

June 30, 2023

Dear HPNAP Applicant:

This communication is in response to your application for funding through the New York State Hunger Prevention and Nutrition Assistance Program (HPNAP).

The Food Bank of Central New York's HPNAP contract for 2023-2024 has been approved and funded at the same level as last year. However, there was an increase in the number of applications for the 2023-2024 HPNAP award year funding, and the requests exceeded the amount of funding that has been granted to the Food Bank. The Food Bank of CNY may receive additional funds from New York State, but additional details are not known at this time. As funds and resources become available, Food Bank will pass those through to you, our partners in the community. As part of our role in the partnership, Food Bank continues to advocate on behalf of our partners for funds and other resources.

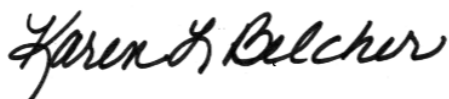
Because of your advocacy during the New York State budget process, along with those of other individuals and organizations across New York, we were able to maintain the same level of statewide funding for HPNAP. We want to thank you for helping to push back against the proposed cuts to HPNAP. You provide a critical voice and perspective on the importance of this program in accomplishing our shared goal of making sure our neighbors have the nutritious food they need.

The enclosed 2023-2024 Period 1 HPNAP Grant Award Announcement, Grant Agreement, and signature pages should be signed and returned as soon as possible. However, if returned by July 30, 2023, HPNAP funds can be applied to eligible items purchased in July.

Please review the agreement and attached materials carefully, and only sign this award agreement if you agree to the terms and conditions of the award. All decisions made regarding funding awarded under this agreement may be appealed within 20 days of the postmark on notification by submitting a written appeal to the Food Bank of Central New York's Executive Director at the address below. Appeals will be issued a response within 60 days of receiving the appeal.

**Food Bank of Central New York**  
**7066 Interstate Island Road**  
**Syracuse, NY 13209**  
**Attn.: HPNAP Processing – Appeals**

*Sincerely,*



Karen Belcher, Executive Director

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### **General HPNAP Terms & Conditions**

**By accepting the grant award(s) funded by the New York State Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), your agency agrees to:**

- Provide service without discrimination against any person because of race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military, or status as a protected veteran.
- Provide services without requiring work, classes, proof of income, or need; allow recipients to self-certify need.
- Post the Food Bank Program and Guest Bill of Rights visibly and ensure rights are afforded to all guests or clients.
- Adhere to food safety standards and offer a minimum nutrition standard for all meals and food packages.
- Record and submit monthly service numbers to the Food Bank by the tenth of the following month of service.
- Demonstrate how the awards were used by providing the required documentation.
- Provide services to anyone who presents themselves as in need of service.
- Maintain client confidentiality; HPNAP-funded programs are not allowed to share individual client data with anyone with the exception of the New York State Department of Health and Food Bank of Central New York authorized personnel.
- Routine or unannounced visits from a Food Bank and New York State Department of Health representative.
- Follow all required documentation dates and provide identified information upon request.
- Notify the Food Bank of any changes to service or hours.

Food Bank of Central New York reserves the right to revoke or suspend HPNAP funds not used for their intended purpose, or in a way that diminishes safe food storage or distribution. Food Bank reserves the right to suspend or revoke HPNAP funding for agencies found in non-compliance with the Award Notification & Grant Agreement; or, for agencies who have been found to have misrepresented themselves in application for HPNAP funding.

All decisions made regarding funding awarded under this agreement may be appealed within 20 days of the postmark on notification by submitting a written appeal to Food Bank of Central New York's Executive Director at the address below. Appeals will be issued a response within 60 days of receiving the appeal. Food Bank of Central New York 7066 Interstate Island Road Syracuse, NY 13209 Attn.: HPNAP Processing – Appeals

### **Food Grant Line of Credit Grant Award**

**By accepting the grant award(s) funded by the New York State Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), your agency understands:**

- Food grant awards will be used by the Food Bank to establish a line of credit for partner agencies to acquire nutritious foods, which will be available through the Food Bank.
- The line of credit may be used to access nutritious donated or wholesale foods. Foods eligible for coverage by this grant are noted with an asterisk (\*) on the Food Bank menu. HPNAP Food Lines of Credit funds will not be applied to paper products or cleaning supplies.
- Food Line of Credit will be made available to account as of July 1, 2023 – if this agreement is returned to the Food Bank of Central New York **by July 31, 2023.**

- All food must be ordered and received (delivered) at your agency by **May 31, 2024**
- Food Bank reserves the right to revoke funds not used by your agency in a timely manner, or for reasons related to abuse of the funds, or inability to meet the requirements of this agreement. Your food grant award balance can be found at the bottom of your monthly statement from the Food Bank labeled, **"23-24HPNAP Food Grant 5/31."** If you receive additional food grant awards through the Food Bank, funds that must be spent sooner will be applied toward your bill first.

