



FOOD BANK  
FOR NEW YORK CITY  
39 Broadway, 10<sup>th</sup> Floor  
New York, NY 10006  
foodbanknyc.org



United Way  
of New York City

UNITED WAY  
OF NEW YORK CITY  
205 East 42<sup>nd</sup> Street, 12th Fl  
New York, NY 10017  
unitedwaynyc.org

# Online Application Instruction Booklet

## Hunger Prevention and Nutrition Assistance Program (HPNAP)

### Food and Operations Support Funds

**Funding Period: November 1, 2018 – October 31, 2019**

Applications must be submitted online by  
**Friday, August 10, 2018, 5:00 p.m.**

**Paper applications will NOT be accepted:**  
**Please access the application at: [www.feednyc.org](http://www.feednyc.org)**

**Please note:** The HPNAP Advisory Committees of the Food Bank For NYC and United Way of NYC will determine all awards based on the submitted application, and will notify all applicants by mail of their decisions by November 5, 2018. In the event your agency is not funded you may appeal the decision within 30 working days from the time of the rejection notice.



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### **Grant Eligibility:**

Food and Operations Support grants are based on need and eligibility. Please ensure that your agency meets the following eligibility criteria:

- ✓ Is an established Soup Kitchen or Food Pantry with existing funding resources, which has been in operation for at least 6 consecutive months (with up-to-date signature records available as of February 1, 2018), and serves no fewer than 100 people a month.
- ✓ Must provide emergency food services and be open to the general public. Senior centers, day care centers, or other programs that serve only special populations are not eligible for HPNAP funding.
- ✓ Shelters, whether residential or emergency, are not eligible for funding.
- ✓ Has a valid 501(c)(3) tax-exempt status letter from the Internal Revenue Service of the US Treasury Department. Please note, incorporation is not required.
  - ✓ If using a Group Exemption, a site listing is also required to identifying that the organization applying for funding is included in the group.
  - ✓ If using a Fiscal Conduit, the following documents are required:
    - verification of the applying agency's EIN number
    - a letter from the fiscal conduit outlining the relevant dates that their 501c3 status will cover the applying agency
    - the 501c3 tax-exempt status letter from the organization acting as Fiscal Conduit.
- ✓ Has a list of current Board of Directors (BOD) with **individual contact information**.

### Soup Kitchens ONLY:

- ✓ Has a current New York City Department of Health and Mental Hygiene Food Service Establishment Permit or a copy of the submitted application.
- ✓ Soup Kitchens must prepare food on premises. Catered meals are not eligible.

### Operations Support Grant ONLY:

- ✓ Must be up-to-date with all reporting requirements for the past 6 years.
- ✓ Must provide an active email address, where time-sensitive, financial correspondence will be sent.
- ✓ Must maintain an organization bank account, and provide a voided check or letter from the bank
  - If multiple EFROs use the same bank account information, they must apply as one Agency, not individually.
  - Personal bank accounts are not eligible.



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## Instructions for logging into the Online Application

**Before you Begin:**

**Please prepare and have access to the following documents and information:**

1. Email address that can be accessed by the applicant
2. Email address of the Executive Director, President or Religious leader
3. Employer Identification Number (EIN)
4. Electronic copy of 501(c)(3), Church listing (for group exemptions)
5. Board of Directors list with contact information
6. DOH Soup Kitchen permit (if applicable)
7. Voided check (if applying for OS support)
8. Lease agreement (if applicable).

**Renewing Applicant Login:**

**Please note that the previous user login information has been deleted.**

1. Go to [FeedNYC.org](http://FeedNYC.org), and select the HPNAP Online Application.
2. Enter the Employer Identification Number (EIN) of your agency and click on “**Continue**”

