INSTRUCTION BOOKLET

FOR

HPNAP Operations Support and Capital Equipment Funds
Funding Period: November 1, 2018- October 31, 2019

**Ten (10) copies of application due at Food Bank of the Southern Tier
by Monday, September 17th, 2018, 4:00 PM**

Applications and supplementary materials are available at www.foodbankst.org.
Hold pointer over "Agency Zone." Click on "Agency Forms."
Materials are listed under "HPNAP Operations Support- Capital Equipment Grants."

Administered by: Food Bank of the Southern Tier
388 Upper Oakwood Avenue
Elmira, NY 14903

Rev 6/27/2018

New York State Department of Health
**Hunger Prevention and Nutrition Assistance Program
Operations Support and Capital Equipment Grant Instructions**

WHAT IS THE PURPOSE OF THIS GRANT?

The Hunger Prevention and Nutrition Assistance Program **(HPNAP)** was founded in 1984 to improve the health of low-income people of New York State by:

- enhancing access to nutritious food and food-related resources;
- developing comprehensive nutrition education programs;
- assessing people's needs and hunger-related issues;
- empowering hungry people to increase their independence from food assistance programs.

This grant assists emergency food programs with operations expenses and capital equipment acquisition.

OVER WHAT TIME PERIOD IS THIS GRANT EFFECTIVE?

This application is for the funding year November 1, 2018 through October 31, 2019.

WHO IS ELIGIBLE TO APPLY?

- Food pantries
- Soup kitchens
- Emergency shelters

Applicants must provide emergency food services and must have supplied services for the last 6 months at the time of application. Agencies must be 501 (c) (3) charities or have a 501(c) (3) sponsoring organization. A program does not have to be a member of the Food Bank to apply for or to receive a grant. **If your program is not a Food Bank member, please attach a copy of the US Department of Treasury, Internal Revenue Service correspondence indicating the program's Federal Tax Identification Number and 501 (c) 3 status**.

To be eligible for funds, emergency food programs must be open and accessible to people in need, inclusive of all populations regardless of age, race, ethnic origin, sexual orientation, religious affiliation, income, disability, etc . Food pantries must have <u>at least one</u> regularly scheduled distribution day per month. Pantries with <u>only</u> on-call hours are <u>not</u> eligible. Soup kitchens <u>must</u> serve the general public. **Programs that serve meals to the public must be currently permitted as food service establishments by the local department of health. You must attach a copy of the permit with your application.**

WHO IS <u>NOT</u> ELIGIBLE TO APPLY?

- For-profit organizations
- Organizations that only distribute USDA Commodity (TEFAP) foods
- Organizations that do not provide emergency food assistance
- Emergency relief organizations with existing direct New York State Department of Health contracts
- Shelters that receive or are eligible for Child and Adult Care Food Program funding
- Shelters that receive per diem reimbursement from Department of Social Services <u>may not</u> be eligible for grants. Please contact the Food Bank of the Southern Tier for more information.

WHAT CAN AN ELIGIBLE PROGRAM APPLY FOR?

The grant application is divided into two sections: a) Operations Support; and b) Capital Equipment. You will use the same application to apply for either or both types of awards.

The maximum grant request for each agency is $14,000 ($6,000 maximum for Operations Support and $8,000 for Capital Equipment). Partial funding is not available for equipment

exceeding $8,000.

Funds *may not* be used as start-up costs for new activities or new staff positions. Applicants should not request funding for expenses that the emergency food program is not currently paying. For example, a food pantry or soup kitchen must currently be paying rent or utility expenses to another entity in order to receive HPNAP funding for rent or utilities.

Operations Support

The Operations Support grants are designed to provide supplemental funding for costs associated with <u>staff, space, utilities, transportation, and disposables</u>. **An agency may request Operations Support Awards up to $6,000.** There is no minimum grant award.

Programs may apply for **one or a combination** of the following grant categories:

<u>1. Staff Costs</u> (page 8 of application)
Only direct food service paid staff or volunteers may be funded.

Eligible costs: Payroll for direct service workers such as cooks, kitchen help, pantry workers, and storage area clean-up persons. Volunteers are eligible to receive stipends.

NOT eligible: Fringe benefits such as health and dental insurance are not eligible. Administrative personnel such as bookkeepers and directors, other non-food workers, or maintenance personnel are also not eligible.

Include in your application: A job description for each position. The description must contain information on the position's specific duties and the approximate percentage of time spent on each duty.