#### **Local Produce Grant Award**

**By accepting the grant award(s) funded by the New York State Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), your agency understands:**

- Local Produce Grant Awards will be used by the award recipient to purchase locally (New York state) grown produce directly from farmers, farm markets, or other local vendors.
- Local Produce Grant Awards will be used by the award recipient to purchase produce products only. **Dairy products, poultry, meats, eggs, juices, ciders, and processed foods are not eligible for purchase under this award.**
- Only qualifying purchases made between July 1, 2023, and December 31, 2023, will be considered a fundable expense.
- Awards will be issued when funds become available and the Grant Agreement has been returned.
- Completed documentation of how the funds were spent is due no later than January 31, 2024.
- Please see the Vegetable and Fruit Conversion Chart at the end of this document.

#### **Operations Support Grant Award**

**The following conditions and terms apply to awards for staffing, utilities, space, transportation, and disposables. By accepting the grant award(s) funded by the New York State Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), your agency understands:**

- OS grant awards will be fully issued when the Grant Agreement is returned AND OS funds are available.
- OS grant award funds may only be used for approved (awarded) expenditures between July 1, 2023, and May 31, 2024.
- OS grant award funds may NOT be used for unapproved expenses or expenditures.
- Recipient agency must provide complete documentation for all OS grant awards by May 31, 2024.
- Food Bank reserves the right to suspend, decrease the award amount, or terminate the award(s) due to non-compliance with this grant agreement or the Agreement/Release Criteria for Food Bank Partner Agencies, and/or request reimbursement for funds spent inappropriately at any time during the grant period.
- Operations Support & Equipment award(s) are based on the application submitted for your agency.
- Although the fiscal year runs through June 30, 2023, to ensure all funds are spent in a timely manner, funds must be spent and documented by **May 31, 2023.**
- **Failure to provide completed documentation on time may delay an agency from receiving future awards.**
- **Failure to provide completed documentation on time may require the HPNAP award recipient to reimburse the Food Bank of Central New York for the grant award.**

#### **Capital Equipment Terms & Conditions**

**By accepting the grant award(s) funded by New York State Department of Health, Hunger Prevention and Nutrition Assistance Program (HPNAP), your agency agrees to:**

- Purchase and pay for the approved equipment immediately. Equipment must be operational by September 15, 2023.
- Pay the costs to install and for any reasonable repairs to maintain the equipment in good condition for its useful life span (usually ten years). OS grant funds will not cover any costs to install, repair, transfer, or dispose of the equipment.
- Equipment is to only be used for the purpose of providing food to people in need and must be located at the site of the emergency food program.
- Be responsible for damage or loss of the equipment. Your agency should insure the equipment against fire, theft, and damages. Inform the Food Bank immediately if the equipment is damaged, stolen, or out of service.
- The equipment is the property of New York State. Awards for equipment must cover 100% of the item(s) cost. Should your agency partnership become terminated with the Food Bank, all equipment purchased with OS funds will be recovered from your agency.
- Request authorization through the Food Bank prior to transferring, relocating, or disposing of the funded equipment;
- Hold the State of New York and Food Bank of Central New York harmless from any and all claims, costs, expenses (including attorney's fees), losses, and liabilities of whatsoever nature arising out of, or in connection with the purchase, delivery, installation, acceptance, rejection, ownership, possession, use, operation and condition of any of the funded equipment.

### 2023-2024 HPNAP Award Important Dates








<b>July 1, 2023</b>	<b>The new fiscal year for HPNAP grant recipients – food funds made available for programs that have returned the signed agreement.</b>
<b>July 30, 2023</b>	2023-2024 HPNAP OSE Documentation Seminar made available online.
<b>March 31, 2024</b>	Local Produce Awards must be spent by this date.
<b>April 30, 2024</b>	Local Produce Award Documentation deadline. All documents must be submitted by this date.
<b>May 31, 2024</b>	Final documentation is due for the 2023 – 2024 HPNAP Operation Support and Equipment awards.
<b>May 31, 2024</b>	All food using HPNAP funding must be delivered by this date.