<p><b>Welcome!</b></p> <p>If your agency has submitted an online application through this portal, the system will pre-populate some of the information from your previous application.</p> <p>Also, the system has created a profile of your agency and retained the 501c3 and board of directors documents that you uploaded during your previous HPNAP or EFSP application process.</p> <p>Let's get started by seeing if the system has retained a record of your organization. Please type in your agency EIN Number and then click on the “<b>Continue</b>” button. The system will respond confirming the name of your organization, and prompt you to enter your name and email address. Click on <b>Continue</b> and a password will be sent to the email address entered.</p> <p><b>If you are certain that your agency previously completed the HPNAP or EFSP application, but you cannot access it, please contact:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p><b>Food Bank For New York City</b> Coco Gregg <a href="mailto:cgregg@foodbanknyc.org">cgregg@foodbanknyc.org</a> 212-566-7855, ext. 2257</p> </td> <td style="width: 50%; border: none;"> <p><b>United Way of New York City</b> Natalia Haimson <a href="mailto:nhaimson@uwnyc.org">nhaimson@uwnyc.org</a> 212-251-2419 or Vanson Lee <a href="mailto:vlee@uwnyc.org">vlee@uwnyc.org</a> 212-251-2412</p> </td> </tr> </table>	<p><b>Food Bank For New York City</b> Coco Gregg <a href="mailto:cgregg@foodbanknyc.org">cgregg@foodbanknyc.org</a> 212-566-7855, ext. 2257</p>	<p><b>United Way of New York City</b> Natalia Haimson <a href="mailto:nhaimson@uwnyc.org">nhaimson@uwnyc.org</a> 212-251-2419 or Vanson Lee <a href="mailto:vlee@uwnyc.org">vlee@uwnyc.org</a> 212-251-2412</p>	<p><b>Please login.</b></p> <p><b>Enter Your Agency EIN Number:</b> <input style="width: 150px;" type="text"/></p> <p><small>(format: XX-XXXXXXX)</small></p> <p><b>Your EIN Number can be found on your IRS letter of determination. It is NOT the same as your EFRO number.</b></p> <p style="text-align: center;"><a href="#" style="background-color: #0056b3; color: white; padding: 5px 15px; text-decoration: none;">CONTINUE</a></p> <hr/> <p><small>* If your agency did not previously complete a HPNAP and an EFSP application, <a href="#">Click Here</a> to proceed to New Applicant Registration.</small></p>
<p><b>Food Bank For New York City</b> Coco Gregg <a href="mailto:cgregg@foodbanknyc.org">cgregg@foodbanknyc.org</a> 212-566-7855, ext. 2257</p>	<p><b>United Way of New York City</b> Natalia Haimson <a href="mailto:nhaimson@uwnyc.org">nhaimson@uwnyc.org</a> 212-251-2419 or Vanson Lee <a href="mailto:vlee@uwnyc.org">vlee@uwnyc.org</a> 212-251-2412</p>		



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- If your EIN number was entered correctly, the name of your agency will appear at the top of the page
- Fill out the form, check the box acknowledging that your Executive Director has approved the completion of this application, and click "**Continue**".

**Welcome back!**  
**American Indian Community House**

**If this is not your agency, stop and call 212-251-2419 or 212-251-2412 for instructions on how to proceed. If this is your agency, please provide the required information below. When you click on the "CONTINUE" button, a confirmation of your registration will be sent to your email address containing your application login password.**

**First Name:**

**Last Name:**

**Email Address:**

**Re-enter Email Address:**   
Your password will be sent to your email address.

By checking this box, I acknowledge that the Executive Director of **American Indian Community House** has approved the completion of this application.

**CONTINUE**

For assistance, please send an email to [nhaimson@uwnyc.org](mailto:nhaimson@uwnyc.org), [vlee@uwnyc.org](mailto:vlee@uwnyc.org), or [efrenkel@uwnyc.org](mailto:efrenkel@uwnyc.org).

- Check your email to retrieve your password, enter your login information, and click "**Continue**".  
\*You will need to check the box, acknowledging that your Executive Director has approved the completion of this application, each time that you log in.

**Welcome back!**  
**American Indian Community House**

**You have successfully been added as a valid new user to the HPNAP Agency Application Portal. Your password was sent to your email address. If you didn't receive the email, please contact us for assistance at 212-251-2419 or 212-251-2412.**

**To login, please provide the required information below.**

**Email Address:**

**Password:**   
Your new password was sent to your email address.

By checking this box, I acknowledge that the Executive Director of **American Indian Community House** has approved the completion of this application.

**CONTINUE**

For assistance, please send an email to [nhaimson@uwnyc.org](mailto:nhaimson@uwnyc.org), [vlee@uwnyc.org](mailto:vlee@uwnyc.org), or [efrenkel@uwnyc.org](mailto:efrenkel@uwnyc.org).