<u>2. Utility Costs</u> (pages 9 and 10 of application)
Eligible costs: Only utility costs associated with food service work, food distribution, or storage areas can be covered. This includes heat and electricity for your program. There are two parts for requesting utility funds. Please read carefully. **All agencies are welcome to request funding from both Part A and Part B.**

<u>Part A</u> **Costs associated with the operation of refrigerators and freezers.** List the refrigerators and freezers used by your program. Each type of refrigerator and freezer has its own fixed cost as listed in the table.

<u>Part B.</u> **Lighting and Climate Control**. Your funding request for Part B is a fixed amount based on the number of days your program is open each month. Please follow the appropriate table in your application.

Your utility funding request is the total of your amounts for Parts A and B; please be sure to add them.

The following operational costs are NOT eligible for HPNAP funding: Trash and recycling removal, telephone costs, pest control services, water, sewer charges; utility costs for administrative offices; utility costs for program areas not used for food service, distribution, or storage; and utility costs for unrelated church or organizational activities.

<u>3. Space Costs</u> (page 11 of application)
Eligible costs: Rent or user fees for <u>currently occupied</u> space for direct emergency food service, food

distribution, or storage areas only.

NOT eligible: Mortgage payments; property taxes; rent/user fees for administrative offices and any program areas not connected with direct food service, food distribution, or food storage; any funds in excess of actual charges to the direct food service or storage area.

Include in your application: A copy of a rental/lease agreement. If the space for direct emergency food service or storage areas comprises a portion of the rental space, the applicant must also include a blueprint or sketched floor plan showing program space with respect to entire building.

4. Food Service Products and Other Disposables (page 12 of application)
Disposable supplies necessary to the provision of emergency food may be funded.

Eligible costs: Disposable plates and cups, plastic knives, forks and spoons; plastic wrap; aluminum foil; paper towels; sandwich bags; cardboard boxes.

NOT eligible: Office supplies, toilet paper, garbage bags, cleaning supplies, and other items not necessary for supplying emergency food assistance.

NOTE to meal programs and shelters: Food safety and sanitation supplies such as vinyl gloves and thermometers are available at no charge from the Food Bank of the Southern Tier for member agencies of the Food Bank that receive HPNAP support. HPNAP provides separate supplemental funding for these supplies.

5. Transportation (page 13 of application)
Eligible costs: Costs for the transportation of food from a donor/retailer to your site may be funded. Mileage reimbursement is up to $0.545 per mile. You may use agency or personally owned vehicles. Renting or leasing a van or truck is also an option.

Not eligible: Long-term lease cost; costs for picking up food from the Food Bank; costs for delivering food to recipients; costs for transporting volunteers from their homes; costs for vehicle fuel.

Capital Equipment (pages 14-15 of application)
The Capital Equipment funds are designed to help emergency food programs acquire equipment in order to increase their capacity to serve people. An agency may request Capital Equipment awards up to **$8,000**. The equipment must be suitable for the program; for example, a food pantry should not request a stove. Equipment must have a unit cost of at least $300.00 *unless* approved by the Food Bank prior to submission of the application. In addition, the full cost of the equipment to be purchased must be covered by the Capital Equipment grant, meaning that no partial grants will be allowed.

Eligible costs: New food service equipment items essential to emergency food operations. **Capital Equipment warranties may be considered as an allowable expense, if the warranty is shown to be standard and at a reasonable cost for the type of equipment.**

Priority will be given to:
- **commercial***** refrigerators and freezers

• stoves and ovens (for meal sites and shelters only)
• steam tables (for meal sites and shelters only)
• metal shelves, metal storage cabinets
• 3-bay sinks (for meal sites and shelters only)
• exhaust hoods & fire suppression systems if required by building codes (for meal sites and shelters only)

***Please note: The Food Bank strongly encourages applicants to request commercial, rather than household refrigerators and freezers. Commercial units are more durable and come in a variety of sizes, including single-door models. Please consult equipment vendors. ***

Also eligible: Delivery fees for equipment.

NOT eligible: Used or reconditioned equipment, office equipment, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden shelving or cabinets, custom-made appliances/equipment, small electrical appliances, or small kitchen utensils (pots, pans, etc).

