

**WEST VIRGINIA GOVERNOR'S OFFICE
POSEY PERRY EMERGENCY FOOD DISTRIBUTION GRANT
FUND POLICIES AND PROCEDURES FOR APPLICANTS**

I. General

The West Virginia Governor's Office hereby establishes policies and procedures for application and utilization of grant funding for the purpose of funding acquisition of food items for food banks and pantries throughout the state of West Virginia.

II. Definitions – As used herein, the following terms have the following meanings, unless the context clearly indicates otherwise. Any questions as to the meanings of certain terms herein shall be resolved by the Governor's Office in its sole discretion.

“Affiliated” means a long-term partnership between a food pantry and food bank based upon the criteria and processes established by that food bank for entering into such partnership.

“Food” means any perishable or nonperishable food item distributed for the purposes of consumption on or off-premises.

“Food bank” means the Mountaineer Food Bank or Facing Hunger Food Bank so long as those entities continue to operate within the State of West Virginia.

“Food pantry” means any food distribution facility or program affiliated with a food bank or any education facility that is affiliated with a food bank during the life of this grant program.

III. Eligibility for Funding

Food pantries may be eligible for grant funding upon (1) submission of the “Posey Perry Emergency Food Distribution Grant Application” to the food bank with which the pantry is affiliated; (2) review and recommendation of the application by the appropriate food bank; (3) review and approval of the application by the Governor's Office's third-party vendor; and (4) approval of the project for funding by the Governor's Office.

Food banks may also submit applications for funding to the Governor's Office third-party vendor, then to the Governor's Office for review and approval as appropriate.

Applications approved for grant funding must be intended to meet existing needs for hungry people locally through increased availability of food at food pantries. Applications must provide sufficient detail to describe and identify the current need including number of people served in the area, necessary foods to keep in stock, and current gaps between foods needed and foods available to

sufficiently feed the number of people in the area. Applications must also include an itemized budget for the use of funds upon award and an estimated timeline for beginning and completion; approval of projects is contingent upon the ability to utilize all funds distributed within the fiscal year of the award, unless a specific exemption is granted by the Governor's Office.

Grant applications should include information regarding other sources of funding pursued or considered for the project, other sources of funding identified and actually obtained for the project,

and information regarding other key projects and work undertaken by the facility. Grant applications should also include an expense report generated to show expenses and use of funds during the prior fiscal year, noting any budgetary gaps or unexpected costs and needs to be considered. This information provides important context for eligibility of funding through the Posey Perry Emergency Food Bank Grant.

IV. Grant Agreement

Prior to distribution of funding, food banks shall enter into a Grant Agreement with the Governor's Office, and food pantries shall enter into a Subgrant Agreement with the food bank in that service area, both of which shall include at a minimum:

- (1) The terms and conditions for use of the award funds which shall be limited to distribution to food pantries as defined above and used for the purchase of food;
- (2) The distribution requirements for delivery of funds to food pantries; and
- (3) The timeline for distribution and obligation of award funds; such funds must be obligated or expended by food pantries before July 1, 2024.

V. Grant Approval and Distribution

Each food bank shall collect applications from food pantries within its jurisdiction and review such applications for accuracy, appropriate use of funds, reasonableness of request, and number of people to be served with such funds, as well as any other factors deemed necessary for consideration by the food bank's director. Food banks and their respective directors shall coordinate in areas where jurisdictions overlap to ensure grants are not awarded to the same food pantries through both banks.

After reviewing each application, if the director of the food bank decides funding should be recommended for the project, the director shall approve the application with signature. Upon approval, the application shall be delivered through the case management system to the Governor's Office's third-party vendor to review and offer appropriate recommendation. Upon approval by

the third-party vendor, the Governor's Office shall review the application and approve or deny the request for grant funding.

After the Governor's Office has received and approved a reasonable and sufficient number of applications (a "batch") via a food bank, the approvals for all such applications shall be submitted to the food bank and the Governor's Office shall deliver to the food bank an amount of funds sufficient to cover those approved applications.

Applications may continue to be submitted on a rolling basis and will be approved in appropriate batches so long as grant funds are available. All funds granted through this program to food banks must be distributed to food pantries and utilized or obligated by such food pantries before July 1, 2024.

Food banks may also submit applications for grant funding to the Governor's Office's third-party vendor for review and appropriate recommendation. After such review, the Governor's Office shall review the application by the food bank and approve or deny the request as appropriate.

Upon approval of a food bank's application, the Governor's Office shall distribute the lump sum award to that food bank to be utilized in accordance with the approved application. Such distribution may be provided to the food bank separately or along with a batch of approvals.

VI. Closeout and Completion of Grant

Food banks shall gather from each food pantry under its jurisdiction a closeout report describing the total funds distributed to the pantry, types of food items purchased with such funds (ex. produce, grains, frozen/canned goods), and number of people estimated to have been served accordingly through the funds distributed to the food pantry.

A final report shall be provided to the Governor's Office by each food bank by August 1, 2024, or within 30 days of total expenditure of funds, whichever comes first. The final report shall include copies of the closeout reports from each food pantry under the food bank's jurisdiction and shall aggregate the information from those reports including the total funds distributed, to which food pantries such funds were distributed, types of food items purchased with such funds, and number of people estimated to have been served through such funds. The report shall be signed by the director of the food bank, certifying that the funds were fully and appropriately distributed to West Virginia food pantries and used by such food pantries in accordance with the requirements of the grant, for the purchase of food.

Upon filing of the final report any remaining grant funds not expended (or obligated) by food pantries for the purposes in accordance with these policies and procedures shall be returned to the Governor's Office.