#### Tips for Managing Your Food Program's Award:






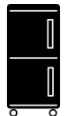

- Submit only complete documentation (please review pg. 7 & 8).
- Submit documentation when you have it completed, please do not wait until the due date; your submission will be accepted once it is completed.
- Hard copy (paper) submissions should be mailed to Food Bank of Central New York 7066 Interstate Island Road Syracuse, New York 13209 Attention: HPNAP Processing
- Documentation submission may be submitted via email to [agencyinfo@foodbankcny.org](mailto:agencyinfo@foodbankcny.org) Please only send files in pdf format.
- Please mark any documents/receipts that you mail in or upload with your five-digit account number.
- Late submissions or missing documentation may delay future awards.
- Cost overruns for Capital Equipment must be approved by the Food Bank of Central New York. HPNAP equipment is 100% owned by New York State Department of Health; matching funds or non-HPNAP funds may not be used to cover any cost overruns for equipment.

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## 2023–2024 Eligible Expense Chart

Award Category	Eligible Expenses
<b>STAFF</b>  	<p>Only <b>direct service</b> worker wages may be funded. This includes persons actually engaged in the serving or storing of food such as cooks, kitchen help, pantry volunteers, and food service or storage area cleanup persons. Additionally, funding must be used for regular employees, and cannot be used for stipends or contract workers.</p> <p><b>Note:</b> Fringe benefits (health insurance, vacation/sick time, family leave, etc.) are not fundable.</p>
<b>UTILITIES</b>  	<p>Heat, water, and/or electricity utility costs for food service and storage. Costs will be prorated by the amount of space being utilized to store or distribute food.</p> <p><b>Note:</b> Trash, recycling, and sewer services are not fundable.</p>
<b>SPACE</b>  	<p>Costs for currently occupied space for direct emergency food service or storage areas where a formal agreement is in place may be funded. Space shared with other programs is to be prorated to compute the portion used for emergency food service. Food programs may not “rent” space from their parent agency.</p>
<b>DISPOSABLES</b>  	<p>Non-durable/disposable supplies necessary to the provision of emergency food such as:</p> <ul style="list-style-type: none"> <li>• paper/plastic bags</li> <li>• disposable plates</li> <li>• cups and dinnerware</li> <li>• plastic wrap and aluminum foil</li> <li>• cardboard boxes and food containers</li> </ul> <p><b>Note:</b> Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap are not fundable, but available through the Food Bank.</p>
<b>TRANSPORTATION</b>  	<p>Costs for the transportation of food from source to emergency food program may be funded. This may include mileage reimbursement at up to the federal reimbursement rate (mileage option) or include payments to rent or lease vans, (rent/lease option).</p> <p><b>Note:</b> Total gas charges are not reimbursable.</p>
<b>CAPITAL EQUIPMENT</b>  	<p>New food service equipment items essential to emergency food operations. Reasonable delivery fees can be covered by the OS grant.</p> <p><b>Note:</b> Your agency may only purchase the equipment approved in your OS grant award.</p>
<b>LOCAL PRODUCE AWARD</b>  	<p>Locally grown (NYS) produce, directly from farmers or local vendors.</p>
<b>Fresh Produce</b>	<p>Produce provided by Food Bank and described as “Fresh” on the menu.</p>
<b>Dairy</b>	<p>Allocations of specified milk products as products and funds are available. This may include: 2% liquid milk or shelf stable aseptic milk. Subject to change with funding and product availability.</p>