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**New Applicant Registration:**

You must be able to access your e-mail in order to complete the registration process and proceed with the application.

1. Go to FeedNYC.org, and select the HPNAP Online Application.
2. Choose "[Click Here](#)" to proceed to new registration

**Welcome!**

If your agency has submitted an online application through this portal, the system will pre-populate some of the information from your previous application.

Also, the system has created a profile of your agency and retained the 501c3 and board of directors documents that you uploaded during your previous HPNAP or EFSP application process.

Let's get started by seeing if the system has retained a record of your organization. Please type in your agency EIN Number and then click on the "Continue" button. The system will respond confirming the name of your organization, and prompt you to enter your name and email address. Click on [Continue](#) and a password will be sent to the email address entered.

**If you are certain that your agency previously completed the HPNAP or EFSP application, but you cannot access it, please contact:**

<b>Food Bank For New York City</b> Coco Gregg <a href="mailto:cgregg@foodbanknyc.org">cgregg@foodbanknyc.org</a> 212-566-7855, ext. 2257	<b>United Way of New York City</b> Natalia Haimson <a href="mailto:nhaimson@uwnyc.org">nhaimson@uwnyc.org</a> 212-251-2419 or Vanson Lee <a href="mailto:vlee@uwnyc.org">vlee@uwnyc.org</a> 212-251-2412
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**Please login.**

**Enter Your Agency EIN Number:**

(format: XX-XXXXXXX)

Your EIN Number can be found on your IRS letter of determination. It is NOT the same as your EFRO number.

[CONTINUE](#)

\* If your agency did not previously complete a HPNAP and an EFSP application, [Click Here](#) to proceed to New Applicant Registration.

3. Complete the form, check the box acknowledging that your Executive Director has approved the completion of this application, and click "[Continue](#)"

Please enter all the information below and then click on the "Continue" button.

**Agency Name:**

**Employer Identification Number (EIN):**

**Your First Name:**

**Your Last Name:**

**Your Email Address:**

**Executive Director Email Address:**

By checking this box, I acknowledge that the Executive Director of my organization has approved my registration to the HPNAP online application.

[CLOSE](#) [CONTINUE](#)

**NOTE:**

- You will receive an email to "Authenticate your registration". Select "Click Here" and "Authenticate".
- Your executive director will receive an email notification and will have to acknowledge your registration in his email.
- United Way of New York City will review your registration.
- You will receive a second email with instructions to login and start your application.
- You must be able to access your email in order to complete the registration process and proceed with the application.

4. You will receive an e-mail to "Authenticate your registration", once you click on "authenticate",
5. Your Executive Director will then receive an email to "Acknowledge your registration",
6. Once your registration is approved, you will receive a second email with your login information, and you may start your application.



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## Instructions for Completing the Online Application

### Step 1 – Read the instructions!

If you have questions after reading these [instructions](#), please click the '[Contact Us](#)' tab located at the top of the application screen.



### Step 2 – Complete Each Application Page

**ALL agencies applying for HPNAP funding MUST complete, and submit the online application.**

#### Application Highlights:

1. After logging into the agency portal click on "[Click Here to Get Started](#)".



2. The HPNAP application is 5 pages, and all questions must be completed in order to submit.
3. As you complete each page, click "[Save My Changes](#)". Each page will be scanned for errors, which must be corrected in order to submit.
4. By saving each page, you may return and complete the application at a later time if necessary.
5. If you applied for HPNAP funds online in the past, portions of the application will be pre-populated. You **MUST REVIEW all information**, and make changes where necessary.
6. All applicants must respond "Yes" or "No" to receiving Operations Support (OS) on page 5. If you are requesting OS funds then you must fully complete the remainder of the page, if not then save and continue to upload documents.





