monday, January 9, 2023, at 9:00 a.m. and 3:00 p.m. Thursday, January 12, 2023, at 3:00 p.m.
Questions Applicants may submit additional questions about the RFP to the Hunger Relief team. Questions **must** be emailed to HungerRelief@UnitedWayPBC.org. Late questions or questions submitted to other emails will **not** be accepted.	Friday, January 13, 2023, by 5:00 p.m.
Answers The Hunger Relief team will post questions and answers on the United Way of Palm Beach County website. Applicants are encouraged to review questions and answers before finishing their application.	Wednesday, January 18, 2023, by 5:00 p.m.
Application Opens The online application will be open on JotForm starting on Monday, January 9, 2023. The online application will be open for four weeks. Applications **must** be submitted through JotForm to be considered.	Monday, January 9, 2023
Applications Due All applications must be submitted by 5:00 p.m. through JotForm. Late applications and applications submitted via email will **not** be accepted or considered for funding.	**Monday, February 6, 2023, by 5:00 p.m.**
Internal Review for Eligibility The Hunger Relief team will review applications to confirm eligibility. Only applications that are eligible for funding will be provided to the volunteer Review Panel for consideration.	Tuesday, February 7, 2023 – Friday, February 10, 2023
Application Review and Scoring The volunteer Review Panel will review and score applications. The Review Panel will make recommendations for funding which will be approved by the Hunger Relief Advisory Council (HRAC) and United Way of Palm Beach County Board of Directors.	Thursday, February 9, 2023 – Friday, February 17, 2023
Notice of Award The Hunger Relief team will notify all applicants of award status via email, sent from HungerRelief@UnitedWayPBC.org. Notification will be sent to the primary contact email included in the organization's application.	No later than Friday, March 17, 2023

About United Way of Palm Beach County

For more than 93 years, the United Way of Palm Beach County (UWPBC) has supported local human service programs that achieve measurable results. Following the devastating hurricane of 1928, community leaders recognized the need for a unified effort to respond to human needs. As a result, in 1929, several federated organizations were formed in Palm Beach County. Since then, the original organizations have undergone many changes in title and structure. After several mergers, UWPBC was formed in 1992 to serve all of Palm Beach County.

UWPBC's local community impact work focuses on supporting human-services programs run by local nonprofits that directly benefit Palm Beach County residents who are most in need. This work also involves partnering with local collaboratives and initiatives. UWPBC recognizes that it can only achieve its goals in partnership with others. In all the work UWPBC does, it remains focused on meaningful and lasting results.

Our Mission
To ensure that everyone in Palm Beach County has access to the basics: a quality education, a place to live, financial stability, good medical care, and enough to eat.

Our Vision
To be a community where all individuals and families achieve their full potential.

About the Palm Beach County Hunger Relief Plan

Recognizing the unacceptable consequences of hunger, United Way of Palm Beach County, and the Palm Beach County Board of County Commissioners, backed by a group of 183 organizations, convened the Hunger Relief Initiative and identified the need to create a comprehensive plan to reduce local hunger. The Food Research and Action Center (FRAC) and the University of South Carolina (USC) Center for Research in Nutrition and Health Disparities were commissioned to create the Palm Beach County Hunger Relief Plan. Since its inception in 2015, United Way of Palm Beach County has worked alongside community partners to address food insecurity in the County.

The latest available data from Feeding America indicates that more than 181,000 Palm Beach County residents, including nearly 53,000 children, struggle with hunger and do not have enough to eat daily. Due to the end of COVID-era federal programs and economic pressures such as inflation, which have heavily impacted the cost of food, gas, and other household necessities, the number of food-insecure Palm Beach County residents is likely higher than 181,000.

Food insecurity is defined as a lack of consistent access to enough food for every person in a household to live an active, healthy life, and the impacts of food insecurity are far-reaching. Some of the most common effects of food insecurity include: serious health complications, delays in child development and their ability to learn and grow, and having to make difficult decisions about paying for other basic needs such as housing and transportation (Feeding America, What is Food Insecurity?).

