HPNAP-OPERATIONS SUPPORT GRANT MANUAL

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GRANT PURPOSE

The Hunger Prevention and Nutrition Assistance Program (HPNAP) is funded by the New York State Department of Health to improve the health and nutrition of low income people in New York State. Operations Support funds are intended to supplement certain non– food costs associated with running an emergency food program.

REQUIREMENTS

Each organization is required to keep track and submit **ONE** inclusive report for incurred expenditures related to the categories awarded and indicated in your organizations budget form for funds to be released.

All documents must be dated within the applicable fiscal grant year.

PLEASE NOTE: submitting expenditure documents for a program that has not been approved for HPNAP Food Support funding by either United Way of NYC or Food Bank for NYC in the applicable fiscal year is not permitted. Additionally, funds will not be released for an item that is not identified as eligible in the applications instructions or the following guidelines.

If your program is unable to submit eligible expenditure documents, your allocated Operations Support award will not be released.

WHAT SHOULD BE INCLUDED IN AN REIMBURSEMENT OS REPORT?

Tips for Successful Reporting

Prepare Documents by category, and on an on-going basis (monthly)

Complete ALL applicable forms provided by UWNYC - do not leave any fields blank

Submit all documentation at the same time via email

- Reference guides provided to ensure expenditure documents are eligible under HPNAP guidelines.
- Attach Payment Information to each applicable bill and organize bills in date order.

- Complete the Report **(completed and signed form is required)**

- All required documentation must be included in order for the report to be considered complete and on-time.

ELIGIBLE EXPENSES BY CATEGORY

Food Service Paper Product

- Food Pantries (FP) : Paper bags, boxes, Reusable Bags, or Plastic T-shirt bags
- Soup Kitchens (SK) : disposable plates, cups and cutlery, table clothes, aluminum pans, plastic wrap, and take out containers
- Both: garbage and recycling bags

Transportation

- Either vehicle rental or mileage to pick up food donations from source.

Staff and Volunteers

- Must be direct service staff or volunteers for a funded FP or SK.
- May not be new: must have worked with the program prior to expense report.
- Administrative staff not eligible (ex: finance officer, building maintenance, etc.)

Utilities

- Gas electric, oil, steam, and water used by funded FP or SK for food storage, preparation and distribution areas.

Space

- Rent for space used by funded FP or SK for food storage, lease agreement between CBO and landlord, preparation and distribution areas.

GRANT REPORTING

All funded organizations are required to submit one inclusive expenditure report of supporting documentation prior to funds being released.

Expenditure Reporting Deadline: February 2nd, 2026

REQUIRED DOCUMENTATION BY CATEGORY

Food Service Paper Products

Option 1: Itemized receipts (must dated within applicable fiscal year)
Option 2 : Proof of payment (canceled checks or credit/debit card statements

Transportation

Option 1: Vehicle rental: itemized receipts, and proof of payment
Option 2: Mileage: mileage log inclusive of odometer readings

Staff and Volunteers

Option 1: Check: canceled check(s)
Option 2: Cash: Photo ID, or clear picture with staff/volunteer timesheet completed with individual(s) signatures on the scanned copy. **Example****

Option 3: Direct Deposit: itemized payroll registry
Option 4: Metro Card: metro card receipt (s)

Utilities

Option 1: Billing and Payment Histories from utility company website
Option 2: Individual itemized bills, and canceled checks or bank statement

FOOD SERVICE PAPER PRODUCTS

WHAT IS THIS CATEGORY FOR?

Food service paper products and other disposables are non durable supplies necessary to providing emergency food. They may include: paper/plastic bags, disposable plates, napkins, cups and dinnerware, plastic wrap, aluminum foil, table cloths, cardboard boxes and food containers. Supplies not necessary to providing food, such as office supplies, toilet paper, twine are not eligible.

PLEASE NOTE: ELIGIBLE FSP ITEMS DIFFER BETWEEN FOOD PANTRIES AND SOUP KITCHENS

REQUIRED DOCUMENTATION

Vendor Invoices or Register Receipts

that clearly identify the vendor, items purchased and their individual costs, the date of purchase and the total cost.

