

**New York State Department of Health  
Hunger Prevention and Nutrition Assistance Program (HPNAP)  
Instructions for Operations Support Project (OSP)**

**For Funding Period July 1, 2016 - June 30, 2017**

**Application due at the Regional Food Bank of Northeastern New York  
by April 8, 2016**

An electronic version of the application is available at [www.regionalfoodbank.net](http://www.regionalfoodbank.net)

**EXPLANATION OF FUNDING:**

The Hunger Prevention and Nutrition Assistance Program (HPNAP) was founded in 1984 to improve the health and nutrition of the low-income people of New York State. HPNAP works in partnership with the Regional Food Bank of Northeastern New York and with Emergency Food Relief Organizations (EFROs) to provide nutrition and food safety education for agencies and to enhance the accessibility and availability of nutritious food for hungry New Yorkers. Operations Support Project (OSP) grants provide HPNAP funding to EFROs for staff, utilities, space, disposables, transportation, and food service equipment (capital equipment). OSP grants are awarded on a competitive basis. Therefore, application eligibility does not guarantee receipt of an OSP award. Specific instructions are listed below.

**ELIGIBILITY:**

OSP grants are based not only on need, but also on eligibility. Food Bank membership is not required to submit an OSP application. The following checklist will ensure that your agency is eligible to apply for OSP funding.

- Your agency must be an established emergency feeding program (food pantry, soup kitchen, or shelter) which has been in operation for at least six consecutive months.
- Have a 501(c)(3) status or be sponsored by a 501(c)(3). Sites that are members of this food bank have already met this requirement. Non-Food Bank members must attach a copy of their organization's 501(c)(3).
- Soup Kitchens ONLY: If you serve meals more than once a week, attach a current copy of your DOH Food Service Permit or completed application for this permit.

The following organizations are **not** eligible to apply for OSP:

- For-profit organizations
- Organizations that only distribute USDA Commodity (TEFAP) foods
- Organizations that do not provide emergency food assistance
- Emergency food relief organizations with existing direct New York State Department of Health contracts

## **FUNDING CATEGORIES:**

OSP funding is designed to supplement an organization's current operating funds. OSP funds activities to provide/distribute primarily HPNAP-supported food. Submission of an OSP application does not guarantee that the funding request will be granted. Awards are limited, not exceeding \$3,000. Funding is awarded for one or a combination of the following six expenditure categories:

- **STAFF:** Only direct Food Service staff may be funded.  
**Allowed** - cooks, kitchen help, pantry help.  
**Not Allowed** - administrative workers like bookkeepers, directors, other non-food workers, or maintenance personnel, fringe benefits such as health and dental insurance.  
**Include in your application:** A job description for each position or a list of duties directly related to food service. The description must contain information on the position's specific duties and the approximate percentage of time spent on each duty.
- **UTILITIES:** Only for food service work or storage area utility costs.  
**Allowed** - heat and electricity costs directly incurred by program operation.  
**Not Allowed** - heat, water, and electricity for non food service areas or church or administrative offices, trash and recycling removal, pest control services, sewer charges, telephone.
- **SPACE:** Only for space for direct food service or storage areas, for those paying rent or a user's fee to a landlord or house of worship.  
**Allowed** - rent, user's fee for Emergency Shelter, Soup Kitchen or Food Pantry. Space shared with other programs must be prorated to compute the portion used for emergency food service.  
**Not Allowed** - administrative office rent or user's fees, mortgage payments, or any payment in excess of actual charges to the direct food service or storage area.
- **FOOD SERVICE PAPER PRODUCTS AND OTHER PRODUCTS:** Nondurable/disposable supplies necessary for provision of emergency food may be purchased. Thermal blankets are allowed, but are not disposable.  
**Allowed** - paper bags, plastic bags, reusable grocery bags, disposable plates, napkins, cups, dinnerware, plastic wrap, aluminum foil, cardboard boxes, food containers, disposable tablecloths, food handling gloves, disposable aprons, hairnets, garbage bags, and disposable foil steam pans. Thermal blankets are also allowed.  
**Not Allowed** - office supplies, toilet paper, facial tissue, sterno, cleaning materials, or any item not for food service.  
**Include in your application:** List the specific items you plan to buy, the amount of each and the estimated total cost for the year.

**NOTE to meal programs and shelters:** Limited quantities of food safety and sanitation supplies such as plastic/vinyl gloves and thermometers are available at no charge from the Food Bank. HPNAP provides separate supplemental funding for these supplies.

- **TRANSPORTATION:** Costs can **only** be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site to the AGENCY.

