

**NYS Department of Health (DOH), Division of Nutrition (DON)  
Bureau of Nutrition Risk Reduction  
Hunger Prevention and Nutrition Assistance Program (HPNAP)**

**Request for Applications (RFA)#1003220225**

**Questions and Answers**

**CORRECTIONS AND MODIFICATIONS TO THE RFA**

- Request for Applications, Table of Contents (pg 2): III. Project Narrative/Work Plan Outcomes, A. Project Types -Food Bank Projects should be listed as #4, pg 10
- Attachment #8 – Budget Package: Handling/Shared Maintenance Fees Budget Form, item #3 states that the shared maintenance fee cannot exceed \$0.18 per pound. Correction \$0.19 per pound.
- Request for Applications, pg 4 states that two (2) originals and five (5) copies should be submitted. Correction: Two (2) originals and three (3) copies should be submitted.
- Fill-In Applications, Attachments 3, 4, 5 & 6 were revised and posted to the website 1/25/11 If you downloaded the Fill-In Applications prior to 1/25/11, please download again to ensure that you have the most up to date application available.

**GENERAL AND TECHNICAL QUESTIONS AND ANSWERS FOR ALL PROJECT TYPES**

Q. A question was asked regarding the 12 months of experience attestation on the cover page of the Attachments 3 – 6. *“I hereby attest to the above applicant organization have a minimum of 12 months experience providing the services described in this application”* The interested applicant organization wanted to know if their specific experience was sufficient.

A. HPNAP cannot answer this question for the applicant organization. The applicant organization can sign the attestation if the statement is true.

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Q. Can the project be a totally new project for an existing organization? In the applicant conference it was relayed that it could be a new project. However, the RFA *Page 20, Section 1. Cover Page, Sub-Section d)* states that an agency must provide a “signed attestation of the applicant organization having had a minimum of 12 months experience providing the services described in the application. This is required to receive an award.”

A. Applicants that have 12 months of experience providing any of the services identified in this RFA can submit requests for funding for what they believe are new projects.

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Q. Is the Human Resources Administration (HRA), part of the NYC Department of Health and Mental Hygiene, eligible to apply for HPNAP funding through this RFA?

A. Yes, municipalities are eligible to apply for funding through this RFA.

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Q. If we are applying to provide 2 or more project types, do we submit a separate application for each type?

A. Yes, in order to be evaluated for an award in a specific project type, you should submit the application for that project type. Each applicant can apply for as many project types as they wish.

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Q. If you submit more than one application and receive awards for both, will the result be one contract for each award or will the result be one contract for the total of all awards?

A. The result will be one contract.

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Q. If submitting more than 1 application, do the total requests have to be a minimum of \$100,000 or does each request have to be for a minimum of \$100,000?

A. Each request must be for a minimum of \$100,000.

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Q. We understand that this is a five-year renewable grant process. Will there be another open RFA next year?

A. No. RFA's are usually released every 5 years. Contracts resulting from this RFA are for a period of 1 year with 4 annual renewals. The renewal process includes new budget and work plan development and approval.

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Q. Is there a maximum request for funding? What is an average request? Any guidance on the request amount would be appreciated.

A. There is no maximum request. There is no way for us to provide an average request.

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Q. Will there be awards made for less than \$100,000?

A. No, there will not be awards made for less than \$100,000 because applications received that request less than \$100,000 will be disqualified.

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Q. Is there a way to access a list of recipients and awards from the past year(s)?

A. All contract awards are public information. A listing of previous awards is attached.

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Q. How is the Line Item Interchange Form used? Is this for budget revisions only?

A. The line item interchange form is used for revisions to executed contract budgets. It should be submitted in your budget package but left blank.

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Q. Many of the project applications have the same questions. Is it okay to give the same answers? (for example, questions B1, B2, C1, C5, C6, C7, C8)

A. Yes, it's acceptable to give the same answers.

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Q. Is there any specific information needed for listing "accomplishments providing services to target population"? Can you provide examples?

A. No specific information is to be provided. Applicants should determine how they wish to respond.

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Q. The contract and budgets are for one year, so the \$100,000 minimum is for one year correct? So a 5 year renewable contract would pay \$500,000 over 5 years, not \$100,000 over 5 years?

A. Yes, the \$100,000 minimum is for one year. It is expected that an applicant receiving an award of \$100,000 would receive a total of \$500,000 over the 5 years of the contract. However, annual contract funding levels depend on the funding allocated to HPNAP in the State Budget. If HPNAP funding decreases, it is likely that contract values will decrease.