Hunger and food insecurity are generally the result of three factors – a lack of income, a lack of access, and a lack of information. The Palm Beach County Hunger Relief Plan has ten goals and numerous strategies designed to address these factors and provide solutions to immediate short-term needs as well as long-term solutions to reduce hunger drastically:

1. All County residents will be aware of hunger in Palm Beach County and solutions at hand.
2. The Palm Beach County Hunger Relief Advisory Council (HRAC), elected officials, and community members will advocate for the strengthening of public policies at all levels of government to systematically fight hunger and reduce food hardship.
3. Intensive, focused outreach and attention will reduce hunger in the Glades.
4. All Palm Beach County children will have access to the nutritious food they need to build healthy bodies and strong minds.
5. Low-income older residents of Palm Beach County will have balanced, nutritious diets.
6. Participation in SNAP will increase substantially to benefit more residents of Palm Beach County, and SNAP benefits will be enhanced.
7. All Palm Beach County residents will be able to access healthy, affordable food in their community.

8. Food banks, pantries, and other charitable agencies will partner to connect families to nutritious food and resources.
9. All Palm Beach County families will know how to make healthy food choices.
10. Low-income families in Palm Beach County will achieve higher incomes to purchase food, and household crisis hunger will decrease.

The Hunger Relief Initiative uses the Collective Impact Model to implement the Palm Beach County Hunger Relief Plan and make sustainable, long-term changes to reduce hunger in Palm Beach County. This work will be done through our Hunger Relief Advisory Council (HRAC) and the Council's work groups and subcommittees:

● Hunger Relief Advisory Council (HRAC): HRAC is responsible for guiding and overseeing the implementation of the Palm Beach County Hunger Relief Plan. HRAC is made up of community experts and leaders, including the chairs of each work group.
● Childhood Work Group: The Childhood Work Group focuses on hunger issues related to children and youth. Their current activities include increasing school lunch and breakfast participation, increasing participation in summer and afterschool meals, and increasing nutrition education opportunities. Two subcommittees also fall under the Childhood Work Group.
  ○ 0-4 Subcommittee: The 0-4 Subcommittee focuses on hunger issues during pregnancy and early childhood. Their activities are to improve outreach and awareness of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) and the Child Care Food Program (CCFP).
  ○ Weekend Backpack Subcommittee: The Weekend Backpack Subcommittee focuses exclusively on weekend backpack programs in Palm Beach County, improving communication across providers, identifying needs and gaps, and finding partnership opportunities.
● Glades Work Group: The Glades Work Group focuses on the geographic area known as the Glades, which includes Belle Glade, Canal Point, Pahokee, and South Bay. Activities are centered around increasing available food and access to food in the Glades through weekend backpack programs, community and school gardens, and adult meal programs.
● Infrastructure Work Group: The Infrastructure Work Group focuses on issues concerning the hunger relief system in Palm Beach County. Activities have included supporting retailers to participate in Fresh Access Bucks (FAB), increasing food storage capacity and efficiency, and increasing awareness of nutrition education opportunities.
  ○ Pantry Project: The Pantry Project convenes frontline hunger relief organizations who provide groceries, meals, and other services to the community. The Pantry Project that provides the community with groceries, meals, and other services. The Pantry Project provides opportunities for peer networking, discussion of emerging issues, and sharing information and resources.
● Outreach & Advocacy Work Group: The Outreach & Advocacy Work Group supports outreach efforts for programs such as the Supplemental Nutrition Assistance Program (SNAP). The Group advocates for support at the local, state, and federal levels to increase access and decrease barriers for participation in food and nutrition programs.
● Senior Work Group: The Senior Work group supports efforts to increase engagement and awareness of programs available to residents over 60 years old, including delivery of prepared meals and groceries and referrals to other resources.

The HRAC Committee and its work groups and subcommittees meet regularly. Participation in at least one of the Hunger Relief Initiative's regular work groups and/or subcommittees is required to be eligible for funding.

About United Way of Palm Beach County's MacKenzie Scott Gift
In December 2020, United Way of Palm Beach County (UWPBC), was awarded a $10 million gift from philanthropist MacKenzie Scott based on UWPBC's track record for thoughtfully and effectively investing in strategies that make a meaningful difference in the lives of the County's most vulnerable residents. This gift remains the largest gift in UWPBC's history. It offered an opportunity for UWPBC to build out its strategies for supporting Palm Beach County residents in ways that amplify its impact.

