



Food Bank of Central New York
2020 -2021 Food Grant, Operations Support & Capital Equipment
Application Guidance

Funded by New York State Department of Health
Hunger Prevention and Nutrition Assistance Program (HPNAP)

July 1, 2021 - June 30, 2022

Period 4

Return application(s) via online form.

Paper applications may be requested by calling Agency Relations at 315-437-1899 x 256

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INTRODUCTION:

The Hunger Prevention and Nutrition Assistance Program (HPNAP, formerly SNAP) was established in 1984 to improve the nutritional health status of the State's low-income citizens by reducing hunger, malnutrition, and nutritionally-related illness. HPNAP, in partnership with organizations that serve the hungry, is dedicated to improving the health and nutritional status of people in need of food assistance by:

- Providing funding and other support to enhance the accessibility and availability of safe and nutritious food and food related resources;
- Developing and providing comprehensive nutrition education programs;
- Monitoring and assessing customer needs and hunger-related issues to strengthen the program effectiveness;
- Empowering people to increase their independence from food assistance programs.

ELIGIBILITY:

To be eligible to apply for HPNAP food grants, an Emergency Food Program (EFP) must have been providing emergency food service for at least six (6) months at the time of application. An EFP must comply with the following eligibility criteria and be able to provide documentation of:

- a. nonprofit status under Section 501(c)3 of the Internal Revenue Code (qualified religious institutions are considered tax exempt under the Internal Revenue Code);
- b. possession of a Federal Tax Identification Number documented through a copy of US Department of Treasury, Internal Revenue Service correspondence indicating the organization's Federal Tax Identification Number;
- c. current tax exemption status;
- d. proper food service permit, if offering ready-to-eat meals;
- e. provide emergency food services to all persons regardless of race, creed, color, sex, sexual orientation, national origin, age, disability, or marital status; and
- f. provide food free of charge or obligation to all people at all times who present themselves as in need

In addition:

- Incorporation is not required to receive HPNAP funds
- Membership in a regional food bank is not required to submit an application
- Emergency Food Programs with existing direct New York State Department of Health HPNAP contracts are ineligible.
- EFP must be located within the Food Bank of Central New York (Food Bank) service area.

Programs that have received HPNAP funds in previous years must demonstrate, through past performance, appropriate management of the award. This is assessed by examination of the program's ability to use the funds in a timely manner, report service numbers, and provide appropriate documentation as required. Funds awarded under HPNAP during this grant year will be available when released by the state and must be used by May 30, 2022. HPNAP grant funds are designed to supplement and /or match a program's own efforts; funds should not be viewed as a sole means of support.

INELIGIBLE ORGANIZATIONS:

The following organizations are not eligible to apply:

- For profit organizations
- Organizations that only distribute USDA Commodity (TEFAP) Foods
- Senior citizen, day care, and other feeding programs that do not provide emergency food service specifically to people in need

LOCAL PRODUCE AWARD

A portion of this application is being utilized to apply for the "Local Produce Award." The Local Produce Award is an award payable, by Food Bank of Central New York, upon documentation of eligible, covered, expenses, not to exceed the awarded amount. Participation in the Local Produce Award is voluntary for all applicants. The Local Produce Award will **only** cover purchases of locally (New York state) grown produce purchased during the July 1, 2021 – 11/30/2021 period. Further conditions may apply; a separate award agreement and terms will be issued when awards are made from this application.

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LIMITATIONS OF THIS AWARD

Limitations of this award have been imposed by contract with the New York State Department of Health, Hunger Prevention and Nutrition Assistance Program. Approval of applications and funding requests are not guaranteed. Agencies should not consider HPNAP funding as part of their annual budget.

Limits are as follows:

Category	Range
Food Line of Credit	\$1,000.00 - \$25,000.00
Utilities Award	\$500.00 - \$6,000.00
Transportation Award	\$500.00 - \$6,000.00
Disposables	\$500.00 - \$6,000.00
Staff	\$500.00 - \$6,000.00
Lease / Space / Rent	\$500.00 - \$6,000.00
Capital Equipment	\$500.00 - \$8,000.00

- OSE awards may not be used to support any activity where the primary purpose is to distribute foods not obtained with HPNAP funding (e.g., only distributing USDA commodities or retail partnership product).
- Do not request payment for items that the EFP is not actually responsible for. For example, an organization must actually pay rent to another entity in order to receive HPNAP funding for rent.
- Equipment purchased with HPNAP funds are property of the New York State Department of Health and not of the purchasing agency. Awards for equipment must cover 100% of the cost of the item. If the grantee stops providing emergency food assistance during the useful life of the equipment (usually up to 10 years), the grantee must notify the Food Bank and the equipment will be recovered by the Food Bank and transferred to another EFP.
- All operations support and capital equipment expenditures/services must take place during the July 1, 2021 - May 30, 2022 funding period.

SCOPE OF THIS APPLICATION:

Funds awarded under HPNAP for the 2021 - 2022 grant year will be available when released by the state and must be used by May 30, 2022. HPNAP grant funds are designed to **supplement** and/or match a program's own efforts; funds should not be viewed as a sole means of support; funds may not be used as start-up costs for new activities or new staff positions. Grants are awarded for one or a combination of the following categories:

Food Line of Credit, (LOC), awards provide funding on account with Food Bank of Central New York to awardee agencies for the purpose of paying the cost of nutritious food items identified on Food Bank's menu. Food Bank policy and procedures apply.

Operations Support (OS) awards provide funding to agencies currently providing emergency food to low-income and/or food insecure New Yorkers.

Submission of an OS application does not guarantee that your total funding request(s) will be granted.

