REGIONAL RECYCLING AND EDIBLE FOOD RECOVERY GRANT (RREFR)

SCORING CRITERIA

REGIONAL RECYCLING AND EDIBLE FOOD RECOVERY
GRANT PROGRAM APPLICATION
FOR FISCAL YEARS 26-27, 27-28, 28-29
SCORING CRITERIA AND EVALUATION PROCESS

Applications must score at least 75 points within the Review Criteria (items 1 through 6) to qualify for grant funding. All applications will be ranked according to the total number of points received. The evaluation committee assembled to evaluate grant applications will provide recommendations for funding based on the order of ranking.

Maximum Points	Review Criteria (100 possible points)
10	**1. PROJECT DESCRIPTION** • Description is detailed, and clear, and identifies the target audience, current successes (if any), goals, and geographical area where activities will take place. If a current edible food recovery program exists, provide a lengthy description of your current structure and success. • Explain partnerships with other cities, agencies, organizations, or entities and grantee(s) commitments. For joint applications, the project description outlines each partner's responsibilities and anticipated contributions.
40	**2. PROJECT NARRATIVE: NEEDS, GOALS, AND OBJECTIVES** • Provides a thorough explanation of why the project is needed and includes documented data or research (e.g., benefits, end products, target populations etc.). • For existing programs, a description of the program's current successes and challenges and how award of grant funds will impact the program. • For new programs, a description of the program and metric or data showing the service needs in the area which are not being met and how the new program will fill the existing service gap. • Identifies challenges the project will address and how the project will provide solutions. • Identifies the necessary resources, including specific funding sources and costs for ongoing operation. • Outlines goals and objectives. Goals and objectives must be clear, quantifiable, and support the grant's overall mission. • Clearly describes and demonstrates how diverse educational outreach is integrated into the grant program. • Identifies methodologies for providing baseline and collection data. • Describes methodologies for data tracking, ensuring project goals and objectives are being met. • Specifies key performance indicators that must be met to achieve project goals. • Assigns clear personnel roles and responsibilities to limit confusion, promote accountability, and minimize data entry errors. • Clearly describes the source of funds the grantee will contribute financially throughout the grant term to ensure edible food recovery project sustainability. • Describes how the project's goals and objectives will continue to operate after the grant term has ended. • Describes the existing edible food recovery programs in the area, if any, and includes a description of how the project will improve or create partnerships to better promote and sustain regional outcomes over a five-year grant cycle. • Explains how the project will increase the expansion of edible food recovery capacity and/or

	distribution, while benefiting the community, OC jurisdictions, and the environment. • Specifies how materials and equipment purchased with grant funds will be retained and secured to prevent theft or damage and limit risks of injury to operators and the public. Any vehicle purchase(s) must be kept in possession for at least 5 years after the grant term has been concluded or provide documentation that demonstrates the vehicle was inoperable and disposed.
20	**3. PROJECT SUSTAINABLITY** • List specific personnel who will be responsible for monitoring, reporting, and evaluating project sustainability over a five-year grant cycle. • Includes a description of how the project will sustain regional outcomes over a five-year grant cycle and beyond the grant term. • Clearly describes the source of funds the grantee will contribute financially throughout the grant term to ensure edible food recovery project sustainability.
10	**4. WORK PLAN** • Identifies major activities, tasks, committed partnerships, organizations or entities, and deliverables required to successfully complete the project within the grant term. • Provides a clear plan for project execution, helps in managing resources, and serves as a tool for self-monitoring progress. • Aligns with the budget and should clearly reflect how the grant funds will be used for the activities described. • Detail how the project's goals and objectives will continue to operate after the grant term has ended. Include attachments as needed, such as a Memorandum of Understanding or letter of support with a partner agency.
10	**5. BUDGET PLAN** • Provides a complete, itemized cost breakdown consistent with project activities. All line items are necessary, reasonable, and cost effective. Line items are clearly described and justified. • Provides bids, estimates, or other documents to support the requested eligible costs. Includes costs (dollar figures) associated with activities necessary to complete the project. • Supporting documents must show vendor name, date, description of goods or services, additional charges, and total amount.
10	**6. APPLICATION COMPLETENESS & QUALITY OF PROPOSAL** • Proposal is clear, concise, well-organized, and provides adequate detail and data. • Project is well-planned from beginning to end and forecasts the project's sustainability after the grant term has ended. • Application documents are on the grantee(s) letterhead and includes Project Description, Project Narrative, Work Plan, Budget Plan, Resolution (if applicable), Letter of Authorization (if applicable), and all other relevant documents.
100	**Total Possible Review Criteria Points**