Recommendations for the investment of MacKenzie Scott funds were developed over a three-month period and in two phases. The first phase concentrated on the identification of the issues of focus for MacKenzie Scott grant investment. It was recommended that UWPBC focus the investment of MacKenzie Scott funding in part on efforts designed to amplify the successful work UWPBC is leading through the Hunger Relief Initiative. The second phase concentrated on developing specific strategies and tactics designed to make the greatest impact on Hunger Relief.

The Palm Beach County Hunger Relief Plan was released in 2015. By 2019, Palm Beach County had seen an 8 percent reduction in food insecure Palm Beach County residents, including a 17.2 percent reduction in food insecure children (Feeding America, Map the Meal Gap Report). This reduction resulted from increasing food delivered to children through afterschool and summer programs, facilitating SNAP participation, growing congregate and home meal delivery for seniors, and expanding food storage capacity at (and thus food distribution through) pantries.

The MacKenzie Scott Strategic Plan outlined an approach to facilitate creating a more robust, more comprehensive and coordinated (across systems and within the hunger system) network of support for food insecure Palm Beach County residents. The goal is to alleviate hunger in the short-term while promoting the residents' self-sufficiency in the long-term. Toward that goal, the specific strategies and tactics recommended were designed to expand the volume of nutritious food available through the hunger relief system, increase the ability of pantries to distribute this increased volume of food, and connect food insecure residents to the array of services available and needed (e.g., education, employment, housing, health, etc.) to build their individual capacity and foster stability.

STRATEGIES	TACTICS	OUTCOMES
Facilitate cross-system and inter-system collaboration Expand hunger relief system capacity Expand hunger relief pantries' capacity	Expand Hunger Relief Council Promote cross-system and intra-system referrals Integrate County, 211 and Food Finder Create Geo-Thermal Greenhouse Enhance food bank storage and commercial kitchen capacity Enhance pantries' capacity Enhance pantries' IT infrastructure Establish food distribution hubs	Increase the availability of healthy food Increase access to healthy food Increase the amount of food distributed Reduce the number of food insecure PBC residents

To date, MacKenzie Scott Strategic Plan investments have gone into setting the foundation for the plan's strategies. The Palm Beach County Food Bank is being upgraded to allow for an efficient and accurate tracking of inventory, partner agency ordering, and enhanced collection of data and reporting. The Palm Beach County Commercial Kitchen & Processing Facility is set to begin construction in 2023, an opportunity made possible through the MacKenzie Scott gift and a partnership with Palm Beach County Board of County Commissioners leveraging American Rescue Plan (ARPA) dollars.

Purpose of the Grant

In accordance with the Palm Beach County Hunger Relief Plan, and made possible in part by a generous infusion of funds from MacKenzie Scott, the Hunger Relief Initiative is facilitating the creation of a stronger, more comprehensive and coordinated system of support for food insecure residents in Palm Beach County. The goal is to alleviate hunger in the short-term while also promoting resident self-sufficiency in the long-term by expanding the capacity and infrastructure of the hunger relief system.

To do this, the Hunger Relief Capacity and Infrastructure RFP will support the following funding categories:

- Alternative Farming

- Equipment
- Technology

The Funding categories were chosen based on their ability to promote long-term, sustainable improvements to the hunger relief system in Palm Beach County and needs identified by hunger relief partners and frontline hunger organizations. **All funding requests must be related to improving food access and food operations, not for general or overall projects.** **This grant will NOT fund programs or programmatic support (e.g., weekend backpack programs, food purchase, staffing). The intention of this grant is to fund long-term, systemic projects.**

Applicants need to provide a strong narrative on how their request is aligned with one or more of the Palm Beach County Hunger Relief Plan goals, and how the request will promote long-term system improvements. Applications that clearly articulate how the project will increase the capacity of hunger relief organizations to distribute a higher volume of food with greater nutritional value to food insecure residents year-round, and connect food insecure residents to other needed services, will be given priority.

The list of projects that will be supported in each funding category is not exhaustive, and applicants may request other items or projects not listed. The Review Panel in consultation with staff reserves the right to make final recommendations about awards.

Alternative Farming

Strategy Two of the MacKenzie Scott Strategic Plan for Hunger Relief is about expanding the capacity of the Hunger Relief system. The purpose of funding alternative farming projects is to increase the capacity of the hunger system to produce a higher volume of food with greater nutritional value to residents year-round. Because the purchase of food for distribution through the hunger relief system is cost-prohibitive, the focus is on the expanded food production for distribution. This also ties directly to Goal #7 of the Hunger Relief Plan.