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Q. I'm trying to determine if I should apply to the United Way of NYC for HPNAP funding or directly to HPNAP for this RFA. How do I decide?

A. It is important to consider how much funding you need to provide the proposed service. You may apply to both sources for HPNAP funds but must submit an application for at least \$100,000 to be eligible for an award through this RFA.

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Q. We received HPNAP funding through a HPNAP contractor in FY 2010, however this funding is insufficient to meet the level of need facing our EFRO. May we apply for HPNAP funds directly from the NYSDOH for FY 2011?

A. Yes, if you meet eligibility requirements you may apply through the RFA for direct funding from us for fiscal year 2011.

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Q. Does this new application include the HPNAP grant that is already being utilized for our soup kitchen/pantry?

A. This RFA is for funding directly from HPNAP. If you wish to continue receiving HPNAP funding through a Contractor you should contact them regarding the application timeframe.

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Q. Are we eligible to apply for the grant above because we currently, indirectly, receive HPNAP funds through the United Way for our food pantry?

A. You can apply to the HPNAP RFA because awards that result from the RFA are expected to begin July 1, 2011. It's a different contract period for the one you are currently receiving funding through the UWNYP.

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Q. Does NYSDOH have a number (or range) of people they expect an organization to serve if awarded \$100,000?

A. No.

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Q. Is a letter of interest required?

A. No.

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Q. What is the minimum number of letters of support required? Is 3 sufficient?

A. There is no minimum number required. We are requesting applicants limit letters of support to 20.

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Q. Is there a page or character limit on the applications?

Q. Can the boxes in the Fill-In Applications be expanded to include more text or are we limited to that space for our answers?

Q. Can we include supplemental attachments with our proposal even if they are not specifically requested in the RFA?

A. Responses should be limited to the space provided. Attachments should be properly labeled and should only be provided when requested. Additional attachments that are not specifically requested will not be reviewed.

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Q. Will you answer any questions after the deadline of 1/21/2011? If you do, will you share with all interested applicants?

A. We will not answer any questions after the deadline. However, if you are having technical difficulties with the fill-in applications posted on the website, you can still contact [hpnep@health.state.ny.us](mailto:hpnep@health.state.ny.us) for assistance.

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Q. If you are a new project, are you evaluated in the same manner if you go independently as you would if you worked in partnership with a current HPNAP contractor?

A. Yes you are evaluated in the same manner. Preferred applicant qualifications are listed on pages 2-3 of the RFA.

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Q. Is it permissible to apply to provide existing services with expansion?

A. Yes, you can apply to expand existing services.

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Q. Do you have any idea how much funding HPNAP will receive in the next State budget?

A. No, we don't. Our funding is dependant on the levels identified in the annual State Budget.

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Q. Of the funding available, is it 100% state funding?

A. Yes.

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Q. If the Governor releases his Executive Budget before the due date will you release that information to interested applicants?

A. No additional funding level information will be released to applicants. The Executive Budget and approved State Budget are public information.

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Q. If the Executive Budget allocates more funding to HPNAP than expected, will it result in more or larger awards?

A. HPNAP will allocate all funds available. Awards will not exceed requests.

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Q. If the State Budget isn't passed in April, what will happen?

A. Passage of the State Budget will not affect the evaluation and review process for this procurement. However, it could delay the execution of resulting contracts.

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Q. How many awards were made in New York City from the last RFA?

A. There were 23 awards in the 5 boroughs of New York City and 2 on Long Island.

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Q. You said that about half of your funding is allocated to the New York City area. That's inconsistent with the demographics of the state. Can you explain?

A. The distribution of funding statewide is consistent with the poverty rate and existing resources by county.

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Q. Do we need to provide our deliverables in # of meals and # of pounds?

A. If you have both, you should provide both. Not all projects provide meals, so they can only provide pounds. You have to provide at least one of them. If part of your application provides meals and another part provides pounds, make it clear in your application that the total deliverable would be the meals plus the pounds.

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Q. We are an emergency food program that currently receives donated food from the food bank. Will we be able to continue receiving donated food from the food bank if we receive an award from this RFA?

A. Your application needs to explain your HPNAP request. You will not be able to receive HPNAP funding through the application and through the food bank for the same request.