- A. **Staff Costs:** Only **direct service** 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 are **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 not fundable.
- C. **Space Costs:** Costs for currently occupied space for direct emergency food service or storage areas may be funded. Space shared with other programs is to be prorated to compute the portion used for emergency food service. Costs for administrative offices are not fundable. OS may fund rent or user fees, but may not be used to pay mortgage payments or any payment in excess of actual charges to the EFP. Pantries may not pay "rent" to their not-for-profit or religious institution sponsor.

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- D. Food Service Paper Products and Other Disposables: Non-durable/disposable supplies necessary to the provision of emergency food may be funded. This includes, but is not limited to, paper/plastic bags, disposable plates, cups and dinnerware, plastic wrap, aluminum foil, cardboard boxes, and food containers. Supplies that are not necessary to the provision of food, such as office supplies, toilet paper and cleaning materials are not fundable.

PLEASE NOTE: Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap are **not fundable**. These supplies are available for HPNAP eligible agencies, free of charge from the Food Bank. Please contact Michelle Mengel ext. 239 to have these supplies added to your Food Bank order for free.

- E. Transportation: Costs for the transportation of food from source to EFP site may be funded. This may include payments to rent or lease vans, (rent/lease option) or mileage reimbursement up to the federal reimbursement rate per mile for the mileage option. Costs for delivering food from EFP site to pantry recipients are not fundable.
- F. Food Service (Capital) Equipment: An EFP may request funding for new food service equipment items essential to their emergency food operations. Priority will be given to the following items: refrigerators, freezers, stoves and ovens, metal shelves, metal storage cabinets, 3-compartment sinks, hand washing sinks, hand trucks, and exhaust hoods & fire suppression systems (if required by codes in the specific facility) which are necessary to maintain the current operation of an emergency food program. The funds may **NOT** be used to purchase disposable items, used or reconditioned equipment, office equipment, computer hardware, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden or plastic shelving or cabinets, custom-made appliances/equipment, small electrical appliances, or small kitchen utensils. The purchase of equipment for food pantries that would like to transition to or enhance a client choice model of operation (such as tables, shelving, or shopping carts) is acceptable. The OS grant can cover reasonable delivery fees. OS grants will **NOT** fund building alterations, wiring or plumbing work, other installation charges, or removal/disposal fees for old equipment. The EFP is responsible for paying alteration, installation, and removal/disposal costs for old equipment.

Applicants must submit at least two (2) vendor price quotes for each piece of equipment requested. The request is to be based on an actual quote, not on a temporary sale price. If possible have the vendor guarantee the equipment price.

APPLICATION SUBMISSION

The 2021-2022 HPNAP grant application will be submitted through an online form. Questions will be short answer and multiple choice. The application may take up to 30-45 minutes to complete. Applications may be saved before being submitted; only "Submitted" applications will be considered for funding. You will not be able to edit or change responses once submitted. In the application you will need to provide general program information including: estimate of out-of-pocket expenses spent on food, sources of funding used to purchase food, and the type of service and foods provided as well as documentation of expenses and compliance with training requirements.

To demonstrate fiscal eligibility, Food Bank is requesting applicants provide the following updated information to support their claim of eligibility to receive funds from this application:

- IRS Letter of Determination or Religious Congregation Exemption Form
- DUNS Number
- Letter of Affiliation
- Food Safety Training Log
- Civil Rights Training Log
- Declaration of Service Area (for food pantries ONLY)
- Health Permit (For soup kitchens or meal sites ONLY)

If applying for Operations Support of Capital Equipment, you may also need:

- space lease or building rental agreement if applying for space;
- most recent utility bill summary showing monthly charges;
- two (2) price quotes if requesting equipment funds; and,
- job description if applying for staffing support.

All identified forms may be found on Food Bank's website under Forms and Resource **AND** on the Grant's application page.

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APPLICATION SCORING

HPNAP Awards are competitive and merit based. Awards will be based on eligibility, score of application, and available funds - independent of past awards.

Applications will be scored on the following criteria:

- Estimated emergency food need using poverty statistics.
- Availability of service.
- Type of operation or service.
- Program design and documentation.
- Alignment with the stated mission of HPNAP.
- Programs impact on the community.
- Program's capacity and sustainability.

AWARD NOTIFICATION AND GRANT AGREEMENT

Awardees will be issued an Award Notification and Grant Agreement electronically on or around May 25, 2021. Requests for electronic signature will be emailed to the applicant email address (noted in the application) as well as to the not-for-profit or religious institution sponsor contact. Please note that two separate and unique signatures are required from agents authorized to sign agreements on behalf of the food program and the not-for-profit or religious institution sponsor. Awardee's who would like a paper version of their agreement may contact Food Bank's Agency Relations Department.

AWARD ADMINISTRATION:

Food Grant awards (Food LOC) will be used by the Food Bank to establish a line of credit for each organization to acquire nutritious foods approved by HPNAP, which will be available through the Food Bank. The line of credit may be used to access wholesale, and VAP foods.

HPNAP Operations Support & Capital Equipment Awards will be issued by Food Bank of Central New York to be applied to expenses identified by the application AND as described in the Award Notification and Grant Agreement. Documentation is required of ALL HPNAP Operations Support and & Capital Equipment Awards.

Application Timeline:

HPNAP Period 4 (July 1, 2021 - June 30, 2022) Application Timeline		
March	3/22/2021	Applications Open
April	4/30/2021	Applications Due
May	5/1/2021	Application Review Begins
May	5/14/2021	Application Review Due
May	5/24 - 5/28	Awards Made / Sent
June	6/30/2021	Signed Award Agreements Due

Questions about this guidance (or application), may be directed to:

Food Bank of Central New York
Agency Relations Department
agencyinfo@foodbankcny.org
315-437-1899 *256