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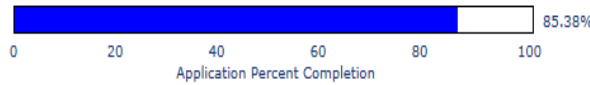


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Each page of the application contains the following:

**Progress bar**

indicates how much of your HPNAP application is complete. **You must reach 100% in order to submit.**



**1. Agency Name** ⓘ : Food Pantry for All

**2. EIN:** 34-1234567X (Employer Identification Number)

**3. Web Address:**   
(for example: <http://www.myagency.org>)

**4. Community Board #:** Manhattan Community Board 6   
(can be found [here](#))

**5. Please check all the boroughs your agency serves:**

Brooklyn  Bronx  Manhattan  Queens  Staten Island

**6. Executive Director** ⓘ :

Title:  First Name:  Last Name:

Email:  Phone:  Ext:  Fax:   
(Format: nnn-xxx-xxxx) (Format: nnn-xxx-xxxx or leave blank)

**7. Contact Person (with understanding of your food programs)** ⓘ :

Title:  First Name:  Last Name:

Email:  Phone:  Ext:  Fax:   
(Format: nnn-xxx-xxxx) (Format: nnn-xxx-xxxx or leave blank)

**8. Organization Address:**

Address:

City:  State:  Zip code:

**9. Mailing Address:**

Address:

City:  State:  Zip code:

[Page 2](#) [Page 3](#) [Page 4](#) [Page 5](#) [Operations Support](#) [Documents](#)

**Save my changes:**

Select '**Save My Changes**' before leaving each page.

**Page links:**

Here you can select any page of the application.



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**Page 4 of the application:**

1. Select your Days and Hours of operation from the table.
2. If your program is open multiple times during the same day, then select the earliest start time and the latest end time.

**Program Type:** Soup Kitchen  **Program ID:**  **Do Not Have ID**

**Program Name:** Manhattan Soup Kitchen

**Distribution Address:** 79 Manhattan Ave **City:** New York **State:** NY **Zip code:** 10025

**CONTACT PERSON** ⓘ:

**Title:** Ms.  **First Name:** Bertha **Last Name:** Smith

**Email:** barthasmith@gmail.com **Phone:** 212-897-2345 **Fax:**   
(Format: nnn-xxx-xxxx) (Format: nnn-xxx-xxxx or leave blank)

**Check day(s) of food distribution to the general public and list the specific hours of food distribution for each day**  
(for example: from 5:00 PM to 8:00 PM):

Days	Hours
<input type="checkbox"/> Monday	from <input type="text"/> Select <input type="checkbox"/> to <input type="text"/> Select <input type="checkbox"/>
<input type="checkbox"/> Tuesday	from <input type="text"/> Select <input type="checkbox"/> to <input type="text"/> Select <input type="checkbox"/>
<input type="checkbox"/> Wednesday	from <input type="text"/> Select <input type="checkbox"/> to <input type="text"/> Select <input type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	from 10:15 AM <input type="checkbox"/> to 11:45 AM <input type="checkbox"/>
<input type="checkbox"/> Friday	from <input type="text"/> Select <input type="checkbox"/> to <input type="text"/> Select <input type="checkbox"/>
<input checked="" type="checkbox"/> Saturday	from 8:00 AM <input type="checkbox"/> to 7:00 PM <input type="checkbox"/>
<input type="checkbox"/> Sunday	from <input type="text"/> Select <input type="checkbox"/> to <input type="text"/> Select <input type="checkbox"/>





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- For Food Pantries Only**, select items distributed in a pantry package, or client choice selection, for a family of 2. Only food items relevant to each food group should be entered.

**Based on your last pantry distribution what did a family of two receive?**  
If a listed item below is not in your food package, please select "0" Quantity. If an item in your food package is not listed below, please enter into the "Other" text box, then indicate the Quantity.

Fruit and Vegetables		Grains		Protein and Dairy	
Item	Quantity	Item	Quantity	Item	Quantity
Fresh Fruit/Vegetables (4 pieces/ 1 head/ 1 pound) = equals 1 item	3	Rice (16 oz.)	1	Fish, Chicken frozen (8 oz.)	0
Canned Fruit/Vegetables (15 oz.)	4	Pasta (16 oz.)	0	Canned Salmon or Mackerel (16 oz.)	1
Frozen Fruit/Vegetables (16 oz.)	0	Cold Cereal (16 oz.)	1	Canned Tuna or Chicken (5 oz.)	1
Dried Fruit (15 oz.)	0	Oatmeal/Grits (18 - 24 oz.)	1	Peanut Butter (18 oz.)	1
100% Fruit/ Vegetable Juice (46-48 oz.)	1	Bread (1 loaf/6 rolls) = equals 1 item	0	1% Milk (32 oz.)	0
Other Fruit & Vegetables	Select	Other Grains	Select	Canned Beans (15 oz. can)	0
				Dry Beans (16 oz. bag)	1
				eggs	6