Beyond increasing the production of food for distribution, UWPBC will fund alternative farming projects and pilots that include the following:

- Engagement with residents to understand what foods they prefer, to inform what food is produced, and neighborhood and cultural preferences.
- Utilization of projects to support STEM education/training in the community, nutrition education, and job training and creation within the community.
- Consider selling a percentage of the product to support sustainability of the project, including through Fresh Access Bucks (FAB).

Examples of alternative farming may include (but not be limited to): geothermal greenhouses, aquaponics, hydroponics, and community gardens. UWPBC will **not** fund residential or school gardens.

Strategy Three of the MacKenzie Scott Strategic Plan for Hunger Relief is to expand capacity of frontline hunger relief organizations to distribute a higher volume of food, with greater nutritional value, to food insecure residents year-round, as well as connect food insecure residents to other needed services (e.g., education, employment, housing, health, etc.). This ties directly to Goal #3, Goal #4, Goal #7, and Goal #8 of the Hunger Relief Plan. Funds for equipment and technology fall under Strategy Three of the MacKenzie Scott Strategic Plan for Hunger Relief.

Equipment

Proper equipment and storage capacity is necessary for efficient and effective food storage and distribution, to minimize waste, and to increase access to nutritious and perishable food options. Proper equipment and storage enable supply consistency, especially for perishable items such as produce, dairy, and proteins.

UWPBC will support funding of food storage capacity needs such as shelving, refrigeration, thermal blankets, and freezers. Kitchen equipment related to nutrition education or food handling will be considered.

Funding can be used to support warehouse equipment such as pallet jacks, forklifts, and scales that will help with the easier distribution of food and more accurately capturing food volume reporting.

UWPBC will **not** support office equipment, vehicles, and items not related to food operations.

Technology

Technology allows tracking inventory, productivity, and financial and programmatic management and reporting.

UWPBC will support funding to improve technology infrastructure including hardware, software, and support (for example, tablets and/or other handheld devices, wireless hotspots, laptops), software (for example, client eligibility, inventory and tracking, referral, volunteer management), and installation and training support related to hardware and/or software requests. Requests for hardware and software must be compatible with existing hardware and software requirements for existing systems within Palm Beach County (i.e.g., software used by Palm Beach County, Palm Beach County Food Bank, Farm Share, and others).

UWPBC will **not** support funding for hardware and software requests that are not related to food operations, requests for outdated hardware and software, or requests for hardware and software that are obsolete. UWPBC will not support ongoing annual software subscription fees.

Eligibility

Applicants must meet the following criteria to be considered for a grant:

- Applicants must be a tax-exempt organization pursuant to Section 501(c)(3) (or tax-exempt equivalent) of the Internal Revenue Code and provide hunger relief services in Palm Beach County. Hunger relief services do not need to be the nonprofit organization's primary purpose or mission, but they must be a regular part of the nonprofit's work (for example, a nonprofit whose only hunger relief service is an annual holiday meal would not be eligible).
- Applicants must be in good standing with the Internal Revenue Service (IRS) regulations as a nonprofit for at least two (2) consecutive years prior to the date of the application.
- Applicants must be a tax-exempt organization registered in the state of Florida in good standing as of January 31, 2023 and established for at least two (2) consecutive years as shown on Florida Division of Corporation's website (SunBiz.org).
- Applicants must have audited financial statements for the past two years, if legally required.
- Applicants must be active participants in the Palm Beach County Hunger Relief Initiative through regular attendance at one or more Hunger Relief Initiative meetings (work groups and subcommittees are listed on page 5). Applicants must serve Palm Beach County residents. Organizations not located in Palm Beach County or whose service area extends beyond Palm Beach County may apply but grant requests must be specific to meeting the needs of and serving Palm Beach County residents only.
- Applicants must be an active partner in good standing with 211 Palm Beach/Treasure Coast by the time of funding or provide an explanation of exemption.
- Applicants must have the ability to meet all reporting requirements.
- Applicants must have the ability to meet any local or federal funding requirements.