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Q. I understand that you are requesting meals and pounds to be specified. As an organization, we have been trying to improve the quality of the food we provide. Will that be taken into consideration?

A. Yes, there are opportunities in the application to share your organizations focus on quality. In addition, one of the preferred eligibility requirements listed on page 3 is in regard to quality: "have nutrition standards that clearly discourage processed foods and encourage fresh and whole foods".

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Q. Should the meals and pounds specified in our application be the total we will provide or just the HPNAP portion?

A. You should provide the total meals and/or pounds that will be provided by the service(s) you request HPNAP support for.

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Q. Can funding be scaled up from year to year?

A. No, you can't request more funding for the subsequent years of the contract. There is no expectation that there will be increased funding from year to year. However, there have been Cost of Living Adjustments in the State budgets for the last few years that HPNAP Contractors have benefited from.

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Q. What if we expect pounds distributed to increase as the contract years proceeds?

A. In your application you should indicate the # of pounds you will distribute in the first year.

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Q. If your project will recover/ process food to distribute to a network would that be a food recovery or Resource/Grant Distribution-Type B project?

A. It would be a food recovery project because food is not primarily being purchased. The Resource/Grant Distribution projects focus on distributing primarily purchased foods or funds to purchase foods.

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Q. I understand that funding is for 5 years. What if my project will support itself after the first year and we will no longer need funding the remaining 5 years?

A. You are able to apply for funding regardless of how many years funding is needed. When the contract renewal process begins for the second year, you can choose to not renew your contract if you receive an award.

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Q. If we are successful and propose an activity for one year (e.g., salary for a position), can it be changed in a subsequent year? What is the process?

A. Yes, usually it can be changed in the subsequent year. Each year a new budget and work plan are developed for approval by your contract manager and HPNAP Central Office.

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Q. We are a current HPNAP Contractor and in order to request a minimum of \$100,000 we may need to expand our service area. Is this acceptable?

A. Yes it is acceptable to expand your service area in your application if there is unmet need in that area that will be addressed by increased funding.

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Q. We currently receive approximately \$119,000 for a HPNAP supported meals program. Is there any indication that if we request more than the amount we currently receive, whether or not we will be awarded with the newly requested amount?

A. Funding levels are based on several criteria such as the amount requested, number of applications received, score, available funding and the competitive RFA process outcomes.

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Q. Do you have to indicate that you will cover new staff in the new contract year?

A. You can request new HPNAP funding to continue supporting staff that are currently supported by your HPNAP contract and/or ask for new staff costs.

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Q. Of the nearly \$30 million that you expect to be available for awards, is there money set aside for continuing existing emergency food services?

A. In order to ensure continuation of emergency food services, we have determined that 1 food bank contract will be awarded per food bank region.

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Q. There are 4 project types and \$30 million. Do you expect to fund a certain number of each project type?

A. No. The only project type where the number of awards has been determined is food bank. We will award one food bank application in each of the 8 regions.

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Q. Is there a mechanism for considering population density and transportation problems accessing food? Is there a sub-allocation process for areas that have an inconsistent density of poverty?

A. We have considered poverty by region to ensure that funds are available across the state. We have no process that would sub-allocate funds for the specific factors identified.

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Q. Is there a formula for funding decisions and if so, will it be shared with interested applicants?

A. There is no formula that can be shared that finalized funding decisions.

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Q. If we want to provide services in 2 counties would we need to submit to applications?

A. No, applications are not county specific. The only time you are required to submit 2 applications is when you are applying for 2 different project types.

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Q. If we submit 2 applications for 2 different project types, do we have to submit 2 budgets?

A. Yes, you have to submit 2 budgets.

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Q. What is the format for the work plan? Do we have to make our work plan look exactly like attachment # 10 of the RFA?

A. The work plan is developed after an award has been made. Section D of the application is where work plan content such as goals, objectives, methods, deliverables are entered. You do not have to submit a work plan that looks like Attachment #10. It is provided for your information because it will have to be developed should you receive an award.

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Q. Is there an average award amount?

A. No, there isn't an average award amount. There is a \$100,000 minimum request. We are going to look at how much you are requesting in relationship to what you will be providing.

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Q. Is leasing space for our food pantry an allowable cost?

A. All costs associated with running a pantry have the potential to be allowable. Please refer to Attachment # 7 Budget Instructions and Attachment #8 Budget Package for additional information.

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Q. Are transportation costs for clients and/or food allowable?

