

## FY25 Food Recovery Network Infrastructure Grant Program Reporting Requirements and Recommended Metrics

This Grant Program requires awarded grantees to submit financial and performance reports at two points during the grant performance period: Mid-cycle (6 months) and End-cycle (12 months). The table below outlines the Required and Recommended Metrics that successful applicants must report on at the mid-cycle and end-cycle of the grant performance period. These reports must align with the specific metrics outlined in this document. Templates will be provided to successful applicants to capture all of the required data. Additionally, please note that grantees will be required to participate in the Montgomery County Food Recovery Network (FRN) and attend 75% or more of FRN meetings.

### ***Definitions for the purposes of this grant program:***

- *"Recovered food": Food that is originally produced for sale and that is safe for human consumption which is diverted from the waste stream via donation from the source entity (typically food producer, farmer, wholesaler, retailer) to a community based organization with the intention of the food being provided free of charge directly to program participants and/or redistributed to other food assistance organizations.*
- *"Food recovery run": One individual transaction in which an organization picks up or receives a delivery of recovered food directly from the donor.*
- *"Redistribution": One instance in which a food recovery organization shares recovered food with another food assistance provider organization so that it can be shared with clients receiving food assistance.*

Section	Metrics
Direct-to-Resident Service Data (Required if directly distributing food)	Total pounds of recovered food distributed directly to Montgomery County residents (if applicable)  Total number of households directly receiving recovered food (if applicable)
Food Recovery Runs Data (Required)	Total number of successful food recovery runs, with description of each run including: <ul style="list-style-type: none"> <li>• Name of donor organization/business</li> <li>• Zip code of recovery location (organization/business location)</li> <li>• Total volume of food recovered (pounds)</li> <li>• Type(s) of food recovered (produce, prepared meals, packaged goods, other)</li> <li>• Date of run</li> </ul>
Redistribution Data (Outgoing) (Required if redistributing food)	Total unduplicated number of organizations receiving recovered food redistributed <b>from</b> your organization (if applicable)  Total number of recovered food redistributions your organization made <b>to</b> a partner organization (if applicable)  Description of each redistribution made <b>to</b> another organization, including: <ul style="list-style-type: none"> <li>• Name of recipient organization</li> </ul>

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	<ul style="list-style-type: none"> <li>• Zip code of recipient organization</li> <li>• Total volume of food redistributed (pounds)</li> <li>• Types of food redistributed (produce, prepared meals, packaged goods, other)</li> </ul>
Redistribution Data (Incoming) (Required if involved in redistributing food)	<p>Total unduplicated number of organizations redistributing their recovered food <b>to</b> your organization (if applicable)</p> <p>Total number of recovered food redistributions <b>received from</b> a partner organization (if applicable)</p> <p>Description of each redistribution <b>received from</b> another organization, including:</p> <ul style="list-style-type: none"> <li>• Name of partner organization</li> <li>• Zip code of partner organization</li> <li>• Total volume of redistributed food received (pounds)</li> <li>• Types of redistributed food received (produce, prepared meals, packaged goods, other)</li> </ul>
Organics Recycling (Recommended)	<p>Percent of total food recovery/assistance program generated food waste that is recycled through on-site composting/bio-digestion, food scrap hauling service, or similar, instead of disposed as trash in landfills, incinerators, etc.</p> <p>Narrative feedback regarding food waste recycling efforts, including partnerships formed, challenges, and successes.</p>
Local Sourcing (Required)	Percentage of total food recovered that is received from a DMV-based farm, or a locally-owned and operated food retailer, wholesaler, and/or distributor
Narrative Feedback (Required)	<ul style="list-style-type: none"> <li>• Description of coordination efforts with Food Recovery Network partners, including sharing use of the infrastructure investment (as applicable).</li> <li>• Summary of the impact of grant-funded infrastructure on food recovery operations during the performance period, demonstrating the return-on-investment of the grant program</li> <li>• Highlights of grant-funded project implementation, including unexpected challenges and success stories</li> <li>• Overview of the grantee's efforts to ensure cultural proficiency, inclusivity of underserved community members, and the use of a racial equity lens in providing services</li> </ul>
Collaboration Score (Required)	<p>Self-assessed score (1-5): How would you rate the effectiveness of collaboration and partnership between organizations in the Food Recovery Network? (<i>Responses may be shared anonymously in an aggregate format</i>)</p> <p>Provide additional comments on your score provided</p>

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File Uploads (Required)	<ul style="list-style-type: none"> <li>• Receipts, Proof-of-Payment, and/or other relevant proof of project costs incurred</li> <li>• Upload photos and materials that document food recovery activities and include the grant-funded infrastructure; provide a brief caption or description for each upload.</li> </ul>
Financial (Required)	<p>Total amount (\$) of grant budget spent to date.</p> <p>Total amount (\$) of grant budget spent to date on:</p> <ul style="list-style-type: none"> <li>• Infrastructure purchases</li> <li>• Staff costs</li> <li>• Other operating costs</li> <li>• Other</li> </ul> <p>Total dollar value of in-kind resources:</p> <ul style="list-style-type: none"> <li>• Recovered food</li> <li>• Volunteer hours</li> <li>• Borrowed/shared equipment</li> <li>• Other</li> </ul> <p>Financial Narrative: Narrative feedback about the total amount of the grant award spent to date, including strategies used to identify infrastructure equipment at a reasonable cost, partnerships leveraged, details regarding the use of funds for staffing or other operational costs, as well as other challenges and opportunities related to award management during the reporting period.</p>