

Dear CFC Provider,

The New York City Department of Social Services (DSS) Community Food Connection (CFC; formerly Emergency Food Assistance Program or EFAP) is pleased to announce the availability of additional funding for the Fiscal Year 2023 (July 2022 through June 2023). This funding is allocated to support capacity building activities to expand and improve the emergency food network.

Total funding available:

- I. **Expansion Funding: \$800,000**
- II. **Improvement Funding: \$500,000**

The funding is available for two types of activities.

EXPANSION FUNDING

- I. **Expansion Funding:** Funding to expand and strengthen the network and encourage innovation and resilience through partnership. Expansion Funding can only be used to expand the Emergency Food Pantry (EFP) network in DSS-designated underserved geographic areas.

CFC member partners can request funds to establish new emergency food distribution locations in one of two ways:

- A. **Partnership / Mentorship Model:** In this case, CFC member partners with non-CFC organization(s) can start a new EFP. The funding is to be used to help the new EFP start to distribute food so that it can apply to become a CFC member themselves.

OR

- B. **Satellite Site Model:** In this case, CFC members open satellite locations or partner with existing community organizations to become food distribution sites only and remain under the oversight of parent organization. These satellite sites would not apply to join the CFC network themselves.

Eligibility Requirements for Expansion Funding:

- Expansion funding is available to eligible organizations that have a CFC budget of \$200k or more and provide food to an average of 20,000 or more individuals annually.
- The organization must be in good standing with the CFC program.
- The organization must provide all of the information and documentation requested under the “How to Request Funding” section below to be considered for this funding opportunity.
- Funding can only be used for activities and expenditures that occur July 1, 2022 through June 30, 2023, and purchases must be received on-site before June 30, 2023.
- Funded organizations will be required to sign an agreement prior to receipt of funds. The agreement will require the organization to provide close-out reports and return funds for which acceptable documentation is not provided or which were use not used as approved and during the permitted timeframe.
- Close-out report requirements – due August 31, 2023.
 - Report how many sites open, people served, pounds distributed, status of program operations and sustainability
 - Document expenses – receipts, attestation of specified expenses subject to prior-approval. Can include expenses incurred at any time within FY’23 (i.e., before this funding opportunity)

- **Note:** The CFC program will support expansions with available food dollars via requests through its existing program CFC agreement. Requests for additional food dollars should not be included in this proposal.

How to Request Expansion Funding:

1. Pick one expansion model: Partnership/Mentorship, or Satellite.
2. Submit a plan for expanding the EFP network. The plan must clearly state the expansion model and include **all** of the following:
 - a. Describe services to be provided to establish new/satellite sites, including but not limited to:
 - I. Number of new EFP or satellite sites. For each new location, please specify:
 - a. Anticipated additional pounds to be distributed
 - b. Anticipated number of individuals served
 - c. Sustainability plan for a minimum of 12 months
3. Identify the Targeted Geographic area(s) where the new site(s) will be located. Only sites located in these areas will be funded.
 - **Bronx:** Mott Haven, Melrose, Longwood, Hunts Point, Morrisania, Crotona, Highbridge, Morris Heights, East Tremont, Soundview (and Soundview Bruckner)
 - **Manhattan:** Lower Eastside and Chinatown, Hamilton Heights, Morningside Heights, Central Harlem, East Harlem, Washington Heights, Inwood
 - **Brooklyn:** Bedford-Stuyvesant, Bushwick, East New York (including Starrett City), Sunset Park, Brighton Beach, Coney Island, Brownsville, East Flatbush, Canarsie
 - **Queens:** Corona, Briarwood, Jamaica, Rockaway, Far Rockaway
 - **Staten Island:** Stapleton-St. George
4. Provide a Line-item budget
 - i. Staffing costs are to be calculated based on \$0.28 per additional pound distributed as follows [e.g., 125,000 pounds*\$0.28= \$35,000]. Include staff job descriptions, and staff hourly rates in the budget.
 - ii. Estimates for equipment costs to support the launch of a new site. These costs should constitute a minority of the total budget. Examples are shelving and one refrigerator, sufficient for the site to serve as a distribution site. (Sites seeking to become a full EFP can seek reimbursement for additional equipment and operating costs directly after they are approved as CFC partners. The ability of CFC partners to request reimbursement of non-food administrative costs will be made available through a separate funding opportunity in the future).
5. Letters of intent to partner from each expansion site.
6. Timeline for opening site(s)