Q. Are there any items (food items, staffing, etc.) that you will specifically decline to fund? In addition to restricted food items, we are particularly interested in your ability to fund travel for clients (Metro Cards, for example), staff time and additional travel expenses related to food delivery for inform clients and/or food pickup from farmer's markets, and volunteer incentives (appreciation events, occasional gift card awards, etc.).

Q. I read that administrative overhead costs are not allowed. Can you explain that?

A. All costs that are affiliated with your service can be requested. This does not mean that all cost will be allowed. Indirect rates are not allowed. All administrative costs must be specified in the budget categories available and should be directly related to the services described in your application.

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Q. Would HPNAP considering funding the purchase of a vehicle?

A. No. HPNAP will cover costs to lease vehicles, but not purchase.

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Q. Is vehicle maintenance an allowable cost?

A. Vehicle maintenance that is considered routine is an allowable cost.

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Q. Regarding personnel services, can and should we request the full amount of salary/benefit expenditures related to a staff member's time spent working on HPNAP contract activities?

A. You can request the percentage of salary equal to or lesser than the percentage of time the staff person spends working on HPNAP contract activities.

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Q. Does the "other" line in the budget represent an admin/indirect cost rate? If yes, what is the maximum indirect cost percentage rate you allow or expect? We can justify our admin rate on the other budget form.

A. No. The "other" budget form is not for admin/indirect costs. Administrative or Indirect Costs are not allowed. The other budget form is to be used for allowable costs that can not fit into a specified budget form such as stipends, liability insurance and professional organization dues.

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Q. Do you have a cap for funding nutrition education?

A. There is no funding cap established for nutrition education. The request will be evaluated to determine if it's appropriate.

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Q. Some areas of the state are losing Ryan White funding. Will we be able to apply for funding to deliver meals to homebound HIV/AIDS patients?

Q. Our organization serves a specific population of children ages 12 – 21. Would we be considered for funding?

A. You may serve any target population or demographic that needs food assistance. You may not exclude any other target population or demographic from services if they request assistance. Also, you may not prevent these other populations from requesting assistance if you receive HPNAP funding.

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Q. Can we describe our catchment area demographically instead of geographically?

A. Your application should describe the geographic location of where you provide services and any other demographics that you are targeting. **However, HPNAP services cannot be limited to any specific demographic population.**

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Q. Are we required to list the demographics of the people we serve? We don't collect this information.

A. Demographics are not required but you should define your population with sufficient information to demonstrate that you are providing your services to a low-income population.

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Q. Does our current HPNAP budget affect our award from this RFA?

A. No. Awards from this RFA are based solely on your application and available funding.

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Q. Are the applications to be post marked by or received in your office by 4:30 p.m. on February 14, 2011?

A. Applications must be received in our office by 4:30 p.m. on February 14' 2011 to be considered for funding.

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Q. What is the difference between “administer HPNAP food grant project” and “provide a plan for distributing purchased and donated food”?

A. “Administering HPNAP food grant” is developing an application process and “provide a plan for distributing purchased and donated food” is an operations process.

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Q. What happens if you submit an application under the wrong category?

A. The application will be assessed on the merits of the category applied for.

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Q. Is the Vendor Responsibility Attestation required by February 14<sup>th</sup> as well? Pg 17 says “Applicants should also complete and submit the Vendor Responsibility Attestation (Attachment 11)”.

A. Applicants are encouraged to submit the Vendor Responsibility Attestation with their application however, it is not required until after an award is made and the contract development phase has begun.

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Q. Should we submit every budget page or only the ones that have funding requests on them?

A. You should submit a complete budget package even if there aren't funding requests on all pages.

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Q. Are Attachments 10 (Work Plan) and 12 (NRM Work Plan) required attachments for the application? Will they be required upon award? Or are they for some other purpose?

A. Attachments 10 and 12 are for informational purposes. The work plan is required after award for contract execution and the NRM Work Plan is also required for contract execution if you receive an award to administer the Nutrition Resource Management project.

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Q. Does equipment purchased with HPNAP funds need to be capitalized?

A. No, the applicant does not have to capitalize the equipment.

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Q. What project type would a community garden be under?

A. It depends on how it operates. It could be a special nutrition initiative or a different kind of service project

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Q. Where do administrative costs go in the budget package?

A. Most administrative costs are in the Personal Services section of the budget package. However, there are budget categories in the Other Than Personal Services section of the budget package as well.

