

**Long Island Cares Food Bank**

**2021 - 2022 Operations Support & Capital Equipment (OSCE)   
Grant Applications**Funded by the New York State Department of Health   
Hunger Prevention and Nutrition Assistance Program   
July 1, 2021 thru June 30, 2022   
**HPNAP Grant Application Guidance-Instructions Listed Below**

**INTRODUCTION:**

The Hunger Prevention and Nutrition Assistance Program (HPNAP, formerly SNAP) was established in 1984 to improve the nutritional health status of the State's low-income citizens by reducing hunger, malnutrition, and nutritionally 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:

* Providing funding and other support to enhance the accessibility and availability of safe and nutritious food and food related resources;
* Developing and providing comprehensive nutrition education programs;
* Monitoring and assessing customer needs and hunger-related issues to strengthen the program effectiveness;
* Empowering people to increase their independence from food assistance programs.

**ELIGIBILITY:**

To be eligible to apply for HPNAP Food, Capital Equipment(CE) and/or Operations Support (OS) funds, an Emergency Food Program (EFP) must have been providing emergency food service for at least the past (6) months at the time of application. (With the exception of the Covid19 interruption that was above and beyond anyone’s control) An EFP must comply with the following eligibility criteria and be able to provide documentation of:

1. Nonprofit status under Section 501(c)(3) of the Internal Revenue Code;
2. Possession of a Federal Tax Identification Number documented through a copy of US Department of Treasury, Internal Revenue Service correspondence indicating the organization's Federal Tax Identification Number;
3. Current tax exemption status; ST119
4. Proper current county DOH food service permit if offering ready-to-eat meals;
5. Provide emergency food services to all persons regardless of race, creed, color, sex, sexual orientation, national origin, age, disability, or marital status; and
6. Provide food free of charge or obligation to all people at all times who present himself or herself as in need.

In Addition:

* Incorporation is not required to receive HPNAP funds;
* Membership in a regional food bank is not required to submit an application; and
* Emergency food programs with existing direct New York State Department of Health HPNAP contracts are ineligible.

**INELIGIBLE ORGANIZATIONS**:

The following organizations are not eligible to apply:

* For profit organizations;
* Organizations that only distribute USDA Commodity (TEFAP) Foods; or,
* Senior citizen, day care, and other feeding programs that do not provide emergency food service specifically to people in need.

**SCOPE OF THIS APPLICATION:**

Funds awarded under HPNAP for the 2021 - 2022 grant year will be available when released by the state and must be used by May 15, 2022. **HPNAP grant funds are designed to supplement and/or match a program's own efforts; funds should not be viewed as a sole means of support.**

Operations Support (OS) awards provide funding to agencies currently providing emergency food to low-income and/or food insecure New Yorkers. **Submission of an OS application does not guarantee that your total funding request(s) will be granted.** OS funding is to supplement an organization’s current operating funds; funds may not be used as start-up costs for new activities or new staff positions. OS grants are awarded for one or a combination of two of the following four (4) expenditure categories listed as (A, B, C, and D):

1. Staff Costs: Only **direct service** workers may be funded. This includes persons actually engaged in the serving or storing of food such as cooks, kitchen help, pantry volunteers, and food service or storage area cleanup persons. Administrative personnel such as bookkeepers and directors, or non-food workers such as maintenance workers are **not fundable.**
2. Utilities: Food service work or storage area utility costs such as heat, water, and electricity may be funded. Trash and recycling removal, pest control services, and sewer charges as well as telephone costs and costs associated with other non-food service or storage areas are **not fundable.**
3. Space Costs: Costs for currently occupied space for direct emergency food service or storage areas may be funded. Space shared with other programs is to be pro-rated to compute the portion used for emergency food service. Costs for administrative offices are **not fundable.** OS may fund rent or user fees, but may not be used to pay mortgage payments or any payment in excess of actual charges to the EFP.
4. Food Service Paper Products and Other Disposables: Non-durable/disposable supplies necessary to the provision of emergency food may be funded. This includes, but is not limited, to paper/plastic bags, disposable plates, cups and dinnerware, plastic wrap, aluminum foil, cardboard boxes, and food containers. Supplies that are not necessary to the provision of food, such as office supplies, toilet paper and cleaning materials are **not fundable.**

PLEASE NOTE: Disposable food safety and sanitation supplies such as aprons, gloves, and hand soap are not fundable. These supplies are available for HPNAP eligible agencies, free of charge from the Food Bank. Please contact Peter Braglia at 631-582-3663 x 112 to have these supplies added to your Food Bank order free of charge.