Include in your application: At least **two signed written price quotes per equipment item** from at least two different vendors. A list of some vendors is provided below. **Internet quotes are only acceptable with a vendor signature or if emailed from official vendor email address**. The amount of funding you request must be based on the lowest price quote. Please receive quotes that are valid for at least 6 months and are for the same piece of equipment, not a similar unit. In spite of changing prices, awards can only honor quotes received as part of the application**. You are responsible for paying any amount greater than the award amount should prices change.** If you are requesting more than one piece of equipment, please list your requests in order of priority on page 14 of the application.

Be sure the building where the equipment will be located has sufficient electrical capacity, plumbing capability, space, ventilation, and entryway clearance for the desired equipment prior to submitting your application. Changes to these items are not fundable and are your responsibility. **All equipment is property of the New York State Department of Health; however, repairs are the responsibility of the agency.**

LOCAL EQUIPMENT VENDORS (This is a partial list. You are not limited to these vendors.)

Vendor	Address	Telephone
Wilson's Restaurant Supply	137 Hibbard Road Horseheads, NY 14845	358-4080/1-800-732-3638
B and W Restaurant Supply	510 Third Street Ithaca, NY 14850	273-5300/1-800-433-0830
Maines Paper and Food Service	101 Broome Corp. Parkway, Conklin, NY	779-1200
Hannon's Refrig. & Ice Company	13 Market Street Binghamton, NY	729-2702

WHAT IS AN ACCEPTABLE APPLICATION?
Applications must be:
➢ Typed by computer or typewriter.
➢ Signed by two people from your agency on the first page.
➢ Received at the Food Bank by the due date.

Please make sure your application is complete. <u>Go through the application checklist</u>.

WHERE CAN I DOWNLOAD THE APPLICATION AND OTHER MATERIALS?
Applications and supplementary materials are available at <u>www.foodbankst.org</u>. Hold pointer over "Agency Zone." Click on "Agency Forms." Materials are listed under "HPNAP Operations Support- Capital Equipment Grants."

BESIDES THE APPLICATION, WHAT ELSE DO I NEED TO SEND?
➢ All meal programs that serve the public must enclose a copy of their current Department of Health food service permit.

WHEN MUST MY APPLICATION BE RECEIVED BY THE FOOD BANK?
All applications must be received by **Monday, September 17th, 2018, 4pm.** The postmarked date will not be considered.

Please mail or hand deliver **10** copies of your application to: **David Russell**
Nutrition Resource Manager
Food Bank of the Southern Tier
388 Upper Oakwood Avenue
Elmira, NY 14903

NO late, faxed, or non-original applications will be accepted.

WHERE CAN I GO FOR GRANT ASSISTANCE?
Please contact David Russell, Nutrition Resource Manager, at the Food Bank of the Southern Tier: 607-796-6061 x.4017 or <u>davidrussell@feedingamerica.org</u>.

HOW ARE APPLICATIONS SCORED?
Applications will be scored on the following criteria:

Criterion	Measure	Maximum Points
Average service level	Average number of people served per month	25
Availability of service	Number of days of operation per month	25
Emergency food need or poverty	Number of individuals at 185% poverty within county	15
Impact and uniqueness of program (pages 3-7 of application)	Promotion of healthy foods; Outreach; Unique aspects of food distribution or meal program; Work with other groups	15
Type of operation	Scoring based on soup kitchen, shelter, or food pantry	10
Program design and documentation	Explanation of how grant will increase capacity to serve;	10

(pages 8-15 of application)	Complete documentation provided	

Capital equipment applications will also be scored according to: 1) the need for equipment as illustrated by the application; 2) the type and appropriateness of the equipment requested; and 3) the cost for each item.

Agencies who have received HPNAP Operations Support/Capital Equipment funds in previous years must demonstrate, through past performance, appropriate management of the award. This is assessed by examination of the agency's ability to use the funds appropriately, provide complete documentation of expenditures in a timely manner, and report service numbers as required. Management of a previous award and compliance with other Food Bank membership agreements (when applicable) also affects application scoring. Please see the table below.

Criterion	Point Deduction
Incomplete or late documentation from previous HPNAP grant	**-15**
Failure to cash check(s) within 90 days of issued date on check for previous HPNAP grant(s)	**-15**
Incomplete application (missing signatures, failure to answer all questions)	**-15**
Late monthly statistical reports (three or more months in 2017)	**-10**

WHO REVIEWS THE APPLICATIONS?
A committee of emergency food program workers, Food Bank staff, and a HPNAP representative review applications and makes funding decisions accordingly.

WHAT IS THE LIKELIHOOD OF RECEIVING A GRANT?
The grant is competitive. There is no guarantee of funding. Your chances of receiving a grant are increased by submitting a complete, organized, and clear application. The New York State Department of Health and the Food Bank of the Southern Tier reserve the right to reject applications or lower funding allocations.

