

Operation Support Grant Guidelines

Operating Support, OS, awards provide funding to agencies currently providing emergency food to low income and/or food insecure New Yorkers. **Submission of an Operations Support 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 the following six (6) expenditure categories:

- A. 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**.

- B. Utilities: Food service work or storage area utility costs such as heat, water, and electricity may be funded. Trash and recycling removal, and sewer charges as well as telephone costs and costs associated with other than food service or storage areas are **not fundable**.

- C. 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 prorated 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.

- D. Food Service Disposables and Other Supplies: 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. Some durable non-disposable items may also be funded. Items must be necessary for the provision, safe handling, and safe transport of emergency food. Requests for non-durable items must include a written specific justification for the need of such items. Supplies that are not necessary to the provision of food, such as office supplies, toilet paper and cleaning materials are **not fundable**.

- E. Transportation: Costs for the transportation of food from source to EFP site may be funded. This may include payments to rent or lease vans, (rent/lease option) or mileage reimbursement at up to \$0.535 per mile for the mileage option. Costs for delivering food from EFP site to pantry recipients are **not fundable**.
 - 1) If the vehicle rent/lease option is used, all records documenting the payment of funds to the renting agency are to be retained. Vehicles must be cargo-type vans or trucks; payments to EFP staff or volunteers for the use of personally-owned vehicles are **not** allowable.

If the mileage option is used, an EFP staff or volunteer may be reimbursed for actual mileage, incurred on personally-owned vehicles. A log showing dates, destination, and odometer readings is to be turned in to the food bank.

- 2) Regardless of the method used, the EFP must retain records (receipts, invoices, bills of lading, etc.) sufficient to prove that the transportation charged to the state was required to move food from source to the EFP site. Incomplete documentation will result in the loss of state funds.

- F. Food Service (Capital) Equipment: An EFP may request funding for new food service equipment items essential to their emergency food operations. Requested equipment must be new, preferably commercial grade, and meet state and local sanitation and fire safety code requirements. Priority will be given to the following items: refrigerators, freezers, stoves and ovens, metal shelves, metal storage cabinets, 3-compartment sinks, hand washing sinks, hand trucks, 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 feeding site. The funds may **NOT** be used to purchase 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. The purchase of equipment for food pantries that would like to transition to or enhance a client choice model of operation (such as tables, shelving, or shopping carts) is acceptable. The OS grant can cover reasonable delivery fees. Food Service equipment awardees should ensure that delivery charges will cover the cost to deliver the equipment to exact 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. OS grants will NOT fund building alterations, wiring or plumbing work, or other installation charges. The agency is responsible for paying alteration and installation costs.

If you need assistance in selecting the appropriate equipment, please contact us directly. Assistance and information may also be available from food service equipment sales representatives at local restaurant supply stores. Agencies considering an appliance request should be sure the building where the equipment will be located has sufficient electrical capacity, plumbing capability, space, ventilation, and entry way clearance for the desired equipment.

Funds for equipment grants are limited, so applicants should prioritize their needs and only request essential equipment. Applicants must obtain at least two vendors price quotes for each piece of equipment requested. The request is to be based on an actual quote, not on a temporary sale price. If possible have the vendor guarantee the equipment price.

Agencies are encouraged to apply for Capital Equipment that will increase throughput of nutritious foods and contribute to the sustainability of the program.

G: Pest Control: An EFP may apply for Pest Control assistance for areas of the building used for food storage and distribution. Only licensed pest control companies will be considered. EFP's must be able to show that effective pest control results have occurred due to preventative services.