

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

**For Funding Period July 1, 2023 through June 30, 2024**

**Application due at the Regional Food Bank of Northeastern New York  
by April 14, 2023**

An electronic version of the application is available at <https://regionalfoodbank.net/agency-resources-and-forms/>

**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 Feeding 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 (OS) grants provide HPNAP funding to EFPs for staff, utilities, space, disposables, transportation, and food service equipment (capital equipment). OS grants are awarded on a competitive basis. Therefore, application eligibility does not guarantee receipt of an OS award. Specific instructions are listed below.

**ELIGIBILITY:**

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

- Your agency must be an established emergency feeding relief organization (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 OS:

- 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:

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

- **STAFF:** Only direct Food Service staff may be funded.

**Allowed** – direct food service related work.

**Not Allowed** – non-direct food service related work.

**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** -trash and recycling removal, water, pest-control services, sewer charges, telephone; heat and electricity for non-food service areas or church or administrative offices.

- **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 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 SUPPLIES:** 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. *Food pantries may only purchase food handling gloves, paper bags, plastic bags, reusable grocery bags, and thermal blankets.*

**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. Deliveries to recipients is also allowed.

**Allowed** - reimbursement at \$0.655 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, ventilated 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 and service plans.

\* Please Note: Awardees will have the option of supplementing the award with their own funds to purchase a more expensive unit, however it is understood that the unit will still be 100% property of NYS.

**Not Allowed** – haul away fees, 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, 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 for a comparable unit. 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.

## **SUMMARY OF CHANGES FOR 2023/2024:**

- The age ranges of children, adults, and elderly has changed
- Addition of question B2 to capture non-traditional hours
- Application must be signed by the Executive Director, the person legally responsible for your 501c3
- Signature page is at the back of the application
- Point values for some questions have changed
- A maximum character count has been added to the narrative questions.
- Mileage rate is \$.655
- Budget forms will be sent electronically

## **REQUIREMENTS IF AWARDED—STARTING JULY 1, 2023:**

The Regional Food Bank of Northeastern New York will email an “Operations Support (OS) Award Notification” to EFROs awarded OS funds. This attached 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 18, 2023.

A check for **the full amount** of the award will be sent to the grantee in the Fall of 2023. By **May 31, 2024**, each grantee must submit receipts and documentation showing they spent 100% of the award. Unspent funds must be returned to the Food Bank by May 31, 2024.

## **ADDITIONAL FUNDING REQUIREMENTS:**

- Funds must be used only on the approved allowable items.
- Grantees must keep all receipts to show how OS funds were spent. Receipts must be dated between July 1, 2023 and May 31, 2024.
- All expenses must occur between July 1, 2023 and May 31, 2024. Utility bills must be for the billing period of July 1, 2023 and May 31, 2024.
- 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 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 18, 2023.
- Failure to provide the required OS documentation will result in funds being returned to the Food Bank and deem you ineligible for future OS 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 OS expenditures are less than the budgeted amount, the grantee will have to return all unexpended funds to the Food Bank no later than May 31, 2024. Failure to refund this money will deem you ineligible for future OS funding, and your agency will be placed on hold and unable to order from the Food Bank until the issue is resolved.
- Application and subsequent Budget Forms must be signed by the Executive Director, the holder of the 501c3.

## **APPLICATION REVIEW AND SCORING:**

A committee of emergency feeding relief 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 current 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 and Shelters, service level is based on average number of meals served per month.
- **Section B: Days of Operation (10 Possible Points)**  
Points are awarded based on availability of service, in terms of days and hours 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 or fat-free fluid milk.
- **Section D: Scope of Food Services (40 Possible Points)**  
Points are awarded based on program factors that cause a need for your services, the services you are providing, the quality of food provided and the responsiveness to your clients' needs, 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 (11 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 OS funding.

The full proof of expenses as listed below must be sent to the Food Bank by **May 31, 2023**.

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

<b>Award Category</b>	<b>Documentation Needed</b>
<i>Staff</i>	A copy of 3 <sup>rd</sup> party payroll register, such as ADP <b>OR</b> Copies of signed time cards <b>OR</b> signed time sheets <b>AND</b> copies of <u>bank-canceled</u> pay checks
<i>Utilities</i>	Copies of utility bills <b>AND</b> <u>bank-canceled</u> checks showing payment to energy
<i>Space</i>	Copies of <u>bank-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 bank-canceled checks
<i>Transportation</i>	<u>Option #1 Mileage</u> : Signed 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>bank-canceled</u> checks that were used to reimburse the driver <u>Option #2 Vehicle Rental</u> : Transportation log showing rental dates, destinations, rental, gas, and toll charges <b>AND</b> copies of rental vendor receipt and <u>bank-canceled</u> checks
<i>Capital Equipment</i>	A copy of the vendor invoice or receipt with model and serial number <b>AND</b> bank-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:

**Applications must be received by April 14, 2023.**

**Please send your completed application to:**

- If returning electronically:  
[OSgrant@regionalfoodbank.net](mailto:OSgrant@regionalfoodbank.net)
  - If submitting hard copy, must send one copy:  
OS Grant  
c/o Cathryn Doraby  
Regional Food Bank of NENY  
965 Albany Shaker Road  
Latham, NY 12110
- **This year's applications must be used; older applications will be disqualified**
  - **DO NOT send copies of the instruction section**

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 OS application, contact Cathryn Doraby at [CathrynD@regionalfoodbank.net](mailto:CathrynD@regionalfoodbank.net) or 518-786-3691 x259. Or come to a **live Q and A session**, register at <https://regionalfoodbank.net/events/category/agency-education/>

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.

## **2023-2024 Operations Support (OS) 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 2023-2024 grant year and may prevent your program from obtaining future OS 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>
Application received by Food Bank	April 14, 2023
Signed Budget Form Due	August 18, 2023
Updated Equipment Quotes due if applicable	August 18, 2023
Current Lease/Rent Agreement if applicable	August 18, 2023
Full award is sent out with documentation summary forms	Fall of 2023
2024-2025 applications due to Food Bank	April 2024
Contact Cathryn Doraby regarding return of unspent 2023-2024 OS Funds By:	May 31, 2024
2023-2024 Operations Support Documentation Due	May 31, 2024
All unspent 2023-2024 funds must be returned to NYS	May 31, 2024

All documentation requirements must be sent to:

- If returning electronically:  
[OSgrant@regionalfoodbank.net](mailto:OSgrant@regionalfoodbank.net)
- If submitting hard copy:  
OS Grant  
c/o Cathryn Doraby  
Regional Food Bank of NENY  
965 Albany Shaker Road  
Latham, NY 12110

If your agency has a change of address and/or contact person responsible for the OS grant, please contact Cathryn Doraby immediately at:

Phone: 518-786-3691x259

Email: [CathrynD@regionalfoodbank.net](mailto:CathrynD@regionalfoodbank.net)