IMPROVEMENT FUNDING

- II. **Improvement Funding:** Funding to improve efficiency of operations and customer experience. Improvement Funding will incentivize use of technology or equipment purchases that support:
- A. **Client Choice** - Reduce food waste and enhance dignity by allowing clients to select their food items.
OR
 - B. Use of the **Plentiful** reservation app to reduce lines and wait times and gather client feedback.
OR
 - C. **Improvements to Customer experience and efficiency** such as kiosks that allow customers to place an order to be brought out to them, scanners for inventory and storage management.

Eligibility Requirements for Improvement Funding

- Available to eligible organizations that serve an average of 10,000 individuals or more annually.
- Organizations must be in good standing with the CFC program.
- The organization must provide **all** of the information and documentation requested under the “How to Request Funding” section below to be considered for this funding opportunity.
- Funding can only be used for activities and expenditures that occur July 1, 2022, through June 30, 2023, and purchases must be received on-site before June 30, 2023.
- Funded organizations will be required to sign an agreement prior to receipt of funds. The agreement will require the organization to return funds for which acceptable documentation is not provided or for which funds were use not used as approved and during the permitted timeframe.
- Close-out report requirements – due August 31, 2023.
 - Report efficiencies/customer experience improvements, including customer feedback
 - Document expenses – receipts, attestation of specified expenses subject to prior-approval

How to Request Improvement Funding:

1. Describe the purchase being made and how it will improve the efficiency of program, the customer experience, and be sustained. Improvements must increase service in one of the following ways:
 - a. Serving more individuals
 - b. Distributing more pounds of food
 - c. Expanding days or hours of operation
 - d. Making food available through a new delivery mode (e.g., pre-ordering)
2. Budget requirement –
 - a. Estimates of technology, equipment, etc. costs
 - b. Personnel costs, including consultant costs, cannot exceed 10% of the total proposed budget.
3. Implementation timeline

APPLICATION PROCEDURES

When applying please clearly indicate which funding opportunity you are applying for and the specific model or improvement.

Example 1:

<i>Funding Opportunity</i>	<i>Expansion Model / Improvement Activity</i>
<i>Expansion</i>	<i>Expansion-Satellite Site Model</i>

Example 2:

<i>Funding Opportunity</i>	<i>Expansion Model / Improvement Activity</i>
<i>Expansion and Improvement</i>	<i>Expansion - Partnership / Mentorship Model and Improvement - Client Choice</i>

If your organization meets the eligibility requirements for each funding opportunity (Expansion and II-Improvement funding), requests can be submitted for both.

Please follow all instructions carefully. Failure to provide any required or necessary documentation will void your request. In addition, you must submit a signed and dated Substitute Form W-9, which is also included with this application packet. You must use this version of the form.

How your application will be reviewed.

Review of completed applications will be based on the following objective criteria, including, but not limited to:

- Plan showing how the proposed activities will be completed within the funding period (Fiscal Year 2023).
- Strength of the proposal
- Geographic reach

Each applicant must show as part of their proposal the necessary evidence to demonstrate that they can provide what is being proposed.

Amounts distributed will be based on the total funding, eligibility criteria and the submitted request. CFC does not guarantee a specific amount of funding to any organization and reserves the right to determine the awarded amount based on the CFC partner’s capacity, proposal, availability of funding, and to ensure appropriate geographic diversity.

ALL APPLICATIONS MUST BE SIGNED, DATED, AND RETURNED BY:

- Fax: 212-331-4694
- Email: EFAP@hra.nyc.gov
- Mail: NYC-Human Resources Administration
Community Food Connection Program
150 Greenwich Street, 43rd Floor
New York, New York 10007

Faxes and emails should be received by **February 17, 2023**. All mail should be postmarked by that same date. There will be no exceptions.

Kindly note that funding to reimburse regular operating, non-food administrative costs for CFC partners will be announced later. Please do not include these requests or requests for funding for food in your response to this capacity building funding opportunity.

If you have any questions, please call 929-221-7679 and leave a detailed message. An CFC representative will return your call promptly.

CFC continues to value your partnership in our effort to assist New Yorkers who experience food insecurity.