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Q. Can you explain what the statement on pg 21 means? *“This funding may only be used to expand existing activities or create new activities pursuant to this RFA. These funds may not be used to supplant funds for currently existing staff activities.”*

Q. This did come up in the session today but we were still a little troubled by the language in the introduction: that funds are “to be used to supplement, increase or improve existing nutrition services and cannot be used to replace existing resources.” We understood from the session today that a HPNAP renewal request could allow us to fund parts of our operation that HPNAP has supported in the past. Can you clarify that in the report on the meeting?

A. This statement means that you cannot receive funding from us to provide the same service that you already receive funding to provide through another funding source. You can apply to us to continue providing services that you currently are providing in the new contract year, because your existing funding will expire before the new contract resulting from your award begins. You also can apply to expand existing services. This RFA allows for all services provided in the past five year contract period to be considered for continued funding in the next five year period.

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Q. We get a small foundation grant to buy milk and we get vouchers from the food bank but it's not always guaranteed. Can we purchase milk?

A. Yes.

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Q. How is the seed grant budget line used? Should we put a new idea of ours in the seed grant line?

A. In the past, funds were made available to food banks and the United Way of New York City to administer a seed grant project. The only time a new project should be listed on the seed grant budget line is if it's administering a seed grant application and project to your sites. Otherwise, new projects you wish to include in your application should be inserted into the appropriate areas of the budget where the costs will be incurred.

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Q. Can we sell food?

A. Food cannot be sold. Food banks are the only project type that can receive handling fees or shared maintenance for food distribution.

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Q. Does food always have to be free? What if we are increasing access to food and providing it at cost?

A. Food provided with HPNAP funding has to be given at no cost. An organization receiving HPNAP funding can have other projects that increase access to affordable food as well.

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Q. Does HPNAP have a requirement that a certain percentage of funding be allocated to food?

A. Only food bank projects have a requirement that the total of food, produce, milk, handling fees and shared maintenance budgets lines be at least 60% of the total budget amount.

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Q. Can you explain why the minimum funding request was raised to \$100,000?

A. We looked at cost efficiency regarding small (service) contractors. At a time of flat or decreased funding and increased need its advantageous to reserve direct funding for larger service organizations and serve smaller service organizations through the food bank or resource/grant distribution projects.

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Q. Can you tell us the amount of service that should be provided for a certain amount of funding? Is there a minimum amount of service that would be funded?

A. We have not set a minimum amount of service to fund. We cannot provide a service to funding amount because we provide supplemental funding. Some organizations receive much more funding from other sources which allow them to provide more service for their HPNAP funding than organizations that receive less HPNAP funding.

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Q. If we have a nutritionist provided by another funding source, do we count her salary as in-kind funding?

A. We do not request that a specific dollar amount for in kind funding be identified in the application.

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Q. If we think our organization is a Resource/Grant distribution- Type B, but some of the sites we support are run directly by us and others are operated by another organization, what type of project should I be requesting funding for?

A. All applicants should determine which site(s) wish to receive support from them. If applicants will support sites they do not directly operate, they should apply as a Resource/Grant Distribution project. How the applicant intends to distribute HPNAP funding/resources will determine if they are Type A (administer an application process) or Type B (allocate funds without an application process).

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Q. We are unclear about the use of HPNAP funds with regard to the purchase of foods. If we have a direct contract with HPNAP can those funds be used to purchase goods from the Regional Food Bank?

A. Yes. Organizations that receive HPNAP funding from this RFA may purchase food from their regional food bank. However, they cannot receive a HPNAP grant for food and/or operations support through the RFA award and the food bank.

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Q. We currently receive HPNAP funding through our regional food bank. Can we apply directly to the state for funding for our soup kitchens?

A. Yes. However, if you receive an award from this RFA, you will no longer be able to receive a HPNAP grant from your regional food bank.

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### **Direct Service Project**

Q. If we wish to apply as Direct Service Project Food Pantry and also wish to apply in the Special Nutrition Category, do we need to submit 2 separate Direct Service Applications or should we include both projects in 1 application? Is there any advantage to submitting 2 separate applications?

A. Food Pantry and Special Nutrition Initiatives are all Direct Service Project types. You may submit one application to provide all services that fall under Direct Service or you may submit separate complete applications to have them scored individually. Two separate applications does not guarantee an award.

