

DCRA Food Security Grant Program FY24-25

Program Questions and Answers

Is a tribal entity eligible to apply?

Yes, tribal entities are eligible to apply. During the application process, tribal applicants must sign a waiver of sovereign immunity. Food distribution may be promoted to tribal members however the food must be made available to non-tribal members as well. All applicants must include a valid Alaska Business License.

Can you (DCRA) provide a template for our organization to use when distributing food (for reporting purposes)?

Yes, DCRA can help with a template. The reporting requirements identified in the [Notice of Funding Opportunity \(NOFO\)](#) on page 7 identifies that for reporting, you must collect the following information: 1) Total number of households served 2) Total pounds of food distributed to each household 3) Address of each household and contact name and phone number and email address if they have one. Grantees are required to keep record and report on who food was distributed to.

Can applicants submit one application proposing to serve multiple communities?

Yes, it is allowable to submit one application on behalf of multiple locations you plan to serve.

Would ‘bulk’ be defined as one pallet – one food product, one pallet – mixed products, or something else?

Bulk food is defined for the purposes of this program on page 4 of the NOFO. It is not defined as one pallet of food. The bulk food definition on page 4 of the NOFO is intended to describe the desire to purchase multiple units of food in order to serve the population broadly as opposed to single units of food. However, you prefer to describe the quantity and method that the food will be transported - whether that is via pallets or otherwise, is acceptable. Bulk Food defined as food purchased in multiple unit quantities may include shelf-stable food such as boxed, canned, and pre-packaged foods that do not need to be refrigerated as well as fruits and vegetables. This does not include live food or subsistence harvested food. This may include meat and dairy products. Please review the note to applicants in Section 3. A. 7 of the NOFO. If you are proposing to purchase meat or dairy a DEC permit is required.

On page 4 of the NOFA, please clarify further what you mean regarding the restriction on distributing food to one household in the unallowable costs list.

This program intends to fund broad community distribution. Funds cannot be used to distribute food to just one household.

What does the underserved preference have to do with the application scoring? The underserved questions aren't reflected in the application. Do applicants need to include that info in their application?

The underserved preference is not being evaluated by the scoring committee. The underserved preference is factored into the total score for an applicant, but it is pre-scored by DCRA and is not evaluated by the scoring committee. Applicants are welcome to include the economic and road access data information in their application if they wish.

Does the waiver request for the application deadline impact the amount that could be awarded?

The Waiver Request applies to the application submittal date and time. Applicants are encouraged to submit applications by the due date of June 19, 2024, at 4:30 pm. Funds will be distributed as available.

DCRA Food Security Grant Program FY24-25

How will you handle applications if say both a housing authority and a tribe proposed to cover the same area?

If DCRA receives applications proposing to distribute food to the same area, DCRA will evaluate factors such as organizational capacity of the applicants and geographic diversity of other applications received for the program while making award determinations.

Is distribution of meat that my company butchers an allowable cost?

For meat and dairy distribution, DCRA requires that applicants have obtained a Department of Environmental Conservation ([DEC](#)) [Safe Food Handling Permit](#). These requirements help ensure that appropriate steps are being taken to address safe consumption of food in the public. If the applicant entity meets that requirement, then their application would be considered eligible for award. The DEC Food Safety and Sanitation Division can be contacted at 907-269-7501 or you may wish to contact the Environmental Health Officer assigned to your community or region. You can search for the contact person at this website: <https://dec.alaska.gov/eh/fss/staff/> or by calling the number listed above.

Is this a "one-off" program? Meaning it is only being offered this year.

Right now, the program is funded only for FY24-25.

When are you going to make awards?

Awards will be made on June 28, 2024, through a notice of intent to award letter sent to the contact listed on the application.

Could we use this to replenish stocks of Meals Ready to Eat, "MRE's"?

Funds could be used to replenish stocks of "Meals Ready to Eat" "MRE's" as long as the MRE's are distributed by June 30, 2025.

Is it allowable for an eligible entity to submit the grant application, purchase the food, and perform all grant administration responsibilities, but have another eligible entity handle the distribution?