Scope of the Award

Funding is available to spend under three categories: Equipment, Alternative Farming, and Technology. We would like to support as many qualified nonprofit organizations as possible that serve Palm Beach County residents with food insecurities. There is no guarantee that applicants will be funded for the full amount requested; therefore, applicants should pursue additional funding opportunities to address possible funding gaps.

Application Process

Proposals for the Hunger Relief System Capacity and Infrastructure RFP will only be accepted via the online application, **JotForm**.

All applications must be received through [JotForm](#) by the deadline of **5:00 p.m. on Monday, February 6, 2023**. Any applications that have been started and saved but not submitted will be ineligible. Please allow yourself ample time to upload files and attachments by the set deadline. Failure to respond to any item, including providing requested information, or failure to follow instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration. No changes, modifications, or additions to the responses submitted will be accepted by, or binding on, UWPBC after the deadline for submission has passed, unless specifically requested by UWPBC.

Acceptance by the online application, JotForm, does not verify that UWPBC has received a completed submission. UWPBC will conduct an internal review and verification of a complete application after the deadline, as outlined in the timeline above.

How to Apply

The application will be available through JotForm, and the link will be available on United Way of Palm Beach County's [website](#) under Get Help – Nonprofit Resources. Applications submitted by any other means including email, fax, mail, or hand-delivery, will not be accepted.

JotForm is user-friendly, free to use, and you do not have to create an account. To save the application and return to it later, click "Save" at the bottom of the application page. You can create an account using Google, or Facebook or click the link that says, "Skip Create an Account". Enter your email address and JotForm will send an email to you with a link to your application so you can complete and submit it later.

The application deadline is February 6, 2023, by 5:00 p.m. At precisely 5:00 p.m. on this date, the online grant system will close access to the application. Organizations are strongly encouraged to complete the application at least one business day before the deadline to ensure a successful submission.

Organizations applying before the deadline will receive an email from United Way of Palm Beach County Hunger Relief (noreply@jotform.com) confirming United Way of Palm Beach County has received the application and a summary of the organization's application responses. Confirmation will be sent to the primary contact email included in the organization's application. Please check your junk folder if you do not see the email in your inbox. **An email confirmation receipt of your application does not guarantee funding.**

Application Review

UWPBC will engage community members with appropriate expertise to participate on a volunteer Review Panel and recommend awards. Review Panel members will consider the following as part of their review:

- How closely is the project aligned with the community the project is proposing to serve?
- How well does the project align with Palm Beach County Hunger Relief Plan goals?
- Did the project's identification, creation, and implementation plan include diverse perspectives and participation from community residents and/or participants?
- Is the work plan and timeline feasible?
- Do the budget and the quotes for the project effectively use funds?
- How will the community be included in an ongoing way in the operation and decision-making of the project?
- Is the project likely to make a sustainable difference in the lives of the communities served?

This is not an exhaustive list of considerations. Review Panel members will also score applications based on a provided scoring sheet. The Hunger Relief Advisory Council and UWPBC Board of Directors will have final approval of award(s).

See Appendix for application review score sheets.

Working With Our Awardees

UWPBC will be responsive and direct in our communication with Awardees and will be available throughout the contract term. UWPBC anticipates building supportive relationships with Awardees while allowing the Awardee to focus on implementing the project outlined in the contract.

Award Notification and Payment

Organizations will be notified by UWPBC Hunger Relief via email regarding their application's final determination (award or decline). Notification will be sent to the primary contact email included in the organization's application. UWPBC will provide funds to awarded projects through an electronic funds transfer (EFT) payment. UWPBC will **not** make purchases on behalf of awarded organizations, and organizations will need to provide documentation and proof of costs as part of their application. Funds **must** be spent by July 15, 2023, when the Financial Update Report is due.