How many days is this food package intended for? Two

Type of Distribution: No appointments, clients wait in line

### Step 3 – Upload the Required Documents

- In addition to completing the 5 page HPNAP Application you are also required to submit documents, which will be uploaded under the 'Documents' tab.
- If you previously completed an online HPNAP application, your 501c3 and Board List may be saved. However, you must view the files to ensure that they are correct.
- If you do not have access to a scanner, the following places may scan your documents for a small cost.
  - Fedex
  - Staples
  - Public Libraries: call your local branch as this service is not available at all locations

**Note: All documents should be saved in separate electronic files, with file names not exceeding more than 50 characters. Filename must contain only letters and numbers, spaces and special characters are not permitted.**

#### All applications must contain:

- A current, valid **501c3 form**.
- A current list of your **Board of Directors**, including their contact information.

#### CERTAIN APPLICANTS must submit:

- SOUP KITCHENS must submit a current, valid **NYCDOH Soup Kitchen Permit**.
- ALL OPERATIONS SUPPORT APPLICANTS must submit a **voided check** from your organization's bank account.
- OPERATIONS SUPPORT APPLICANTS requesting funds for rent must submit a **lease agreement** for their food storage and/or distribution space.

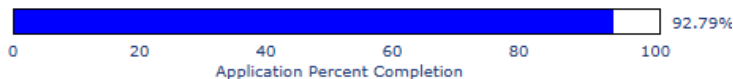


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Document / Description	Action
<b>Agency 501c3</b>	Upload View
<b>Board List</b> List of current board members and their contact info	Upload View
<b>Voided Check</b> Voided Check (Operations Support applicants only)	Upload View
<b>Lease Agreement</b> (Operation Support applicants selecting 'Space' cat. only)	Upload

Required by all applicants

Required by some applicants

**To upload your files:**

1. Select the 'Documents' tab at the bottom of the page.
2. For each required document, click 'Upload,' then click 'Browse.'
3. Select the appropriate document from your computer, and click 'Upload'.
4. If the upload was successful you will see a "View" option next to the "Upload" button.

Page 1 Page 2 Page 3 Page 4 Page 5 Operations Supp

**Step 4 – Print and Submit Your Completed Application**

Once you have completed the application and verified that the proper documents were uploaded, you should be ready to print and submit your application.

1. Verify that your 'Progress Bar' is at 100%.

**Note:** If your application is not 100% complete, you will need to review each page for errors and confirm that all required documents are uploaded.

2. Move your mouse over the 'Application' tab and click 'Print Version of Application'.
3. Move your mouse over the 'Application' tab and click 'Submit Application'.

**Note:** Once submitted you **will not** be able to make changes. You will be able to view and print the application at a later date if needed.

Home Application >> Documents Instructions FAQs >> Contact Us

Age Favor Page 1 Home Page  
 Page 2  
 Page 3  
 Page 4  
 Page 5 Operations Support  
 Print Version of Application  
 Submit Application

Welcome to the agency application portal for  
 United Way of New York City and Food Bank For New York City grant applicants.

Through this portal you can submit applications for the Hunger Prevention & Nutrition Assistance Program (HPNAP) and the Emergency Food and Shelter Program (EFSP).

Please be careful to follow each of these steps in order to submit a complete application:

1. Read the Instructions provided on the top right of this homepage
2. Complete the Application
3. Upload the Required Documents



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4. You will be asked several times to confirm that you would like to submit your application. Hit **“submit”**
5. Only after you have seen **“Thank you”** screen your application has been submitted.



**Agency Portal**   Application - Submittal

**Favorite Food Pantry**



Thank you!

Your HPNAP Application has been successfully submitted.

6. Once your application has been submitted you will receive an email confirming that the application has been received, and will be reviewed by the appropriate funding agency (United Way of NYC or Food Bank For NYC, depending on whom you requested Food Support funds from).

