



### General HPNAP 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:

- 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 requested 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 representative of the Food Bank and New York State Department of Health.
- Follow all required documentation dates and provide identified information upon request.
- Notify the Food Bank of any changes to service or hours.

Additionally, programs designated and funded as food pantries agree to:

- Provide a food package that is scaled to the size of the household
- Implement a level of client choice into the food distribution model.

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 receipt. Appeals must be made in writing, clearly stating the reason for the appeal, justification, and suggested remedy. Appeals must be mailed to: *Karen Belcher, Executive Director - Food Bank of Central New York 7066 Interstate Island Rd. Syracuse, New York 13209 Attention: HPNAP Appeals*

### Food Grant Line of Credit Grant Award

By accepting the grant award(s) funded by 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 covered 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 on July 1, 2023 - if this agreement is returned to the Food Bank of Central New York **No funds will be made available to your agency until the signed agreement is returned to the Food Bank. Award funds will not apply retroactively for purchases made before the receipt of this agreement or before July 1, 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. The balance of your food grant award can be found at the bottom of your monthly statement from the Food Bank labeled, **"23-24 HPNAP Food Grant 5/31."** If you receive additional food grant awards through the Food Bank, funds that must be spent sooner will be applied towards your bill first.

### Local Produce Grant Award

By accepting the grant award(s) funded by 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 only. ***Dairy products, poultry, meats, and processed foods are not eligible purchases under this award.***
- Only qualifying purchases made between July 1, 2023 and March 31, 2024 will be considered a funded expense.
- Awards will be issued in August 2023, provided the Grant Agreement has been returned.
- Completed documentation of how the funds were spent is due no later than March 31, 2024.
- Please see 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 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
- 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 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, 2024, to ensure all funds are spent in a timely manner, funds must be spent and documented by **May 31, 2024.**
- **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 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 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 cost of the item(s). 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

|                |  |
|----------------|--|
| July 1, 2023   | New fiscal year for HPNAP grant recipients - food funds made available for programs that have returned the signed agreement. |
| July 15, 2023  | 2023-2024 Period 1 HPNAP OSE Documentation Seminar made available online.  |
| August 2023*   | First Operation Support, Equipment, and Local Produce awards disbursed   |
| March 31, 2024 | Local Produce Awards must be spent by this date.   |
| March 31, 2024 | Local Produce Award Documentation deadline. All documents must be submitted by this date.                                    |
| May 31, 2024   | All documentation due for 2023 - 2024 HPNAP Operation Support and Equipment awards.  |
| May 31, 2024   | All food using HPNAP funding must be delivered by this date.   |

\*Funding will not be available until the funds have been released by the New York State Department of Health.

**PLEASE CONFIRM AVAILABILITY OF FUNDS BEFORE PLACING FOOD ORDERS.**

### Tips for Managing your Award:

- Submit only complete documentation (please review pg. 6 & 7).
- Submit documentation when you have it completed, please do not wait until the due date; your submission will be accepted once it is completed.
- Email submissions will be accepted as a .pdf format only at [agencyinfo@foodbankcny.org](mailto:agencyinfo@foodbankcny.org)
- 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
- 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 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.

## 2023 - 2024 HPNAP Eligible Expense Chart



### Staffing

Only direct food service worker wages may be funded. This includes persons actually engaged in the serving or storing of food. Fringe benefits (health insurance, vacation/sick time, family leave, etc.) are not fundable.



### Utilities

Heat or electricity utility costs for food service and storage areas.



### Equipment

New food service equipment items essential to emergency food operations. . Your agency may only purchase the equipment approved in your OS grant award.



### 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. Food programs may not "rent" space from their parent agency.



### 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). Note: Total gas charges are not reimbursable.



### Disposables

Non-durable/disposable supplies necessary to the provision of emergency food such as: paper/plastic bags; disposable plates; cups and dinnerware; plastic wrap and aluminum foil; cardboard boxes and food containers. Note: Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap are not fundable.



### Local Produce

Locally grown (NYS) produce, directly from farmers or local vendors. This category excludes any items that require processing like cider, syrup, or any processed foods. Eggs are also excluded.

## 2023 - 2024 HPNAP Document Standards\*



### Staffing

1. Copy of timesheets or timecards showing hours worked in the food program, AND
  2. Copies of payroll registers or canceled payroll checks.
- Note: Staff cannot both keep their own time records and pay themselves.



### Utilities

1. Copies of utility bills showing full invoice amount & service period, AND
  2. Copies of cancelled checks or bank statement verifying payment.
- Note: food programs that share space will only be reimbursed for the percentage of the utility being used by the program.



### Equipment

1. Copies of vendor invoice AND
2. Copies of cancelled checks or bank statement verifying payment was made by the not for profit organization.



### Space

1. Copies of current lease / rental agreement showing dates and monthly or annual payment amount AND
  2. copies of cancelled checks or bank statements verifying payment.
- -Note: Programs will not be reimbursed for rent paid to their parent agency.



### Transportation

1. Copies of travel logs showing dates, destination, odometer readings, and miles traveled; AND
2. Copies of cancelled checks, bank statements, or credit card statements verifying purchase was made by the awardee agency.



### Disposables

1. Copies of itemized invoices / receipts of items purchased AND
2. Copies of cancelled checks, bank statements, or credit card statements verifying purchase was made by the awardee agency.



### Local Produce

1. Copies of itemized invoices / receipts of items purchased AND
2. Copies of cancelled checks, bank statements, or credit card statements verifying purchase.

\*Please refer to the HPNAP Grant Award Notification & Agreement for full requirements.