1. Food Service Capital Equipment (CE): An EFP may request funding for new food service equipment items essential to their emergency food operations. Priority will be given to the following items: refrigerators, freezers, stoves and ovens, stainless steel shelves, 3-compartment sinks, hand washing sinks, folding tables, and exhaust hoods & fire suppression systems (if required by codes in the specific facility) which are necessary to maintain the current operation of an emergency food program. HPNAP does not fund the following types of equipment such as; disposable items, 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, or small kitchen utensils. Long Island Cares purchases all awarded capital equipment for EFPs. The CE grant can cover reasonable delivery fees. Capital equipment awardees should ensure that the equipment will fit inside the exact EFP location where the equipment will be utilized, e.g. freezer is delivered to the inside placement of the EFP where it will be used to store food. **Should the equipment not fit inside the facility upon/at time of delivery additional delivery &/or labor charges to the EFP may be applied.** CE grants will **NOT** fund building alterations, wiring or plumbing work, other installation charges, or removal/disposal fees for old equipment. The EFP is responsible for paying alteration, installation, and removal/disposal costs for old equipment.

Long Island Cares purchasing department works with a food service equipment vendor/company and purchases all awarded equipment. If your agency is awarded capital equipment, you will receive an award letter with further information and details regarding receiving your equipment at your EFP site.

**AWARD LIMITATIONS:**

Approval of applications and funding requests are not guaranteed. Agencies should not consider HPNAP funding as part of their annual budget.

* OS & CE awards may not be used to support any activity where the primary purpose is to distribute foods not obtained with HPNAP funding (e.g., only distributing USDA commodities or retail partnership product).
* Do not request payment for items that the EFP is not actually responsible for.   
  For example, an organization must actually pay rent to another entity in order to receive  
  HPNAP funding for rent.
* OS & CE awards are limited, usually not exceeding $3,000 for each OS budget category, chosen out of two allowed or CE. This amount may be increased up to $8,000 for both food service capital equipment & operation support funding.

Equipment purchased by Long Island Cares with HPNAP funds are property of the New York State Department of Health and not of the EFP agency. 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 recovered by the Food Bank and transferred to another EFP.

* All operations support and capital equipment expenditures/services must take place during the  
   July 1, 2021 – May 15, 2022 funding period.

**AWARD ADMINSTRATION:**

OS & CE grant awards will be based on eligibility and available funds, independent of past awards. Food, OS or CE applications are reviewed, scored and awarded separately. Each OS or CE application will be scored out of 100 points. The passing score for each application is 65. Applications that score under 65 are **not eligible** to receive an award.

Applications will be scored on the following criteria:

* + Emergency food need or poverty using county poverty statistics;
  + Average service level and availability of service;
  + Type of operation;
  + Program design and documentation;
  + Impact and/or uniqueness of program in community; and,
  + Program's ability to meet and/or exceed Long Island Cares’ best practices.

Programs that have received HPNAP funds in previous years must demonstrate, through past performance, appropriate management of the award. This is assessed by examination of the program's ability to use the funds in a timely manner, report service numbers, and provide appropriate documentation as required.

**APPLICATION SUBMISSION:**

***Digitally signed, electronic OS or CE applications must be submitted to Long Island Cares on or before  
Friday May 14, 2021.*** Late electronic submission will not be accepted, regardless of reason. Please complete the application in its entirety. Failure to answer all the questions completely may result in a lower score or disqualified application.

The 2021 - 2022 HPNAP Operations Support & Capital Equipment Grant Application may be accessed via our electronic online link portal (insert grant application link here) or as posted on our website Agency News page. If your need further OS or CE grant application contact Laura Lynn Iacono-Nutrition Resource Manager at [lliacono@licares.org](mailto:lliacono@licares.org)  
  
The 2021 - 2022 HPNAP Operations Support & Capital Equipment Grant Application must be:

* Submitted via the online electronic OS &/or CE grant application link portals.