**Your online HPNAP application is now complete!**



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### **Explanation of Funding:**

The Hunger Prevention and Nutrition Assistance Program (HPNAP) was founded in 1984 to improve the health and nutrition of the low-income people of New York State. HPNAP is administered by New York State Department of Health. In New York City, HPNAP partners with Food Bank for New York City (FBNYC) and United Way of New York City (UWNYC) to provide funding and other support to enhance the accessibility and availability of nutritious food to low-income New Yorkers through Emergency Food Programs (EFP). Please note that Submission of an application does not guarantee funding.

### **Type of Funding:**

Food Support: HPNAP provides food support grants to EFPs through a line of credit. A line of credit, awarded annually, is the value of the grant that an EFP will use to purchase food. Food Support grants are available either through FBNYC or UWNYC. **HPNAP assistance is intended to supplement other resources, it is not intended to provide total food and nutrition needs for the people or agencies it serves.** Please do not apply if you receive HPNAP funds directly from NYS Department of Health, Catholic Charities Community Service Archdiocese; Metropolitan Council on Jewish Poverty, etc.

Operations Support: Operations support (OS) grants are a part of HPNAP funding that provide non-food support to eligible organizations for certain staff, utilities, transportation, food service disposable product, and space expenses. Grants are awarded on a competitive basis, and agencies applying for OS must first be approved for HPNAP Food Support by either FBNYC or UWNYC. The amount of an OS grant award is limited and variable based on annual State budget appropriations.

### **HPNAP Food Support**

You must choose to receive your HPNAP Food Support funding from either Food Bank For New York City or United Way of New York City. Below is a description of how these organizations administer Food Support:

- **Food Bank For New York City:** All food orders are placed and processed directly through Food Bank. Agencies receiving HPNAP Food Support from Food Bank are able to access the HPNAP inventory listings and place orders at any time through an online ordering system. Deliveries to the agencies are free of charge. Food Bank members receive a line of credit to purchase nutritious food from the HPNAP Wholesale inventory. Agencies are strongly recommended to spend three percent (3%) of their Wholesale grant to buy fluid milk that has no more than 1% fat. Agencies also receive a line of credit for the Food Bank's donated inventory. The line of credit covers the shared maintenance fee—to cover storage and distribution of donated items—the food is free. Food Bank distributes produce free of charge to participating programs. This includes both donated and purchased produce. Food Bank provides monthly nutrition education workshops and other valuable training to help enhance the operations of emergency feeding programs.
- **United Way of New York City:** United Way of NYC (UWNYC) uses a contracted vendor with a full line of food service products. All food orders are placed through this vendor. UWNYC agencies can order as often as needed in amounts over \$300 and orders can be placed until all HPNAP funds have been spent. Food orders may be placed online, by phone or by fax. All food deliveries from the vendor to the agencies are free of charge. UWNYC requests that agencies use at least 15% of their Food Support award on the purchase of fresh produce, unless otherwise indicated, to ensure the provision of fresh, nutritious food. Monthly produce specials are offered for all UWNYC agencies. UWNYC hosts monthly nutrition, food safety and hands-on cooking workshops and onsite nutrition and food safety training is provided to food pantry and soup kitchen staff and volunteers by request.



**FOOD BANK  
FOR NEW YORK CITY**  
39 Broadway, 10<sup>th</sup> Floor  
New York, NY 10006  
[foodbanknyc.org](http://foodbanknyc.org)



**United Way  
of New York City**

**UNITED WAY  
OF NEW YORK CITY**  
205 East 42<sup>nd</sup> Street, 12th Fl  
New York, NY 10017  
[unitedwaynyc.org](http://unitedwaynyc.org)

### **Compliance Requirement for HPNAP Funding**

Each agency receiving HPNAP Food and Operations Support Funds is required to submit a monthly People Served Report, due by the 10th day of each month. All monthly reporting is to be completed online at [www.FeedNYC.org](http://www.FeedNYC.org).

Online access for monthly reporting can be obtained by contacting United Way of NYC at 212-251-4022 or 212-251-2412.

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Application questions should be directed to the organization that you are requesting food support from.

**Food Bank For New York City**

[memberservices@foodbanknyc.org](mailto:memberservices@foodbanknyc.org)  
[212-566-7855 ext. 1009](tel:212-566-7855)

**United Way of New York City**

[nhaimson@uwnyc.org](mailto:nhaimson@uwnyc.org) or [VLee@uwnyc.org](mailto:VLee@uwnyc.org)  
212.251.2419                      212-251-2412