Reporting

Reporting will be in accordance with the report summary and schedule made between UWPBC and the organization. The expected term of the award is March 17, 2023, through February 17, 2024. Awarded organizations will be required to submit the following reports:

Financial Update Report Awarded organizations must provide an update on funds that have been spent, including submission of order forms, receipts, and proof of payment. Organizations that anticipate delays in spending funds should contact UWPBC Hunger Relief **immediately**.	**Due July 15, 2023** Awarded organizations will be sent a link to submit their Financial Update Report through JotForm.
Mid-Year Impact Report The Mid-Year Impact Report must include progress made on the project between March 17 – September 1, 2023. Included in the narrative should be an explanation for any project delays, changes, or otherwise not on the schedule. Organizations must submit progress on activities and outcomes as outlined in the logic model.	**Due September 15, 2023** Awarded organizations will be sent a link to submit their Impact/Financial Update Report through JotForm.
Final Impact Report The Final Impact Report must include progress made on the project between March 17, 2023 – March 15, 2024. The narrative should include an explanation of project implementation and future plans. Organizations must submit final updates on activities and outcomes as outlined in the logic model.	**Due March 30, 2024** Awarded organizations will be sent a link to submit their Impact/Financial Update Report through JotForm.

Questions

If after reviewing these guidelines, your organization still has questions, send an email to HungerRelief@unitedwaypbc.org. The email's subject line should read: QUESTION: Hunger Relief System Capacity & Infrastructure RFP. In the body of the email include a detailed question(s) – be as specific as possible.

Questions will only be accepted until Friday, January 13, 2023, at 5:00 p.m. Late questions or questions submitted to emails other than HungerRelief@UnitedWayPBC.org will **not** be accepted.

Appendix

The following score sheets will be used by the volunteer Review Panel to make award recommendations. Requested funding categories will be scored individually.

Alternative Farming Score Sheet

Agency: Name of Project: Amount Requested:	Panel Number: Name of Reviewer: Email:

Eligibility Requirements (10 Points) ● The applicant is a 501(c)(3) nonprofit or tax-exempt equivalent. ● The applicant is a registered tax-exempt organization in good standing in the State of Florida and has been operational for at least two years. ● The applicant is an active, consistent participant in the Hunger Relief Initiative for the past year. ● The applicant is an active partner with 211 Palm Beach/Treasure Coast or provided a reasonable explanation of exemption. ● The applicant's past 2 years of audited or reviewed financial statements indicate that it will be a good steward of UWPBC funds (if applicable). ● The applicant created partnerships that support the clients they serve. ● The applicant confirmed their experience and an ability to meet funding requirements.	**Comments:**
	Score:
Organizational Information (15 Points) • The applicant demonstrated how the composition of staff, executive leadership, and board (if applicable), reflects the diversity of the community and promotes diversity in viewpoints. (Q1) • The organization is composed of diverse staff reflective of the community they serve. (Q1) • The applicant explained the administrative and financial support their Board contributes to their organization to fulfill their mission better or why this support does not apply. (Q2) • The applicant demonstrated an ability to provide specific services that meet the unique food insecurities in the community, including the agency's funding history, experience, knowledge, and/or training in this area. (Q3)	**Comments:**
	Score:
Request History (if applicable) • The applicant has a history of financial responsibility with UWPBC funds, which includes meeting all reporting requirements. • The applicant has spent the awarded UWPBC dollars as agreed upon in the allotted time frame.	**Comments:**
	Score:
General Questions (15 Points) • The applicant demonstrated that their agency serves Palm Beach County residents experiencing food insecurity, or those at risk of experiencing food insecurity. (Q1) • The applicant verified that the organization supports under-resourced and marginalized geographic areas. (Q1) • The applicant demonstrated that the agency serves economically vulnerable, underserved, or marginalized populations. (Q2)	**Comments:**
	Score:

Alternative Farming (20 Points)	**Comments:**
• The project is aligned with Palm Beach County Hunger Relief Plan goal(s). (Q1) • The applicant partnered with other community member(s) and described their role(s) in project implementation. (Q2) • The applicant demonstrated a high need for alternative farming support. (Q3) • The applicant provided a detailed description of their farming practice and an ability to replicate and provided examples of others practicing a similar farming style when applicable. (Q4) • The applicant demonstrated the benefits of their farming practice and opportunities to expand. (Q5) • The applicant outlined their system of accountability for best practice and food safety. (Q6) • The community is involved in the project and has the ability to provide input on project implementation. (Q7) • The applicant provided measurable project outcomes. (Q8) • The applicant provided a timeline for food production. (Q9) • The applicant provided their expected production volume and plan to increase production in a planned time frame. (Q10) • The applicant provided their expected production volume that will be allotted and/or donated to the charitable food system and method of sale. (Q11) • The project verified that it is sustainable or self-sustaining in the long-term. (Q12) • If additional funding is necessary, the applicant demonstrated a plan to achieve long-term sustainability. (Q12)	
	Score:
Work Plan (20 Points)	**Comments:**
• The applicant demonstrated a need for alternative farming support. • The proposed plan is detailed and logical; the applicant proved that the agency could execute or expand an alternative farming project. • The implementation timeline was clear and practical.	
Budget (20 Points)	**Comments:**
• The project budget indicated that the organization is financially healthy and capable of operating the program. • The total project budget was adequate to successfully implement/operate the project and address the identified problem, need, or issue. • The total project costs were reasonable, given the scale and scope of the program. • The budget and budget narrative clearly described how UWPBC funds and other funds necessary to provide the project will be applied to the various project budget line items. • The budget narrative was sufficiently detailed to provide programmatic justification for each line item in the total project budget. • The applicant sought additional funders (pending and/or confirmed) and secured sufficient funding to adequately implement/operate the project as described. Confirmation of secured funding was provided. • Two (2) quotes were provided that justify each funding type requested or an explanation on why a second quote is not available.	
	Score:
Out of a Possible 100 Points	**Reviewer Total:**

Equipment Score Sheet

Agency: Name of Project: Amount Requested:	Panel Number: Name of Reviewer: Email:

Eligibility Requirements (10 Points) ● The applicant is a 501(c)(3) nonprofit or tax-exempt equivalent. ● The applicant is a registered tax-exempt organization in good standing in the State of Florida and has been operational for at least two years. ● The applicant has been an active, consistent participant in the Hunger Relief Initiative for the past year.) ● The applicant is an active partner with 211 Palm Beach/Treasure Coast or provided a reasonable explanation of exemption. ● The applicant's past 2 years of audited or reviewed financial statements indicate that it will be a good steward of UWPBC funds (if applicable). ● The applicant has created partnerships that support the clients they serve. ● The applicant has indicated experience and an ability to meet funding requirements.	**Comments:**
Score:	
Organizational Information (15 Points) ● The applicant demonstrated how the composition of staff, executive leadership, and board (if applicable), reflects the diversity of the community, and promotes diversity in viewpoints. (Q1) ● The organization is composed of diverse staff reflective of the community they serve. (Q1) ● The applicant explained the administrative and financial support their Board contributes to their organization to fulfill their mission better or why this support does not apply. (Q2) ● The applicant demonstrated an ability to provide specific services that meet the unique food insecurities in the community, including the agency's funding history, experience, knowledge, and/or training in this area. (Q3)	**Comments:**
Score:	
Request History (if applicable) ● The applicant has a history of financial responsibility with UWPBC funds, which includes meeting all reporting requirements. ● The applicant has spent the awarded UWPBC dollars as agreed upon in the allotted time frame.	**Comments:**
Score:	
General Questions (15 Points) ● The applicant demonstrated that their agency serves Palm Beach County residents experiencing food insecurity, or those at risk of experiencing food insecurity. (Q1) ● The applicant verified that the organization supports under-resourced and marginalized geographic areas. (Q1) ● The applicant demonstrated that the agency serves economically vulnerable, underserved, or marginalized populations. (Q2)	**Comments:**
Equipment (20 Points) ● The project is aligned with Palm Beach County Hunger Relief Plan goal(s). (Q1) ● The applicant partnered with other community member(s) and described their role(s) in project implementation. (Q2) ● The applicant demonstrated a need for equipment. (Q3) ● The applicant demonstrated how these equipment purchases will have a meaningful impact on nutrition and quality of food distributed. (Q4) ● Measurable outcomes were provided. (Q5) ● The applicant demonstrated how the equipment will improve the safety of food served. (Q6) ● The applicant explained how the equipment will improve overall efficiency of food operations (Q7) ● The project verified that it is sustainable or self-sustaining in the long-term. (Q8)	**Comments:**