Proof of payment by the organization

a. image of canceled check or credit/debit card statement verifying purchase
b. for cash reimbursement payments: canceled check, from the organizations bank account made out to the individual who purchased the items
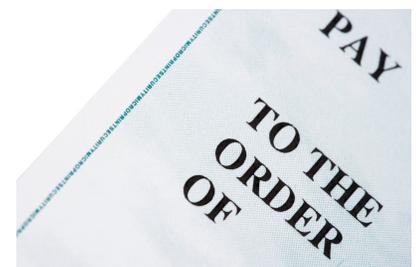
LIST OF APPLICABLE ITEMS FOR EACH TYPE OF FOOD PROGRAM

Food Pantry Eligible Items

Disposable Bags

Disposable boxes

Reusable Bags

Garbage/Recycling Bags

Soup Kitchen Eligible Items

Disposable plates, cups, cutlery and to-go containers

Table Clothes

Aliminum Foil/Pans

Garbage/Recycling Bags

TRANSPORTATION

WHAT IS THIS CATEGORY FOR?

Cost for <u>transportation of food</u> from source to EFP storage or distribution site.

ELIGIBLE EXPENDITURES (CHOSE ONLY ONE)

Rent or Lease for van or truck

Mileage Reimbursement ($0.67 per mile)

<u>**NOT ELIGIBLE**</u> : Gas, Tolls, Vehicle Repairs

<u>Documentation Required</u>

Rental Invoice and Proof of Payment
For vehicle rental only: Copy of canceled check or credit/debit card statement (from organization's bank account) showing payment

UWNYC Transportation Log
indicating dates, destinations, to and from odometer readings, and total miles traveled

STAFF/VOLUNTEER CATEGORY

WHO IS THIS CATEGORY FOR?

Cash, check or metro card payments given to volunteers, or staff that work directly within the emergency food program
Individuals receiving OS funds must be responsible for at least one of the following: accepting deliveries, storing food, meal or pantry distribution, serving meals or pantry distribution, cleaning of storage or food distribution area.

NOT ELIGIBLE: Administrative Personnel, General Maintenance workers, and volunteers/staff working within other programs

STAFF/VOLUNTEER DOCUMENTATION REQUIRED

UWNYC Staff/Volunteer Timesheet, complete with:

1. Name and signature of volunteer/staff who received payment
2. Description of HPNAP – eligible responsibilities for each volunteer/staff member
3. Method of payment (check number, or indication of cash or direct deposit provided)
4. Date Range (within reporting period) that the payment was for
5. Total Funds each volunteer/staff member received for that time period

Copy of payment made to each volunteer or staff member

Cash payment: copy of photo ID or picture with printed name and signature on the scanned copy. Example

Check Payment: image of canceled check

Direct Deposit: copy of payroll registry identifying each payment individually

Metro Cards: copy of metro card purchase receipt

UTILITIES

WHAT IS THIS CATEGORY FOR?

Utility costs associated with the food service and storage areas.

Eligible Utility Expenses

Oil, Gas, Water, Electricity, Steam

NOT ELIGIBLE: trash removal, recyclling removal, sewer, pest control services, building maintenance, telphone/internet, utility costs in areas not used in preparation, service or storage

Documents Required

1. **Completed Utility Form** (provided by UWNYC)
2. **Proof of Billing**:
   - copies of each bill or
   - billing history from the utility company website
3. **Proof of Payment** (verifying payment and total amount eligible)
   - canceled checks or
   - credit/debit card statements
   - payment history from the utility company website

SPACE

WHAT IS THIS CATEGORY FOR?

Rent costs associated with space used by the emergency food program, for food storage, preparation and distribution

NOT ELIGIBLE: Mortgage payments, property taxes, charges in excess of actual rent (fees, security deposit, leans, construction/maintenance, rent costs not used for food preparation, service or storage

Documents Required

1. **Completed Space Cost Form** (provided by UWNYC)
2. **Current Lease Agreement indicating**: landlord name, agency name, lease period/extension, site address, rent charged and payment term
3. **Proof of Payment:**
   - Canceled Check
   - Bank Statement indicating rent payment

**United Way
of New York City**

Please email your final report to nabdelhakim@uwnyc.org
or fax to 212.251.2502

Thank you for partnering with United Way of New York City.

We appreciate your commitment to your community and value you as a partner in alleviating hunger in New York City.

Contact Us:
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