**Allowed** - reimbursement at \$0.54 per mile (mileage option) or cargo-type van or truck rental (rental option) from a vehicle rental company.

- **FOOD SERVICE EQUIPMENT:** Only for new food service equipment items essential to emergency food operations. Priority will be given to equipment (e.g. refrigerators) to initiate or increase the service or distribution of fresh produce and low-fat fluid milk. Equipment purchased with HPNAP funds are the property of the New York State Department of Health.

**Allowed** –refrigerators and freezers\*, stoves, ovens, steam tables, wire metal shelves, metal storage cabinets, 3-compartment sinks, hand washing sinks, hand trucks, exhaust hoods and fire suppression systems (if required by codes in the specific facility). Also allowed: delivery fees for equipment.

\* Please Note: The Food Bank 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 with equipment vendors.

**Not Allowed** - used or reconditioned equipment, service plans, office equipment, computer hardware, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden or plastic shelving or cabinets, custom-made appliances/equipment, small electrical appliances, small kitchen utensils, costs of building alterations, wiring or plumbing work, or other equipment installation charges.

**Include in your application:** Written price quotes for each piece of equipment from at least two different vendors. 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 comparable items. 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 amount of the award should prices change, and the equipment is property of New York State Department of Health. If you are requesting more than one piece of equipment, please prioritize your requests on the application.

Please be sure that the building housing the equipment has sufficient electrical capacity, plumbing capability, space, ventilation, and entryway clearance for the desired equipment. Changes to these items are **not fundable** and are your responsibility.

A Food Bank representative will ask to see the equipment on regularly scheduled site visits, if awarded.

Grantees must adhere to all stipulations in the food service equipment/Operations Support Project Award Notification letter. 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 transferred to another EFRO. The grantee is responsible for the maintenance and upkeep of the equipment. The equipment is property of New York State Department of Health, and the Regional Food Bank must be notified prior to any disposal or transfer of equipment.

## **REQUIREMENTS IF AWARDED—STARTING JULY 1, 2016:**

The Regional Food Bank of Northeastern New York will send an “Operations Support Project Award Notification” to EFROs awarded OSP funds. This letter will contain the terms and conditions of the grant and a budget page showing the amount of funds awarded. EFROs receiving awards (grantees) will be asked to sign a Budget Form and return it to the Food Bank by August 12, 2016.

A check for **the full amount** of the award will be sent to the grantee as early as possible in the grant period, late September/early October. By **May 31, 2017**, each grantee must submit receipts and documentation showing they spent 100% of the award.

### **ADDITIONAL FUNDING REQUIREMENTS:**

- Funds must be used only on the approved allowable items.
- Grantees must keep all receipts to show how OSP funds were spent. Receipts must be dated between July 1, 2016 and June 30, 2017. Utility bills must be for the billing period of July 1, 2016 and June 30, 2017.
- The grantee must keep the documentation for seven years after the grant period.
- Documentation must be shown to Food Bank staff upon request.
- Agencies that have received HPNAP Operations Support Project 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. Agencies that have not properly managed their awards in prior years may not receive funding for this grant period.
- If awarded funding, a budget form will be sent to your agency specifying the amount and category received. It must be signed and returned to the Regional Food Bank no later than August 12, 2016.
- Failure to provide the required OSP documentation will result in funds being returned to the Food Bank and deem you ineligible for future OSP funding. In addition, your agency will be placed on hold and unable to order from the Food Bank until the issue is resolved.
- If actual OSP expenditures are less than the budgeted amount, the grantee will have 20 days after the end of the grant period (until July 20, 2017) to return all unexpended funds to the Food Bank. Failure to refund this money will deem you ineligible for future OSP funding, and your agency will be placed on hold and unable to order from the Food Bank until the issue is resolved.

## **APPLICATION REVIEW AND SCORING:**

A committee of emergency food program workers, representatives from HPNAP, and Food Bank staff reviews applications and makes funding decisions. Applications are scored on the following criteria:

- **Section A: Service Levels (35 Possible Points)**  
For former HPNAP grantees, service levels are based on prior service reporting to the Food Bank. For Food Pantries, service level is based on average number individuals served per month. For Soup Kitchens, Emergency Shelters, and Kids Cafes, service level is based on average number of meals served per month.
- **Section B: Days of Operation (5 Possible Points)**  
Points are awarded based on availability of service, in terms of days of operation.
- **Section C: Provision of Nutritious Foods (4 Possible Points)**  
Points are awarded based on provision of nutritious foods, including fresh produce and low-fat fluid milk.
- **Section D: Scope of Food Services (25 Possible Points)**  
Points are awarded based on program factors that cause a need for your services, the services you are providing, the quality of services being provided, and the challenges you have been experiencing with the operation of your program and /or providing service to the people you serve.
- **Section E: Budget Proposal (31 Possible Points)**  
Points are awarded based on clarity of the budget proposal, and demonstration that the grant will assist the agency in improving and/or expanding its service availability,

**Capital Equipment Requests:** Applications will be evaluated according to the agency's need for equipment, the type and appropriateness of the equipment requested and the cost of each item.

