**INSTRUCTION BOOKLET**

**FOR**

#### **HPNAP Operations Support and Capital Equipment Funds**

#### Funding Period: July 1, 2022- June 30, 2023

**The completed application in the Foundant Grants Management System is to be submitted**

**by Friday, May 27th, 2022 at 12:00 PM**

**Extra materials and resources are available at www.foodbankst.org.**

Click on “For Partners.”

Materials are listed under “Grants.”

***NEW for this HPNAP year:***

1. Existing delivery programs ONLY: you may apply for Operations Support funding for mileage reimbursement for driver’s who are making deliveries for your agency.

Administered by: Food Bank of the Southern Tier

388 Upper Oakwood Avenue

Elmira, NY 14903

Rev. 3/30/2022

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 July 1, 2022 through June 30, 2023.

**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 at least one regularly scheduled distribution day per month. Pantries with only on-call hours are not eligible. Soup kitchens must 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 NOT** **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 may not 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 staff, space, utilities, transportation, and disposables**. 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:

**1. Staff Costs** (page 7 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.

**2. Utility Costs** (pages 8 and 9 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.**

**Part A 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.

**Part B.** **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.

**3. Space Costs** (page 10 of application)

**Eligible costs**: Rent or user fees for currently occupied space for direct emergency food service, food distribution, or storage areas only. Space shared with other programs is to be prorated to compute the portion used for emergency food service.

**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 11 of application)

Non-durable/disposable supplies necessary to the provision of emergency food may be funded. This includes, but is not limited to paper/plastic bags, reusable grocery bags, disposable plates, cups and dinnerware, plastic wrap, aluminum foil, cardboard boxes, and food containers. Some durable non-disposable items may also be funded. Items must be necessary for the provision, safe handling, and safe transport of emergency food. Requests for non-durable items must include a written specific justification for the need of such items. Supplies that are not necessary to the provision of food, such as office supplies, toilet paper and cleaning materials are **not fundable**.

**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 12 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 $0.56 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 13-14 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 similar pieces of equipment. 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 preferred vendor list. You are not limited to these vendors.)

|  |  |  |
| --- | --- | --- |
| **Vendor** | **Address** | **Telephone** |
| Wilson's Restaurant Supply | 137 Hibbard Road Horseheads, NY 14845 | 607-358-4080/800-732-3638 |
| B & W Restaurant Supply | 510 Third Street Ithaca, NY 14850 | 607-273-5300/800-433-0830 |
| Maines Paper and Food Service | 101 Broome Corp. Parkway, Conklin, NY | 607-779-1200 |
| Hannon’s Refrigeration & Ice Co., Inc. | 13 Market Street Binghamton, NY 13903 | 607-729-2702 |

**Note: The Home Depot and Lowe’s Home Improvement also carry commercial-grade capital equipment.**

**WHAT IS AN ACCEPTABLE APPLICATION?**

**Applications must be:**

* Completed in the NEW Foundant Grant Management System
* Completed with all information needed for any funding requests
* Submitted to Food Bank in Foundant by the due date

Please make sure your application is completed to the extent of what is needed for your agency’s funding request(s). Go through your application several times to ensure everything is answered thoroughly.

**WHERE CAN I DOWNLOAD ANY EXTRA MATERIALS/RESOURCES FOR APPLYING?**

* Extra materials and resources are available at [www.foodbankst.org](http://www.foodbankst.org). Click on “For Partners.” Materials are listed under “Grants.”

**BESIDES THE APPLICATION, WHAT ELSE DO I NEED TO SEND?**

* All meal programs/shelters that serve the public must enclose a copy of their current Department of Health food service permit.

**WHEN MUST MY APPLICATION BE SUBMITTED IN FOUNDANT?**

All applications must be submitted by **Friday, May 27th, 2022 at 12:00pm.** Any application not submitted by this date *will not* be considered.

NO late or incomplete/unsubmitted applications will be accepted.

# WHERE CAN I GO FOR GRANT ASSISTANCE?

Please call/email the following at the Food Bank of the Southern Tier:

Amanda Palme – Phone: 607-796-6061 x.4052 Email: [amanda.palme@foodbankst.org](mailto:amanda.palme@foodbankst.org) or

Brianne Harris – Phone: 607-796-6061 x.4000 Email: [brianne.harris@foodbankst.org](mailto:brianne.harris@foodbankst.org)

**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 4-6 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  (pages 7-14 of application) | Explanation of how grant will increase capacity to serve; Complete documentation provided | **10** |

Capital equipment applications will also be scored according to: 1) the need for equipment as described 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 2020) | **-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 email award notifications via the NEW Foundant Grants Management System by June 30, 2022. 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 submit the award letter to the Food Bank by the due date assigned when letters are drafted. By accepting the award, you agree to the terms and conditions of the grant. The award letter will be emailed to your agency through the NEW Foundant Grant Management System and then you will be assigned a follow up form to sign and accept any award.

**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 July 1, 2022 and December 31, 2022) by February 3, 2023. Documentation of the expenditures for the second half of the fiscal year (January 1, 2023-June 30, 2023) must be received by August 4, 2023. All funds must be spent by June 1, 2023 or returned to the Food Bank.

Capital Equipment awards will be sent as one check for the full amount of the award. Funds must be spent in the first half of the fiscal year, by December 31, 2022 and documentation must be received by February 3rd, 2023. 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.

# 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 July 1, 2022 and June 30, 2023. If you spend less than the grant amount for your capital equipment, you must return all unspent funds to the Food Bank by February 3rd, 2023. If you expect to spend less than the grant amount for Operations Support, you must return all unspent funds to the Food Bank by June 1, 2023.

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 | May 27th, 2022 at 12:00pm |
| Capital Equipment Documentation due to Food Bank | February 3rd, 2023 |
| Return Unspent Capital Equipment funding to Food Bank | February 3rd, 2023 |
| 1st half of Operations Support Documentation due to Food Bank | February 3rd, 2023 |
| Return Unspent Operations Support funding to Food Bank | June 1st, 2023 |
| 2nd half of Operations Support Documentation due to Food Bank | August 4th, 2023 |