	Score:
Work Plan (20 Points) • The applicant demonstrated a need for equipment support. • The proposed plan was detailed and logical; the applicant proved that the agency could execute or expand site equipment. • The implementation timeline was reasonable and practical.	**Comments:**
	Score:
Budget (20 Points) • The project budget indicated that the organization is financially healthy and capable of operating the project. • The total program budget was adequate to successfully implement/operate the program and address the identified problem, need, or issue. • The total project costs were reasonable, given the scale and scope of the project. • The budget and budget narrative clearly described how UWPBC funds and other funds necessary to provide the project will be applied to the various program budget line items. • The budget narrative was sufficiently detailed to provide programmatic justification for each line item in the total project budget. • The applicant sought additional funders (pending and/or confirmed) and secured sufficient funding to adequately implement/operate the project as described. Confirmation of secured funding was provided. • Two (2) quotes were provided that justify each funding type requested or an explanation on why a second quote is not available.	**Comments:**
	Score:
Out of a Possible 100 Points	**Reviewer Total:**

Technology Score Sheet

Agency: **Name of Project:** **Amount Requested:**	**Panel Number:** **Name of Reviewer:** **Email:**

Eligibility Requirements (10 Points) ● The applicant is a 501(c)(3) nonprofit or tax-exempt equivalent. ● The applicant is a registered tax-exempt organization in good standing in the State of Florida and has been operational for at least two years. ● The applicant has been an active, consistent participant in the Hunger Relief Initiative for the past year. ● The applicant is an active partner with 211 Palm Beach/Treasure Coast or provided a reasonable explanation of exemption. ● The applicant's past 2 years of audited or reviewed financial statements indicate that it will be a good steward of UWPBC funds (if applicable). ● The applicant has created partnerships that support the clients they serve. ● The applicant has indicated experience and an ability to meet funding requirements.	**Comments:**
Score:	
Organizational Information (15 Points) • The applicant demonstrated how the composition of staff, executive leadership, and board (if applicable), reflects the diversity of the community and promotes diversity in viewpoints. (Q1) • The organization is composed of diverse staff reflective of the community they serve. (Q1) • The applicant explained the administrative and financial support their Board contributes to their organization to fulfill their mission better or why this support does not apply. (Q2) • The applicant demonstrated an ability to provide specific services that meet the unique food insecurities in the community, including the agency's funding history, experience, knowledge, and/or training in this area. (Q3)	**Comments:**
Score:	
Request History (if applicable) • The applicant has a history of financial responsibility with UWPBC funds, which includes meeting all reporting requirements. • The applicant has spent the awarded UWPBC dollars as agreed upon in the allotted time frame.	**Comments:**
Score:	
General Questions (15 points) • The applicant demonstrated that their agency serves Palm Beach County residents experiencing food insecurity, or those at risk of experiencing food insecurity. (Q1) • The applicant verified that the organization supports under-resourced and marginalized geographic areas. (Q1) • The applicant demonstrated that the agency serves economically vulnerable, underserved, or marginalized populations. (Q2)	**Comments:**
Score:	
Technology (20 points) • The project is aligned with Palm Beach County Hunger Relief Plan goal(s). (Q1) • The applicant partnered with other community member(s) and described their role(s) in technology usage. (Q2) • The applicant demonstrated a need for improved technology. (Q3) • Measurable outcomes were provided. (Q4) • The applicant demonstrated how technology infrastructure will improve overall operations. (Q5) • The applicant requested technology will be compatible with existing technology. (Q6) • The applicant demonstrated a plan to achieve long-term sustainability. (Q7)	**Comments:**
Score:	
Work Plan (20 points) • The applicant demonstrated a need for technology support. • The proposed plan is detailed and logical and indicates the applicant has the capacity to expand technology.	**Comments:**

● The implementation timeline was reasonable and practical.	
	Score:
Budget and Budget Narrative (20 Points) ● The project budget indicated that the organization is financially healthy and capable of operating the project. ● The total project budget was adequate to successfully implement/operate the program and address the identified problem, need, or issue. ● The total project costs were reasonable, given the scale and scope of the project. ● The budget and budget narrative clearly described how UWPBC funds and other funds necessary to provide the project will be applied to the various project budget line items. ● The budget narrative was sufficiently detailed to provide programmatic justification for each line item in the total project budget. ● The applicant sought additional funders (pending and/or confirmed) and secured sufficient funding to adequately implement/operate the project as described. Confirmation of secured funding was provided. ● Two (2) quotes were provided that justify each funding type requested or an explanation on why a second quote is not available.	**Comments:**
	Score:
Out of a Possible 100 Points	**Reviewer Total:**