Food Bank of Central New York
2020-2021 Food Grant Application Guidance
Funded by New York State Department of Health
Hunger Prevention and Nutrition Assistance Program (HPNAP)
July 1, 2020 - June 30, 2021

Application(s) Due: **The Food Bank must receive applications before 4:30 p.m. on Friday, April 17, 2020**
Late submissions will not be accepted.

Return application(s) via online form.

Paper applications may be requested by calling Agency Relations at 315-437-1899 x 256
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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 grants, an Emergency Food Program (EFP) must have been providing emergency food service for at least six (6) months at the time of application. An EFP must comply with the following eligibility criteria and be able to provide documentation of:

a. nonprofit status under Section 501(c)3 of the Internal Revenue Code;
b. 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;
c. current tax exemption status;
d. proper food service permit, if offering ready-to-eat meals;
e. provide emergency food services to all persons regardless of race, creed, color, sex, sexual orientation, national origin, age, disability, or marital status; and
f. provide food free of charge or obligation to all people at all times who present themselves 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
- 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
- Senior citizen, day care, and other feeding programs that do not provide emergency food services specifically to people in need

SCOPE OF THIS APPLICATION:
The 2020-2021 food grant application will be submitted through an online form. Questions will be short answer or multiple choice. The application may take up to 30-45 minutes to complete. Once the application is started, you will need to complete all questions. You will not be able to edit or change responses once submitted. In the application you will need to provide general program information including: estimate of out-of-pocket expenses spent on food, sources of funding used to purchase food, and the type of service and foods provided.

LOCAL PRODUCE VOUCHER
A portion (section 6) of this application is being utilized to apply for the "Local Produce Award". The Local Produce Award is an award payable, by Food Bank of Central New York, upon documentation of eligible, covered, expenses, not to exceed the awarded amount. Participation in the Local Produce Award is voluntary for all applicants. The Local Produce Award will only cover purchases of locally (New York state) grown produce purchased during the July 1, 2020 - 11/30/2020 period.

Certified member of Feeding America
INSTRUCTIONS FOR COMPLETING:
Applications must be received by Food Bank of Central New York by 4:30 PM on Friday April 17, 2020. Please complete the application in its entirety. Failure to answer all the questions completely may result in a reduced score or disqualified application.

The 2020 - 2021 HPNAP Food Grant Application may be completed in two ways either online via Food Bank’s website or applicants may request a paper copy via USPS (mail) or e-mail by contacting Food Bank’s Agency Relations Department at 315-437-1899 x 256.

The 2020 - 2021 HPNAP Food Grant Application may be submitted in one of three ways. Applications may be:
• Submitted online via the web hyperlink located on Food Banks website, www.foodbankcny.org/partner-agencies, or,
• Submitted via USPS to Food Bank of Central New York 7066 Interstate Island Rd. Syracuse, NY 13209, or,
• Submitted in person to Food Bank of Central New York 7066 Interstate Island Rd. Syracuse, NY 13209

For this application, you will need the following information:
• Service Information (children, adults, seniors served) for the previous fiscal period.
  ○ Including number of unique households served if applying as a food pantry.
• Annual food budget.
• Service days and hours.
• Information about program activities such as referrals to other services, advocacy work & community engagement.

An incomplete application may impact award. For additional information and technical assistance in completing the application, call the Agency Relations Department at 315-437-1899 or 1-800-444-1562 ext. 256 by Friday, April 10, 2020. The New York State Department of Health and Food Bank of Central New York reserve the right to reject applications or lower funding allocations based on requests submitted in response to this application.

AWARD ADMINISTRATION:
Food grant awards will be used by the Food Bank to establish a line of credit for each organization to acquire nutritious foods approved by HPNAP, which will be available through the Food Bank. The line of credit may be used to access donated, wholesale, and VAP foods. Awards will be based on eligibility, score, and available funds - independent of past awards. Food grant applications are reviewed, scored, and awarded separately.

Applications will be scored on the following criteria:
• Estimated emergency food need using community poverty statistics.
• Average service level and availability of service
• Type of operation or service.
• Program design and documentation
• Program’s ability to meet and/or exceed Food Bank of Central New York’s 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. Funds awarded under HPNAP during this grant year will be available when released by the state and must be used by May 30, 2021. 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.

SCORING
Each section of the 2020 - 2021 HPNAP Food LOC Application is scored to evaluate the applicant programs funding suitability. The following chart outlines the maximum number of points that could be received within each section. Applications submitted online are scored automatically. Paper applications received by 4:30 PM on Friday, April 17th, 2020 will be scored blindly by Food Bank staff. Each Food grant application will be scored out of 100 points. The passing score for each application is 35. Applications that score under 35 are not eligible to receive an award.
<table>
<thead>
<tr>
<th>Question</th>
<th>Maximum Points</th>
</tr>
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<tbody>
<tr>
<td>Section 1 Program Information (for all applicants)</td>
<td>25 Points</td>
</tr>
<tr>
<td>Section 2 Food Pantries (for food pantry applicants only)</td>
<td>50 Points</td>
</tr>
<tr>
<td>Section 3 Shelter (for emergency shelter applicants only)</td>
<td>50 Points</td>
</tr>
<tr>
<td>Section 4 Soup Kitchens (prepared meal sites only)</td>
<td>50 Points</td>
</tr>
<tr>
<td>Section 5 Program Activities (all applicants)</td>
<td>10 Points</td>
</tr>
<tr>
<td>Section 6 Local Produce Voucher (optional for all applicants)</td>
<td>15 points</td>
</tr>
<tr>
<td>Section 7 Verification of Application (for all applicants)</td>
<td>0 Points</td>
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</tbody>
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**AWARD NOTIFICATION:**

Successful applicants for the Food Grant will be issued an Award Notification & Grant Agreement. The Award Notification & Grant Agreement will specify the amount awarded and will contain the terms and conditions of the grant. Awarded must sign and return the grant agreement to the Food Bank before funds are made available.

Successful applicants for the Local Produce Award will be issued a separate Award Notification & Grant Agreement. The Award Notification & Grant Agreement will specify the amount awarded and will contain the terms and conditions of the grant. Awarded must sign and return the grant agreement to the Food Bank, and must provide required documentation of funds spent before funds are reimbursed to Food Bank of Central New York. Only eligible purchases made between July 1, 2020 and November 30, 2020 will be funded by the Local Produce Award.

**Appeals**

You may appeal this award within 20 days of the postmark of the Award Notification by submitting a written appeal to Food Bank of Central New York’s Executive Director at the address below. Appeals will be issued a response within 60 days or receiving the appeal.

Food Bank of Central New York  
7066 Interstate Island Road  
Syracuse, NY 13209  
Attn.: HPNAP Processing - Appeals

**TIMELINE:**

*April 17, 2020* - Completed application due to Food Bank of Central New York by 4:30 pm.  
*June 15, 2020* - Signed Award Notifications & Agreement due to Food Bank of Central New York  
*July 1 - 2020* - Funding credited to accounts of award recipients who have signed and submitted the agreement.  
*May 31, 2021* - Award funds must be spent.

**DO NOT RETURN PAGES 1-4 WITH YOUR APPLICATION.**