## 2023–2024 Universal Required Grant Documentation

Award Category	Eligible Expenses	
<b>STAFF</b>  	1. Copies of timesheets or timecards showing hours worked, <b>AND</b> 2. Copies of payroll registers or canceled payroll checks <b>Note:</b> Staff cannot both keep their own time records and pay themselves	
<b>UTILITIES</b>  	1. Copies of utility bills showing full invoice amount and service period <b>AND</b> 2. Copies of canceled checks or bank statements verifying payment <b>Note:</b> Programs that share space with other programs/organizations will only be reimbursed for their percentage of total building utility usage as reported in grant applications	
<b>SPACE</b>  	1. Copies of current rental/lease agreement showing coverage of grant period, which must include monthly payment amount due, <b>AND</b> 2. Copies of canceled checks or bank statements verifying payment <b>Note:</b> Programs will not be reimbursed for rent paid to their parent agency.	
<b>DISPOSABLES</b>  	1. Copies of itemized invoices/receipts of items purchased, <b>AND</b> 2. Copies of canceled checks, bank statements, or credit card statements verifying payment	
<b>TRANSPORTATION</b>  	PERSONAL VEHICLE	1. Copy of travel log showing dates, destination, odometer readings, and miles traveled <b>Note:</b> Log must be signed by both staff member and agency supervisor
	RENTAL VEHICLE	1. Copy of rental contract with invoice, <b>AND</b> 2. Copy of canceled check, bank statement, or credit card statement verifying payment
<b>CAPITAL EQUIPMENT</b>  	New food service equipment items essential to emergency food operations. Reasonable delivery fees can be covered by the OS grant. <b>Note:</b> Your agency may only purchase the equipment approved in your OS grant award.	
<b>LOCAL PRODUCE</b>  	1. Copies of vendor invoices which must include: name of farm/producer, products purchased, and quantity of each product purchased (in pounds, if possible) 2. Copies of canceled checks, bank statements, or credit card statements verifying purchase. <b>**If paid in cash, this must be noted on the receipt.</b> <b>Note:</b> Produce purchased must be grown in NYS	



## 2023 – 2024 HPNAP AWARD DETAIL SUMMARY

Account Number:  
Date: June 30, 2023  
Program Name:

Award Category	Award Amount	Notes:
Food Line of Credit		
Utilities Support*		
Staffing Support*		
Lease / Rental Support*		
Capital Equipment*		
Disposables Support*		
Local Produce Award*		
Transportation Support*		
Dairy Support	Eligible	Partner agency is eligible to receive select fluid milk from Food Bank of Central New York periodically at no charge to their HPNAP Grant balance.
"Fresh Produce"	Eligible	Partner agency is eligible to receive produce from Food Bank of Central New York marked "Fresh" on the menu at no charge to their HPNAP Grant balance.

### -AGENCY COPY-

- Additional documentation to demonstrate how the award is being used is required for this award. Please only accept if your food program can meet documentation standards. See pages 5 & 6 for details
- Completing a 2023-2024 Period 1 HPNAP OSE Award Documentation Seminar (available July 30, 2023) is required before funds are released.

## Award Notification & Grant Agreement

Account Number:  
Date: June 30, 2023  
Program Name:

Award Category	Award Amount
Food Line of Credit	
Utilities Support*	
Staffing Support*	
Lease / Rental Support*	
Capital Equipment*	
Disposables Support*	



Local Produce Award*	
Transportation Support*	
Dairy Support	Partner agency is eligible to receive select fluid milk from Food Bank of Central New York periodically at no charge to their HPNAP Grant balance.
Fresh Produce	Partner agency is eligible to receive produce from Food Bank of Central New York marked "Fresh" on the menu at no charge to their HPNAP Grant balance.

By signing below, the signatories attest that:

- The are the rightful representative of the agency awarded this funding.
- They agree to be bound by the terms and conditions presented in this agreement (Award Notification & Grant Agreement).
- They understand that violation of this agreement may result in temporary or permanent revocation of funds and ineligibility for future awards.

**SIGN & RETURN THIS PAGE NO LATER THAN 4:00 PM FRIDAY JULY 29<sup>th</sup>, 2022**

Two *different* signatures required. The food program coordinator **AND** the executive director, pastor, or the board president of your sponsoring 501(c)(3) organization, church, or agency must sign this agreement. This signatory page must be returned to:

Food Bank of Central New York  
HPNAP Processing  
7066 Interstate Island Road  
Syracuse, NY 13209

Copies sent as a pdf will be accepted at: [agencyinfo@foodbankcny.org](mailto:agencyinfo@foodbankcny.org)

\_\_\_\_\_  
Signature of Partner Agency Coordinator

\_\_\_\_\_  
Signature of 501(c)(3) Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RETURN THIS COPY TO FOOD BANK OF CENTRAL NEW YORK**