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Q. What is meant by nutrition standards in D5? In what format should these be included (Bulleted list, text, etc.)? *D5. If foods are to be purchased with HPNAP funds, describe your food purchasing practices that minimize cost while maximizing nutrition. If applicable, include how local foods will be considered and any voucher/coupon models that will be utilized. Include your **nutrition standards** as Attachment D5.*

A. Nutrition standards are your organizations guidelines or policy regarding the foods that are to be purchased and provided. There is no required format for nutrition standards.

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Q. Please clarify under direct service “...EFROs can receive HPNAP funded assistance through only one HPNAP contractor.”

A. This means that an organization cannot receive HPNAP funds from more than one source for the same service. For example, organizations that receive an award from this RFA

will have a direct contract with HPNAP to provide services. That organization cannot receive a food or operations support grant from another HPNAP contractor such as a food bank for that service.

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Q. Can a client choice food pantry provide modified choice?

A. A client choice food pantry can provide any combination of the client choice options identified.

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Q. Does the requirement that Direct Service food pantries be client choice apply only to projects that have more than one food pantry site?

A. No. The requirement is that all direct service food pantries (even mobile food pantries) have to be client choice. The number of sites is irrelevant.

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Q. Do all of our food pantry sites have to be client choice?

A. If you are a direct service project, all food pantry sites should provide a client choice model.

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Q. Do Direct Service Projects have a requirement for a certain percentage of the budget to be spent on food?

A. No.

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Q. The form on Direct Service Projects indicates that the applicant must have minimum of 12 months experience with this project. Does that mean that for ex. an organization applying for their food pantry must have offered client choice already for the past 12 months or that the applicant has operated a food pantry for at least 12 months and can now be applying to implement a client food choice model?

A. The applicant must have operated a food pantry for a minimum of 12 months. It does not have to have been a client choice pantry.

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Q. Does a special nutrition initiative have to be operating a client choice food pantry?

A. No, a special nutrition initiative is not a food pantry so it doesn't have to be client choice. If they are also funded for a food pantry, then it must be client choice.

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Q. Voucher/Coupon model programs are listed under Special Nutrition Initiative – If we provide farmers market coupons to low-income households there won't be a meals or pounds deliverable. What should we do?

A. There will be a dollar amount deliverable which can be translated to pounds by calculating the average weight/dollar.

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Q. Can you clarify what constitutes experience procuring, growing, etc.?

A. We don't determine what experience is acceptable. The applicant should describe their experience and we will evaluate it.

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Q. Our pantry is like a closet and I don't think we can convert to a client choice model as is. Can we use the client choice budget form to request funding to convert our pantry to client choice?

A. You are not required to use the client choice budget form for the costs associated with converting your pantry to client choice. If there are equipment costs, include it in on the equipment budget form, etc.

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Q. Can you list what types of projects will be supported as Nutrition Initiatives? What about Community Supported Agriculture (CSA) or garden projects? How do special nutrition initiatives describe deliverables?

A. HPNAP supports CSA's and garden projects. There are some examples of special nutrition initiatives on page 6 of the RFA. Special nutrition initiatives usually describe deliverables as pounds.

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Q. We have a food pantry that is half stocked by recovered food. Would this be a client choice food pantry or a special nutrition initiative?

A. The applicant should determine what their primary function is and either apply to the project that best fits with that and include your other functions in your application or submit more than one application.

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Q. Regarding “matching or other funding” requirement. Does an annual food-specific fundraising drive count as a matching gift?

A. While there is no matching funds requirement, applicants can identify any other funding arrangement they have for that purpose.

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Q. We have dozens of partnerships related to food and nutrition support for low-income individuals in our service area. All of these partnerships support our HPNAP/Food Pantry clients in some way, but we wonder how broadly we should think of partnerships when obtaining signed partner letters. How much impact will signed partner letters have in your proposal scoring (as compared to simply describing a partnership)?

A. HPNAP cannot determine how much of this information needs to be provided to support your application.

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Q. Attachment #3 – Fill-In Direct Service Application, D1 asks us to state the “projected total number of meals that will be provided (reported through HPNAP MIS reports) with HPNAP funds.” For many organizations, HPNAP is not the only source of funding, and at the applicant conference, you encouraged us to demonstrate the scale of our organization. Therefore, can we assume that for this question you want us to provide the total number of meals we intend to serve, for which HPNAP funding will contribute to supporting?