The 2021 - 2022 HPNAP Food Support Grant Application must be:

* Submitted separately from the OS & CE grant applications and must be submitted on or before   
  **Friday, May 14th, 2021** via U.S. Mail, Email or in person ***only*** to Dawn Davidson ([ddavidson@licares.org](mailto:ddavidson@licares.org))

at Long Island Cares 10 Davids Drive Hauppauge, New York 11788.

For this application, you will need the following information:

* Your HPNAP ID # and LIC Food Bank Agency ID#’s before filling out the applications
* A current correct working email address for your agency on file with Long Island Cares
* Service Information (children, adults, seniors served) for the previous yearly period of   
  January 1, 2020-December 31, 2020.

Including number of unique households served if applying as a food pantry.

* Annual food budget;
* Current service days and hours of operation
* Information about program activities such as referrals to other services, advocacy work & community engagement.

An incomplete application will affect award score. For additional information and technical assistance in completing the Food Support grant application, call the Agency Relations Department at 631-582-3663 x 111 or for Operations Support or Capital Equipment online electronic grant application call Laura Lynn Iacono –Nutrition Resource Manager at 631-582-3663 x 123 by 3:00pm Friday, May 14, 2021. The New York State Department of Health and Long Island Cares Food Bank reserve the right to reject applications or lower funding allocations based on requests submitted in response to this application.

**AWARD NOTIFICATION:**

Successful applicants will be issued an Award Letter. The award letter will specify what has been awarded to the agency for Operation Support or Capital Equipment. Awardees of this grant will be subject to monthly reporting, food safety standards, minimum nutrition meal requirements, and providing full documentation of how OS grant funds were spent.

**Awardees must sign and return the HPNAP agreement to the Food Bank before funds are made available.**

**APPEAL:**

You may appeal your agency’s award within 20 days of the postmark (U.S. Mail or Electronic date marked) of the Award Letter notification by submitting a written appeal to Long Island Cares Nutrition Resource Manager at the address below. Appeals will be issued a response within 60 days or receiving the appeal.

**Attn.: Laura Lynn Iacono MS, RD @ HPNAP Processing** – **Appeals Long Island Cares  
10 Davids Drive Hauppauge, NY 11788**

**2021-2022 HPNAP CONTRACT PERIOD TIMELINE:**

***April 14, 2021-*** All online electronic OS or CE Grant applications, guidance instructions and “All About HPNAP Slide Presentation” and a link, will be emailed to agencies (those who requested OS or CE grant applications) to complete their OS or CE grant applications. Paper & PDF emailed and U.S. Mailed Food Support Grant applications and the HPNAP agreement will be sent out by our Agency Relations Department.

***May 14, 2021-*** All Operation Support, Capital Equipment and Food Support Grant applications are due back to Long Island cares Food Bank via the same method the agency received them (electronically, email or U.S. Mail as specified by each of the grant applications guidance & submission instructions) before 4:00pm on this day.

**May 17th thru June 18th 2021-** the HPNAP Advisory Committee will review All Operation Support and Capital Equipment Grant Applications in conjunction and in accordance with Covid19 guidelines.

***June 30, 2021*-** Agency award & denial letter notifications will be sent out for all agencies awarded Operation Support or Capital Equipment. Food Support HPNAP food credit line notifications letter mailings & dates TBD by Kristine Lehn.

***December 31, 2021*** - First half (50%) of Operation Support documentation for July 1st – Dec 31, 2021 expenditures period is due.

***May 15, 2022-***  Second half (50%) of Operation Support documentation for Jan 1st – May 15, 2022  
 expenditures period is due. (Note: Ok to spend June 2022 expenditures in the month of May for on-time  
 end of the contract period submission reporting purposes.)

***May 15, 2022- All Agency OS*** Award funds must be spent.

***May 31, 2022-*** 100% of Operation Support documentation is due from all agencies awarded OS.

***May 31, 2022-*** Unused Operations Support funds must be returned.

**\*Programs that fail to meet documentation requirements, or timelines, will not be eligible for future awards.**

**It is recommended that you print out and save a copy of this grant application guidance-instructions for your files and use it to refer to, when filling out and completing your online electronic grant application as there will be cross-references noted on the OS or CE applications to help you and for the entire HPNAP 2021-2022 contract year period.**

**Do not submit grant guidance-instruction pages 1-5 with your grant application**