

INSTRUCTIONS FOR OPERATIONS SUPPORT APPLICATION

2011-2012

NEW YORK STATE
HUNGER PREVENTION & NUTRITION ASSISTANCE PROGRAM (HPNAP)
PATRICIA HESS, DIRECTOR
DIVISION OF NUTRITION
PATRICIA RACE
LEWIS H. CLARKE
HUNGER PREVENTION AND NUTRITION ASSISTANCE PROGRAM (HPNAP)

- **DUE DATE: MAY 20TH, 2011**
- **RETURN 7 COPIES OF COMPLETED APPLICATION TO:
FOODLINK, INC.
ATTENTION: OPERATION SUPPORT 2011 – 2012
936 EXCHANGE ST.
ROCHESTER, NY 14608**



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APPLICATION INSTRUCTIONS, GUIDELINES & DOCUMENTATION

to Support Hunger Prevention & Nutrition Assistance Program
(HPNAP) Grant Expenditures

HPNAP: HISTORY AND PURPOSE

The Hunger Prevention and Nutrition Assistance Program (**HPNAP**) was established in 1984 to improve the nutritional health status of the State's low-income citizens by reducing hunger, malnutrition, and other nutrition related illness.

HPNAP, in partnership with organizations that serve the hungry, is dedicated to improving the health and nutritional status of people in need of food assistance by:

- enhancing the accessibility and availability of nutritious food and food related resources
- developing and providing comprehensive nutrition education programs
- assessing customer needs and hunger-related issues to strengthen the program effectiveness
- empowering hungry people to increase their independence from food assistance programs

GRANT GUIDELINES

ELIGIBILITY

PROGRAMS ELIGIBLE TO APPLY

Emergency Food Relief Organizations (EFROs) that have been offering emergency food service for at least 6 months may apply for Operations Support funds if they are able to provide documentation of:

- Agencies **CURRENTLY** providing emergency food to low income and/or food insecure New Yorkers
- Nonprofit status under Section 501(c)3 of the Internal Revenue Code;
- A copy of US Department of Treasury, Internal Revenue Service correspondence indicating the organization's Federal Tax Identification Number
- Current tax exemption status
- Current department of health permit to operate a food service establishment or copy of submitted application for this permit (*for programs preparing and serving meals more than once weekly*)
- Agencies must comply with all of HPNAP's policy and procedures

- A program does not have to be a member of Foodlink, Inc. to apply for or receive HPNAP funding
- **FOR YOUTH PROGRAMS ONLY:** Organizations identifying themselves as “Kids Cafes” must provide a complete meal, demonstrate that they are serving a low income population and have applied for and been denied NYS Child and Adult Care Food Program (CACFP) funding. Kids Cafes that currently receive CACFP funding are not eligible. Contact CACFP at (800) 942-3858 regarding eligibility for Kids Cafes funding

PROGRAMS NOT ELIGIBLE TO APPLY

- For-profit organizations
- Organizations that primarily 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 HPNAP contracts
- Kids Cafes that receive Child and Adult Care Food Program funding
- Shelters that receive government per diem reimbursement may or may not be eligible for grants

GRANT OVERVIEW

AWARD METHOD

Grants are awarded on a competitive basis. The amount of an OS grant award is limited and is variable, based on the annual State budget appropriations. **SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE RECEIPT OF AN AWARD. AGENCIES SHOULD NOT INCLUDE OPERATIONS SUPPORT FUNDS AS PART OF THEIR ANNUAL BUDGET.** Specific instructions are listed below.

AWARD AMOUNT

- Awards are limited, **NOT EXCEEDING \$3,000**
This amount may be increased if food service equipment is awarded as part of the grant. There is no minimum grant award
- The grantee is responsible for paying any amount greater than the budgeted amount for any line item of an OS award
- If the actual expenditures are less than the grant amount, the receiving program will have until July 1, 2011 to return all unexpended funds to Foodlink, Inc. Foodlink is to return unspent funds to the State of New York. Failure to comply will affect your program’s standing for future funding
- Submission of an Operations Support application does not guarantee that your total funding request(s) will be granted

ALLOWABLE EXPENSES

OS funding should SUPPLEMENT an organization's current operating budget. OS grants MAY NOT BE USED AS START-UP COSTS FOR NEW ACTIVITIES OR NEW STAFF POSITIONS.