A. Yes, provide the total meals that your organization will provide with HPNAP and other funding.

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Q. Does HPNAP have a more specific definition of high quality lean protein products? Would that include canned tuna, canned chicken, chili, black beans?

A. Applicants are encouraged to provide their standards for the food they provide. For more guidance on lean protein applicants are encouraged to refer to the United States Department of Agriculture website: <http://www.mypyramid.gov/pyramid/meat.html>

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Q. Is the HPNAP still interested in funding the Veggie Mobile as it operates? The RFA says that it will only fund projects that give all food away.

A. The RFA allows for all services provided in the past 5 year contract period to be considered for continued funding in the next 5 year contract period.

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Q. In the past we were funded as a special project and grant acquisition was a required component of that project type. Now that you have a Resource/Grant Distribution project type, do I have to submit my grant project under that type and my produce distribution type under Direct Service, Special Nutrition Initiative?

A. The grant acquisition component of your previous HPNAP contract, should you wish to continue this service, would be included in your Direct Service Application. The Resource/Grant Distribution Project type is different in that it administers grants and distributes funding and/or resources to emergency food programs rather than acquiring grants.

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### **Food Recovery Projects**

Q. The perishable food recovery project description talks a lot about obtaining the food but not much about distributing it. Do you want us to tell you about that? If the distribution mechanism is very similar to another type such as a mobile produce distributor do you still want it?

A. Yes, we want you to explain your distribution methods and the sites that you distribute to. Mobile produce distributor is listed as an example under direct service-special nutrition initiative. Direct service projects distribute purchased food. The mobile distribution method can be used for food recovery projects as well.

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Q. We are applying under the Food Recovery Projects and are considering the purchase of vans to help us efficiently recover perishable, fresh, or prepared food. Could HPNAP funds be used to purchase vans in the first year for this purpose?

A. HPNAP will support the cost of leasing vehicles. Purchasing of vehicles is not allowed.

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Q. I'm trying to find some of the allowable costs for food recovery projects. Has the manual been updated enough to help with that?

A. The manual does not identify all allowable costs. Applicants should submit costs for services they wish to receive reimbursement for.

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Q. Are HPNAP-funded programs restricted to supporting EFROs? Island Harvest provides food to feeding programs including emergency food pantries, soup kitchens, and shelters, as well as day care and senior centers, Head Start programs, community centers. Could all of these programs receive food with the support of HPNAP or only food pantries and soup kitchens? Do shelters count?

A. Only EFROs including emergency shelters can be identified for support.

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Q. Does it matter if food procured for the Food recovery program is procured within our catchment area exclusively, or can we procure loads of perishable and fresh food in other areas of the schools and nationally? We would still distribute the food within our catchment area.

A. foods can be procured from any location.

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Q. What is HPNAP's definition of perishable? Would frozen food be considered perishable?

A. Perishable foods are items that will spoil including frozen foods.

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Q. Would HPNAP support the purchasing of refrigeration units?

A. Yes.

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### **Resource/Grant Distribution and Food Bank Projects**

Q. Does the Resource/Grant Distribution type distribute food to member agencies?

A. Yes

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Q. The Resource/Grant Distribution and Food Bank Project types seem duplicate services, for example they both administer Operations Support Grants. Can you elaborate on the differences?

A. The biggest difference is that Feeding America membership is required to apply as a food bank. In addition, food bank projects are required to administer the Nutrition Resource Management project and resource/grant distribution projects are not. There are other differences related to operation or these projects.

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Q. We operate a food bank and a mobile food pantry. I see that mobile food pantry is listed under Direct Service-Special Nutrition Initiative. Should we submit a direct service application for our mobile food pantry or include it in our food bank application?

A. The example under Special Nutrition Initiative is a “mobile produce and/or milk distributor” not a mobile food pantry which would be Direct Service – Food Pantry. However, your question still remains and you have the option of including the costs for the mobile food pantry in your food bank application or submitting a separate direct service application for the mobile food pantry if you can demonstrate a need for at least \$100,000. If you receive an award for both, the result will be one food bank contract.

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Q. How do food banks administer mobile food pantries? Does it have to be operated by another entity?

A. It doesn't have to be operated by another entity. A mobile food pantry can be part of a food bank application with costs carved out in the budget or it can be applied for separately under direct service-food pantry with its own budget.

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Q. Will unconventional costs for food bank garden projects such as irrigation, be considered for funding?