Yes, an applicant could work with another agency to distribute the food. That information would be captured in the application question, "How do you plan to distribute the food?".

On pg. 6 of the NOFA - is the 2% for grant admin the way that federal agencies define it? Is it 2% admin and then 2% indirect?

The allowable 2% admin line in the budget is being treated like indirect. Applicants may propose up to 2% of whatever the total budget proposal amount. There are not two separate categories, one for grant admin and one for indirect. The intent of this budget category is to acknowledge that resources are needed to facilitate ordering food, arranging shipping, and interacting with the Grant application and reporting process, no matter the size of the applicant's organization.

What if someone doesn't want to give their personal information for reporting purposes?

The contact information required for reporting purposes is a requirement that needs to be extended to your program requirements. If someone is not willing to give their contact information, that is their right and choice however it is required for the purposes of this program and that should be disclosed to food recipients in your program.

Can we use the funds to buy everyone a pressure cooker?

The funds are only for purchase of bulk food.

DCRA Food Security Grant Program FY24-25

Do we buy the food, or do you pay the vendor directly?

This is a reimbursement grant so you will pay for the purchases and submit receipts and reports to DCRA for reimbursement. DCRA will not pay vendors directly. See response to question below for additional information regarding reimbursement.

Could we purchase food and then have it chartered here?

Yes, you could use the funds to purchase food and pay for the charter charges which would go in the shipping line item of your proposed budget. DCRA does have a policy to offer an Advance. You can apply for an Advance using an application provided by your Grant Administrator. More detail will be provided by the Grant Administrator regarding the advance request process.

Do we have to have an existing food bank or pantry?

No, you do not have to have an existing food bank or food pantry.

Can we place a "Bush Order" with vendors in Anchorage or elsewhere?

Yes, there are many vendors in Anchorage where you can place a "Bush Order". For example, Greatland Grocery, Mailbox Groceries, Span Elite, Costco, Fred Meyer, and Cabela's will prepare and ship your order.

*DCRA does not support or promote any of these businesses and it is incumbent on the grantee to make the arrangements, examine the vendor contract, and oversee the purchase of food.

Can we place several orders versus one big order for food?

Yes, especially, if you have limited storage space. You can place orders every week or every month or on a schedule that you arrange with a vendor. That information would be submitted in your application in response to the question regarding "how do you plan to distribute food?".

I represent a group in Anchorage. Is the Municipality of Anchorage eligible for this program?

Whereas the LMI population in Anchorage is not 51% or greater according to HUD's 2023 determination, Anchorage distribution would not meet that threshold requirement for this program.

I represent a group in Fairbanks. Is the City of Fairbanks eligible for this program?

Whereas the LMI population in Fairbanks is not 51% or greater according to HUD's 2023 determination, Anchorage distribution would not meet that threshold requirement for this program.

Would distribution in Eagle River be possible through this program?

Whereas the LMI population in Eagle River, which is part of the Anchorage census area, is not 51% or greater according to HUD's 2023 determination, Anchorage distribution would not meet that threshold requirement for this program.

Can we use the application process used for Food Bank of Alaska partnership program in order to collect information needed for reporting purposes for this grant program?

Grantees are welcome to use a variety of methods in order to collect information needed for reporting purposes for this program. The reporting requirements are identified on page 7 of the NOFO.

For the LMI community list, how can I see if the communities I want to serve are above 51%?

Applicants can locate the LMI community list at the web address listed below. Applicants can download a searchable list of communities to see if the communities where you're thinking of proposing a project

DCRA Food Security Grant Program FY24-25

meet the LMI threshold for this program. When you click on the link below, the excel document will automatically start downloading.

[LMISD by Local Governments, Based on 2011-2015 ACS- HUD Exchange.](#)

Do we send monthly reports to Food Bank of Alaska?

This program is administered by the Division of Community and Regional Affairs only. For the monthly reporting, the reports are sent directly to DCRA. The monthly finance reports are how you will be reimbursed. You will provide copies of invoices and receipts showing payment with the finance report template. A final report template will be provided for use once the project concludes.