Funding cannot be requested for expenses that the emergency food program is not currently responsible for. For example, a food pantry or soup kitchen must actually pay rent or utility expenses to another entity in order to receive HPNAP funding for them.

Applicants may apply for UP TO 2 FUNDING CATEGORIES. See eligibility criteria for each category.

GRANT CATEGORIES:

Applicants may submit applications for UP TO TWO of the following categories:

CATEGORY: STAFF

STAFF QUALIFYING EXPENSES

ALLOWED

- Existing direct service workers
- Portion of the position that is food assistance
- Direct service workers are persons actually engaged in the serving or storing of food, such as cooks, kitchen help, pantry volunteers, and food service and storage area cleanup persons

NOT ALLOWED

- Administrative personnel such as bookkeepers and directors are NOT FUNDABLE
- New staff members who were not previously employed in a food assistance position are NOT FUNDABLE
- Non-food workers such as maintenance workers are NOT FUNDABLE

STAFF: REQUIRED DOCUMENTATION

- External Payroll Company - Copies of payroll registers, quarterly reports, or copies of 1099 or W-2 forms. Cost for payroll services is not covered
- Internal Payroll – Copies of payroll registers or time sheets plus copies of canceled payroll checks
- Please note that a staff person cannot both keep his or her own time records and pay him/herself. The payroll should be handled by another responsible individual from the agency. Fringe benefits are not covered by this grant

CATEGORY: UTILITIES

UTILITIES: QUALIFYING EXPENSES

ALLOWED

- Utility costs associated with food service or storage
- i.e. Heat, Gas, Water, and Electricity

NOT ALLOWED

- Trash and recycling removal are NOT FUNDABLE
- Pest control services are NOT FUNDABLE
- Sewer charges are NOT FUNDABLE
- Telephone costs and costs associated with other than food service or food storage areas are also NOT FUNDABLE

UTILITIES: REQUIRED DOCUMENTATION

- Copies of utility bills supported by copies of canceled checks verifying payment of the bills.
- If only a part of total utility costs are charged to the grant, the documentation should include an explanation of the percentage of utilities bills charged to the operation support grant (example: If the RG&E bill is for the church and the food pantry only uses 10% of the building, then the food pantry can only apply/submit 10% of the RG&E bill for documentation)

CATEGORY: SPACE COSTS

SPACE: QUALIFYING EXPENSES

ALLOWED

- Costs for **currently occupied** space for direct emergency food service or storage areas may be funded
- Rent or user fees

NOT ALLOWED

- Costs for administrative offices are **NOT FUNDABLE**
- Mortgage payments are **NOT FUNDABLE**
- Property taxes are **NOT FUNDABLE**
- Any payment in excess of actual charges to the Emergency Food Relief Organization (EFRO) are **NOT FUNDABLE**

SPACE: REQUIRED DOCUMENTATION

- Copies of rent agreements supported by copies of canceled checks
- Explanation of the percentage of space costs charged to the operation support grant
- E.g. If food pantry is 10% of building, grant will cover up to 10% of the building's overall rent

CATEGORY: FOOD SERVICE DISPOSABLES

DISPOSABLES: QUALIFYING EXPENSES

ALLOWED

- Single service, non-durable, disposable food service supplies necessary to the provision of emergency food
- This includes, but is not limited to; paper/plastic bags, plates, disposable cups and dinnerware, plastic wrap, aluminum foil, cardboard boxes and food containers

NOT ALLOWED

- Supplies that are not necessary to the provision of food are **NOT funded**
- i.e. office supplies, toilet paper, paper towel, and cleaning or janitorial materials are **NOT funded**.

