

## 2020 - 2021 HPNAP Operations Support Eligible Expenses

Category	Eligible Expenses	Ineligible Expenses
STAFF	Only <b>direct service</b> workers 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.	Administrative personnel such as bookkeepers and directors, or non-food workers such as maintenance workers. Fringe benefits are <b>not fundable</b> .
UTILITIES	Food service work or storage area utility costs such as heat, water, and electricity may be funded.	Trash and recycling removal, pest control services, and sewer charges as well as telephone costs and costs associated with other non-food service or storage areas are <b>not fundable</b> .
SPACE	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.	Administrative office space. May not use funding to pay for mortgage payments or any payment in excess of actual charges to the emergency food program.
DISPOSABLES	Non-durable/disposable supplies necessary to the provision of emergency food may be funded. This includes, but is not limited to; <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>	Supplies that are not necessary to the provision of food, such as office supplies, toilet paper and cleaning materials are <b>not fundable</b>  PLEASE NOTE: Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap are <b>not fundable</b> . These supplies are available for free from the Food Bank. Please contact Michelle Mengel ext. 239 to have these supplies added to your Food Bank order for free.
TRANSPORTATION	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).	Costs for delivering food from emergency food program site to pantry recipients are <b>not fundable</b> . Grant also does not cover gas costs, vehicle maintenance, etc.
CAPITAL EQUIPMENT	New food service equipment items essential to emergency food operations. Reasonable delivery fees can be covered by the OS grant.  ** Your agency may only purchase the equipment described in your OS grant award.	Disposable items, used or reconditioned equipment, office equipment, computer hardware, chest freezers, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden or plastic shelving or cabinets, custom-made appliances/equipment, small electrical appliances, or small kitchen utensils. OS grant awards do not cover installation, moving, or repair costs.
Local Produce Award	Locally grown (NYS) produce, directly from farmers, or local vendors.	Dairy, cheese, non-locally grown produce, eggs, butter, meats, honey, transportation, delivery fees, or additional staffing expenses related to the fulfillment of this award.