## DOCUMENTATION TO SUBMIT AFTER RECEIVING AN AWARD:

### Programs that receive awards must submit complete and timely documentation.

Failure to provide timely and accurate documentation may prevent your program from obtaining future OSP funding. The full proof of expenses as listed below must be sent to the Food Bank by **May 31, 2017**.

Please consult the table below for the relevant documentation for each award category.

Award Category	Documentation Needed
<i>Staff</i>	A copy of payroll register <b>OR</b> Copies of time cards <b>OR</b> time sheets <b>AND</b> copies of <u>canceled</u> pay checks
<i>Utilities</i>	Copies of utility bills <b>AND</b> <u>canceled</u> checks showing payment to energy vendor
<i>Space</i>	Copies of <u>canceled</u> checks or rent receipts for payment of rent or lease
<i>Food Service Paper Products and Other</i>	Vendor invoices <b>OR</b> register receipts identifying the items purchased <b>AND</b> copies of <u>canceled</u> checks
<i>Transportation</i>	<u>Option #1 Mileage</u> : Mileage log showing dates, destinations, odometer readings and mileage traveled which is endorsed by agency supervisor or financial coordinator, toll receipts <b>AND</b> copies of <u>canceled</u> checks that were used to reimburse the driver <u>Option #2 Vehicle Rental</u> : Transportation log showing rental dates, destinations, rental and toll charges <b>AND</b> copies of rental vendor receipt and <u>canceled</u> checks
<i>Capital Equipment</i>	A copy of the vendor invoice or receipt <b>AND</b> canceled check or other proof of payment for each equipment item purchased

Documentation due dates are listed in the table on the next page.

### APPLICATION DEADLINE:

Signed application must be **received** by April 8, 2016.

Please mail or hand-deliver **three (3)** collated, stapled copies of the completed application only to:

Kerry Leary/OSP  
Regional Food Bank  
965 Albany Shaker Road  
Latham, NY 12110

**DO NOT send copies of the instruction section; only include the budget proposal pages that are being requested.**

NOTE: An incomplete application form and/or failure to follow grant directions will result in a lower score and may disqualify the agency's request. For additional information and technical assistance in completing the OSP application, contact Kerry Leary at [KerryL@regionalfoodbank.net](mailto:KerryL@regionalfoodbank.net) or 518-786-3691 x260.

The New York State Department of Health and Regional Food Bank of Northeastern New York reserve the right to reject applications or lower funding allocations based on completeness and quality of proposals submitted.

**2016-2017 Operations Support Grant  
DOCUMENTATION POLICY**

Programs must provide documents as scheduled throughout the grant year. Failure to provide timely and accurate documentation as scheduled will result in the loss of partial or full funding for the 2016-2017 grant year and may prevent your program from obtaining future OSP funding.

**DOCUMENTATION IS ENCOURAGED TO BE SUBMITTED AS SOON AS YOU ARE ABLE TO FULLY DOCUMENT THE SPENDING OF YOUR AWARD.**

**Important Dates to Remember: Please Keep For Your Records!**

<b>Task</b>	<b>Due Date</b>
Three copies of application received by Food Bank	April 8, 2016
Signed Budget Form Due	August 12, 2016
Current Lease/Rent Agreement if applicable	August 12, 2016
Full award is sent out with documentation summary forms	October 2016
Contact Kerry Leary regarding return of unspent OSP Funds By:	May 31, 2017
Operations Support Documentation Due	May 31, 2017
All unspent funds must be returned to NYS	July 20, 2017

All documentation requirements must be mailed to:

Kerry Leary  
Regional Food Bank of Northeastern New York  
965 Albany Shaker Road  
Latham, NY 12110

If your agency has a change of address and/or contact person responsible for the OSP grant, please contact Kerry Leary immediately at:

Phone: 518-786-3691x260  
or Email: [KerryL@regionalfoodbank.net](mailto:KerryL@regionalfoodbank.net)