DISPOSABLES: REQUIRED DOCUMENTATION

- Copies of receipts supported by copies of canceled checks verifying payment of the bills

Category: Transportation

TRANSPORTATION: QUALIFYING EXPENSES

ALLOWED

- Costs for the transportation of food from its source to an EFRO site
- This may include payments to rent or lease vans (i.e., rent/lease option) or mileage reimbursement (i.e., mileage option)
- **RENT / LEASE OPTION:** Vehicles must be cargo-type, vans or trucks
- **MILEAGE OPTION:** agency staff or volunteers may be reimbursed for actual mileage incurred on personally owned vehicles, \$0.51 per mile

NOT ALLOWED

- Costs for delivering food from an EFRO site to pantry recipients are **NOT FUNDABLE**
- Payment to staff or volunteers for the use of personally owned vehicles is **NOT FUNDABLE**

TRANSPORTATION: REQUIRED DOCUMENTATION

- Log showing dates, destinations, odometer readings and mileage traveled
- Log must be signed by the individual submitting the cost (i.e., the driver) and must be endorsed by the agency supervisor or coordinator authorizing the expenditures
- Sufficient records (receipts, invoices, bills, etc.) to prove that the transportation charge was required to move food from the source to the agency
- **RENT / LEASE OPTION:** all records documenting the payment of funds to the renting agency.
- Incomplete documentation will result in the loss of state funds

CATEGORY: CAPITAL EQUIPMENT

EQUIPMENT: QUALIFYING EXPENSES

ALLOWED

- Equipment necessary for the minimal operation of an emergency food site to serve the quality and quantity of food required
- i.e. freezers, refrigerators, stoves, heavy duty shelving, steam tables, sinks and hand trucks
- All equipment purchased with the grant must be new
- All HPNAP funded capital equipment must be removable
- All Capital Equipment will be owned 100% by the State

NOT allowed

- Used or reconditioned equipment, office furniture, computer hardware, air conditioners, heating units, fans, dehumidifiers, vehicles, wooden or plastic shelving/cabinets and small electrical appliances or small kitchen utensils are **NOT FUNDABLE**
- Building alterations, wiring or plumbing work, or other instillation costs are **NOT FUNDABLE**.
- Separate delivery and warranty costs are **NOT FUNDABLE**

SPECIAL GUIDELINES FOR CAPITAL EQUIPMENT APPLICANTS:

Funds for Capital Equipment grants are limited, so applicants should prioritize their needs and only request essential equipment

If selecting a large appliance, 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

PRICE QUOTES

You must obtain at least **TWO WRITTEN PRICE QUOTES** from different appliance stores or food service supply stores **ON COMPARABLE ITEMS** for each type of appliance you are requesting. It is recommended that quotes be for **COMMERCIAL OR INDUSTRIAL** appliances. The amount of funding you ask for must be based on an actual quote from the vendor.

It is important that you ask the vendor if he/she can guarantee the price. If the vendor will not guarantee the price and your application is considered for funding, we will have to consult you for a final price before we approve funding.

IMPORTANT Separate delivery and warranty costs cannot be covered. However, if your quote shows the total cost of the item **INCLUDING** warranty and delivery, that quote can be considered. Warranties are strongly encouraged. **PLEASE BE AWARE THAT SOME APPLIANCES REQUIRE EXPENSIVE ACCESSORIES THAT MAY NOT BE COVERED THROUGH HPNAP.** Please contact Agency Services for further details.

All Capital Equipment is subject to a on site visit by Foodlink staff to make sure the equipment is functioning properly and will be given a sticker “Property of New York State Department of Health HPNAP Program”.

If your program closes the equipment will be taken by Foodlink and given to another program.

VENDOR CONTACTS: Below are some vendors that have been used by agencies in the past and offer commercial foodservice equipment. **YOU ARE NOT RESTRICTED TO THESE VENDORS.** However, you are required to submit two separate quotes for comparable items from two different vendors with your Operations Support-Capital Equipment Grant Application.

VENDOR NAME	ADDRESS	PHONE	FAX
ADM	506 Brown St. Rochester, NY	(585) 328-7676	(585) 328-6734
Buffalo Hotel Supply	5801 County Rd #4 Farmington, NY 14425	(585) 398-3270 (800) 836-8001	(585) 398-3209
Cable-Wiedemer Inc.	283 Central Ave. Rochester, NY	(585) 454-7494	(585) 454-7119
Main Ford General Supply	366 Lyell Ave. Rochester, NY	(585) 647-2311	
Rochester Store Fixture	707 North St Rochester, NY 14605	(585) 546-6706	(585) 546-4452
Van-Ernst Refrigeration Inc.	A1 Country Club Rd East Rochester, NY	(585) 586-6780	

Retailers such as warehouse clubs and home improvement stores may carry commercial shelving and/or foodservice equipment and disposables. Examples: Grainger <www.grainger.com>, Sam’s Club <www.samsclub.com> or Lowes <www.lowes.com>.