WHEN WILL I KNOW ABOUT A FUNDING DECISION?
The Food Bank of the Southern Tier will mail award notifications by October 25th, 2018. Correspondence will specify the award decision and amount; and the terms and conditions of the grant.

WHAT MUST MY PROGRAM DO TO ACCEPT A GRANT?
The coordinator of your program must sign and return the award letter to the Food Bank by the due date posted in the letter. By accepting the award, you agree to the terms and conditions of the grant.

IF FUNDED, WHEN DO WE RECEIVE THE GRANT AWARD?
After acceptance, **Operations Support** awards will be mailed as **one check** for the entire fiscal year at the end of the summer. You must send documentation of the expenditures to the Food Bank for the first half of the year (funds spent between November 1, 2018 and April 30, 2019) by May 13, 2019. Documentation of the expenditures for the second half of the fiscal year (May 1, 2019-October 31, 2019) must be received by November 15, 2019. All funds must be spent by September 1, 2019 or returned to the Food Bank.

Capital Equipment awards will be sent in the fall as one check for the full amount of the award. Funds must be spent in the first half of the fiscal year, by April 30, 2019 and documentation must be received by May 13, 2019. After the purchase of the equipment, a representative from the Food Bank will visit your site to inspect

each piece of equipment. All capital equipment purchased with HPNAP funds is property of the NYS Department of Health and must be labeled with a sticker as such.

WHAT DOCUMENTATION SHOULD I SEND AFTER RECEIVING MY AWARD?

Programs that receive awards must submit complete and timely documentation.
Failure to provide accurate documentation may prevent your program from obtaining Operations Support and Capital Equipment funding in the future. Documentation cover sheets used to summarize expenditures will be mailed to you along with awards. These sheets must be filled out and submitted with the additional documentation listed below. Failure to provide timely documentation may prevent your program from obtaining Operations Support and Capital Equipment funding in the future.

Award Category	Documentation needed
Staff	All: Completed Staff Funding Cover Sheet that came with your award letter. Also available online. Paid Staff: A copy of the payroll register OR pay stubs OR W-2 form. Volunteers: Log sheet showing hours worked signed by supervisor.
Utilities	Completed Utilities Funding Cover Sheet that came with your award letter. Also available online. Copy of utility bill AND copies of cancelled checks showing payment to energy vendor OR a copy of bank statement reflecting payment.
Space	Completed Space Funding Cover Sheet that came with your award letter. Also available online. Copies of canceled checks for payment of rent or lease.
Food Service Products & Disposables	Completed Disposables Funding Cover Sheet that came with your award letter. Also available online. Vendor invoices OR register receipts identifying the items purchased.
Transportation	All: Completed Transportation Funding Cover Sheet that came with your award letter. Also available online. Mileage option: Mileage log showing dates, destinations, and mileage traveled which is endorsed by agency supervisor or financial coordinator AND receipts or bills for freight verifying the transportation of food from a source. Vehicle rental option: Vendor receipt AND copy of cancelled check verifying payment.
Capital Equipment	A copy of the vendor invoice or receipt AND cancelled check or other proof of payment for each equipment item purchased.

WHAT HAPPENS IF WE DO NOT USE THE ENTIRE AWARD?

All funds must be spent in accordance with the approved budget between November 1, 2018 and October 31, 2019. If you spend less than the grant amount for your capital equipment, you must return all unspent funds to the Food Bank by April 30, 2019. If you expect to spend less than the grant amount for Operations Support, you must return all unspent funds to the Food Bank by September 1, 2019.

WHAT OTHER RESPONSIBILITIES DOES MY PROGRAM HAVE?

You will be responsible for covering the costs of installing, operating, and maintaining the requested equipment. If you stop providing emergency food assistance during the useful life of the equipment (usually up to 10 years), you must notify the Food Bank so that the equipment may be transferred to another program.

WHAT IMPORTANT DATES MUST I REMEMBER?

Task	Due Date
Application received by Food Bank	September 17, 2018 at 4 p.m.
Capital Equipment Documentation	May 13, 2019
Return Unspent Capital Equipment funding to Food Bank	April 30, 2019
1st half of Operations Support Documentation	May 13, 2019
Return Unspent Operations Support funding to Food Bank.	August 30, 2019
2nd half of Operations Support Documentation	November 15, 2019