A. Fixed asset costs such as buildings (including renovation) are not supportable. However, costs for things that can be disassembled and moved will be considered for funding.

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Q. Our food bank purchases food with non HPNAP funds to supplement donated food and make it available to our member agencies at \$0.14/lb. Can our member agencies use their HPNAP food grant to purchase this food?

A. Yes.

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Q. Why are handling fees capped at \$0.12/lb? Why can't we raise it to \$0.14/lb.?

A. HPNAP caps handling fees at \$0.12/lb. Food Banks have the ability to charge HPNAP for administrative costs associated with handling food in the personal services budget section in addition to the handling fees budget line.

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Q. Is there a requirement that food banks budget cost for client choice pantry support?

A. No, there is currently no mandate that food banks budget client choice support costs.

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Q. If a food bank submits a separate application for a direct service project but does not receive an award for it, can we still support the direct service project idea with our food bank contract/budget?

A. If you do not receive a direct service project grant and wish to apply costs through your food bank grant for these services, this can be requested during the food bank contract development process.

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Q. If our food bank operates a food pantry but we don't ask for a direct service project to fund it, can that food pantry apply to us for a food and/or operations support grant?

A. If you are operating the site directly, no you cannot fund the site for food and operations support. However, if you can demonstrate that they are separate from your food bank and guarantee that they are treated as any other organization, it can be considered. In this case, the site cannot be forced to use the food bank to purchase food.

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Q. Under Resource/Grant Distribution-Type B should applicants identify sites and hours with an attachment?

A. Yes, if there isn't enough room in Attachment #5 Fill-In Resource/Grant Distribution Project Application, please include an attachment.

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Q. Are Resource/Grant Distribution-Type B projects required to have agreements or memorandums of understanding with the sites in their network?

A. Yes, some type of agreement should be established.

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Q. Is administer the Nutrition Resource Management project a requirement for Resource/Grant Distribution Project- Type A but not Type B?

A. Administration of the NRM project is only required for food banks.

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Q. Attachment #5 –Fill-In Resource/Grant Distribution Project Application asks for the “Project Manager”. Is this the person who will be managing/directing the project or is it the person that signs the contract?

A. The Project Director is the individual responsible for the application.

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Q. We are considering a separate application for a resource/grant distribution (R/GD) project to support partners in our Respite Bed program. If we receive a grant for the R/GD and not for the Direct Service project, will we still be excluded from applying for future HPNAP funding for our Pantry program? In more general terms; if we apply for and get funding for one program, would that jeopardize funding we have for a different program that is provided by a current HPNAP contractor?

A. No. You can still apply for and receive a HPNAP grant from a HPNAP contractor for a project that you don't receive direct HPNAP funding for. You would not be able to receive HPNAP support from a HPNAP contractor for the R/GD project if you do receive an award for it.

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Q. Would applying for a Resource/Grant Distribution Project put us in direct competition with the United Way of New York City or the Food Bank for New York City: Or will the United Way/ Food Bank have to apply for their funding through this RFA's Food Bank project? Will the food bank's capacity depend on their success in this RFA process?

A. Your competition in the Resource/Grant Distribution Project category will depend on the applications we receive in that category and cannot be determined at this time. The 2 agencies in your questions will need to apply to this RFA to continue receiving HPNAP funding. At this point, in order for both organizations to continue to receive and distribute HPNAP funding they must apply to this RFA.

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Q. If we are applying for Resource/Grant Distribution Type B project, do we fill out the Operations Support Budget Form? If so, would the methodology reflect how the EFROs become our constituents rather than the grant process?

A. No, R/GD –Type B projects don't administer Operations Support Grants.

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Q. The Regional Food Bank has received HPNAP funding to make funds available for area food pantries. Our program, The Food Pantries of the Capital District, has provided the transportation to get the food from the Food Bank to the local pantries. Would this transportation piece fall under an eligible expense for a Type B, Resource Distribution Project?

A. Yes.

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Q. Can you clarify the "Food Safety and Sanitation Project"

A. The goal of the food safety and sanitation project is to ensure that food is safely handled by HPNAP Contractors. This is achieved by providing funding for food safety technical assistance, training and supplies. For an example of food safety goals and objectives, please refer to Attachment #10 Work Plan, under Goal 3.

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Q. Regarding the Food Bank Project application, Question B6 -conducting needs assessments. Does HPNAP have guidelines about conducting needs assessments / client satisfactions studies?

A. No specific guidelines have been established.

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