STOVE/RANGE REQUESTS: Be sure to check your local codes to be sure you will have the proper venting for the appliance you are requesting before submitting your grant application.

For the City of Rochester, contact (585) 428-7814.

CAPITAL EQUIPMENT: REQUIRED DOCUMENTATION –

- **TWO WRITTEN PRICE QUOTES** (see above for description)
- A copy of the final sales invoice with payment receipt or cancelled check.
- A letter with the equipment item description, brand name, size, model/serial number, and location where the equipment will be maintained.

It is imperative that the quotes for equipment submitted with your grant application are accurate, do not have delivery or installation listed as a separate line item, and that the vendor will stand by the price quoted. Incomplete documentation or overspending on your Capital Equipment may jeopardize your funding in the future or the removal of equipment.

Your agency will be reasonable for any installation or repairs on the equipment. If the equipment is no longer in working condition, Foodlink must be notified with written documentation that the equipment was properly disposed of.

GRANT ADMINISTRATION

Timeline

- Application Deadline May 20, 2011
- Awardees Notified July 2011
- Letter of Agreement due back to Foodlink August 2011
- First-half fund disbursement September 2011
- First-half documentation due January 2012
- Second-half fund disbursement Upon receipt of first-half documentation
- Expenditure timeline July 1, 2011 – June 30, 2012
All expenditures must take place within this period.
- Unexpended fund return deadline July 1, 2012

APPLICATION PROCEDURE & GUIDELINES

SUBMISSION REQUIREMENTS

Please mail 7 copies of the completed, signed application.
DO NOT send copies of these instructions.

LATE, INCOMPLETE, FAXED, OR NON-ORIGINAL APPLICATIONS WILL NOT BE ACCEPTED.

The application must be received by **MAY 20TH, 2011**. Send to:

Foodlink, Inc.
936 Exchange Street
Rochester, NY 14608
Attention: Operation Support 2011-2012

CHECKLIST:

Application Part	Who Must Submit
Part 1: Agency Information	All Applicants, Complete in Full.
Part 2: Agency Category Information	All Applicants, Submit Applicable Section Only
Part 3: Grant Category Submissions	All Applicants. Submit Proposals for UP TO 2 Categories Only

WHERE TO GET HELP

We appreciate your cooperation in providing us with the correct documentation in a timely fashion. An incomplete application will result in a lower score and may disqualify an agency's request. If you have questions or concerns, please contact:

Rachel Staver (585) 328-3380 ext.120 rstaver@foodlinkny.org or
Michelle Connor (585) 328-3380 ext.148 mconnor@foodlinkny.org

APPLICATION REVIEW & AWARDEE SELECTION

REVIEW COMMITTEE

Review committee comprised of emergency food program workers, Foodlink staff, and HPNAP representatives will review applications and make funding decisions.

APPLICATION SCORING

Applications will be scored on the following criteria:

Criterion	Measure	Maximum Points
PROGRAM & SERVICE DESCRIPTION		
Average service level	<ul style="list-style-type: none">Average number of meals or people serving per month	25
Availability of service	<ul style="list-style-type: none">Number of days of operation per month	25
Emergency food need or poverty level	<ul style="list-style-type: none">Number of individuals at 185% poverty level by county	5
Type of operation	<ul style="list-style-type: none">Type of program (soup kitchen, kids café, shelter, or food pantry)Food pantry using Client Choice model	10
PROGRAM IMPACT & QUALITY		
Impact and uniqueness of program	<ul style="list-style-type: none">Description of unique program services different from others in the areaActivities that assist participants in becoming more self-sufficientDescription of program impact	10

Nutritional Services	<ul style="list-style-type: none"> • Service of fresh produce & dairy • Nutrition education resources & events for clients • Practice & promotion of food safety 	5
Collaboration	<ul style="list-style-type: none"> • Referring to and receiving referrals from other organizations • Partnerships with other organizations in your community • Participation in Foodlink events & trainings 	5
Documentation	<ul style="list-style-type: none"> • Proper documentation showing: • Current needs and how well they are met • Future needs & how the grant would help • Unbiased and transparent accounting for program expenses & services offered the public 	15
Capital Equipment Only	<ul style="list-style-type: none"> • need for equipment • type and appropriateness of the equipment requested • cost for each item 	

POTENTIAL DEDUCTIONS

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 impact application scoring. Please see the table below.

