

03-22-2021

Dear Partner Agency,

Food Bank of Central New York is happy to announce the opening of applications for the New York State Department of Health's Hunger Prevention and Nutrition Assistance Program (HPNAP) for the fourth period of the five-year contract.

The most notable change this year will be the use of a web portal for grant and grant related activities. Upon the creation of a profile, partner agencies will be able to apply for the HPNAP grant, and document any awards issued as part of the grant – through the same online web portal. Additional introductory seminars about using this platform have been made available, please register online. Paper applications are available upon request for those who wish to submit paper copies.

Additionally, Award Notifications and Grant Agreements will be issued electronically via the HelloSign® service. Agreements will be emailed to the not-for-profit or religious congregation sponsor contact and program coordinator identified in the application. As in previous years, two (2) individuals must sign off on the agreement.

This year, Food Bank is asking our partner agencies to also include specific forms and documents needed to maintain Food Bank accounts. Food Bank is required to adhere to strict documentation standards set forth by the IRS, USDA, and New York State – providing this information will help us comply with documentation standards.

Because this is a new process with a few extra document requests this year, we have expanded the application period to six weeks. The timeline below provides information about what to expect and when this year.

HPNAP Period 4 (July 1, 2021 - June 30, 2022) Application Timeline		
March	3/22/2021	Applications Open
April	4/30/2021	Applications Due
May	5/1/2021	Application Review Begins
May	5/14/2021	Application Review Due
May	5/24 - 5/28	Awards Made / Sent
June	6/30/2021	Signed Award Agreements Due

Questions about the grant application or process can be directed to:

Food Bank of Central New York
7066 Interstate Island Road
Syracuse, New York 13209
Attention: Agency Relations
agencyinfo@foodbankcny.org
315-437-1899 x256

Respectfully,

Michael Watrous, Agency Relations Manager