Criterion	Point Deduction
Incomplete or late documentation for previous HPNAP grant(s)	-15
Failure to attend mandatory Foodlink Agency Conference in 2010	-5
Late monthly statistical reports (three or more months in 2009)	-5
Chronic negative account balance (120 days in 2009)	-10

WHAT IS THE LIKELIHOOD OF RECEIVING A GRANT?

The grant is competitive. There is no guarantee for 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 Foodlink reserve the right to reject

applications or lower funding allocations based on requests submitted in response to this application.

AWARDEE INFORMATION

DOCUMENTATION REQUIREMENTS

Each grantee organization must maintain full documentation of when and how State HPNAP funds were spent. Written documentation of expenditures, such as canceled checks, receipts, paid invoices, lease agreements, utility bills, time sheets, and payroll or stipend records, are necessary to establish that expenditures are reasonable, traceable and appropriate. Canceled checks showing payment are required where applicable.

The grantee must maintain these records for seven years after the end of the grant period and these records are to be accessible to authorized Foodlink, Inc. or NYS Department of Health staff upon request.

To show that the grant conditions are accepted, the **recipient programs must sign the Letter of Agreement and return the letter to Foodlink, Inc.** prior to the disbursement of funds.

IF THE GRANT IS FOR STAFF, UTILITIES, SPACE, DISPOSABLES, OR TRANSPORTATION, Foodlink, Inc. will mail your program a check for half of the award.

Half way through the grant period, your program must submit documentation supporting expenditures of at least half of the award. If the documentation shows that the funds have been spent for the eligible expenses, Foodlink, Inc. will mail the remaining half of the grant.

The funds must be spent in accordance with the approved budget.

IF THE GRANT INCLUDES CAPITAL EQUIPMENT, Foodlink, Inc. will send a check for the full amount of the equipment costs. The recipient organization should purchase the equipment as soon as possible.

WITHIN THREE MONTHS after the receipt of the award, the grantee should submit a copy of the invoice and payment receipt (or other proof of payment) for the equipment to Foodlink, Inc. Within one year after the purchase of the equipment, a representative of Foodlink, Inc., a contractor, or NYS Department of Health Staff will visit the program to verify the purchase and location of each piece of equipment.

Recipient programs must adhere to all stipulations in the Capital Equipment/ Operations Support award notification letter.

Grantees will be responsible for covering the costs of installing, operating, maintaining, and securing the requested equipment. If the grantee stops providing emergency food assistance, the grantee must notify Foodlink, Inc. and the equipment may be transferred to another emergency food program. Disposal of any grant acquired Capital Equipment must be approved.

FAILURE TO COMPLY CONSEQUENCES

Operation Support contracts and documentation are audited by the State. Awardees will be required to reimburse the State for any undocumented or unallowable expenditures.

An agency out of compliance with program requirements or deemed “unsatisfactory” by the food bank or Department of Health Program monitoring staff **MAY BE INELIGIBLE FOR FUTURE OPERATIONS SUPPORT AWARDS.**

Programs with outstanding documentation due after the deadline date will be put on hold and will not be able to access Foodlink resources until all documentation is received. **LATE DOCUMENTATION COULD MAKE YOU INELIGIBLE FROM RECEIVING OPERATION SUPPORT FUNDING FOR FUTURE FUNDING YEARS.**

AWARDEE GRANT EVALUATION REQUIREMENT

The application requires the Emergency Food Relief Organization to specify objectives to be met by each budget item funded by the HPNAP OS award.

By July 20, 2011, grantees must submit documentation of all OS funded expenditures and report the results of HPNAP Operations Support funding to Foodlink. This report, using narrative and/or statistical formats as appropriate, is to describe the impact the OS funding had on the HPNAP goals described in the application.

A standard, simple-to-use format for final reports will be provided for this purpose. All grantees are to comply with the HPNAP reporting system as administered by Foodlink.