



**FAMILY INVESTMENT ADMINISTRATION  
BUREAU OF SPECIAL GRANTS**

**STATEWIDE NUTRITION ASSISTANCE EQUIPMENT PROGRAM**

**PROGRAM INFORMATION AND FUNDING GUIDELINES – FY 2020**

The Maryland Department of Human Services (DHS) has established the following Guidelines for the Fiscal Year (FY) 2020 Statewide Nutrition Assistance Equipment Program (SNAEP). All SNAEP grantees must follow the provisions and requirements listed in this document. Please read the guidelines carefully before completing the FY20 SNAEP application.

**SNAEP Purpose**

DHS funds the Statewide Nutrition Assistance Equipment Program (SNAEP) to provide support in the form of equipment and non-commodity purchases to organizations that provide free groceries and/or meals to individuals and families in need. Such organizations include soup kitchens, food pantries, shelters, food banks, residential treatment programs, and after-school programs. Any organization submitting an application for SNAEP funding must demonstrate how the intended purchases will expand or facilitate its ability to provide food to the target population.

*Reference: Md. Human Services Code Ann. § 6-401 through 6-406*

**Eligibility**

To be eligible for a grant, an organization must be incorporated as a tax-exempt organization as described in the Federal Internal Revenue Service (IRS) code or a government agency. The organization must provide food or meals, at no cost, directly to more than one individual or household in need. Participants must also be able to demonstrate their ability to match 50% of the amount requested from DHS.

Proof of the match should be demonstrated by a letter on letterhead from the donor confirming the availability of the match funds and be included with your application.

If the applicant is not in good standing and/or has a tax offset or lien, the organization will not be considered for funding.

### **SNAEP Grant Use and Prohibitions**

The SNAEP grant is for equipment that is critical to the operation of eligible organizations. This may include the purchase, delivery and installation of freezers, refrigerators, stoves, shelving, storage bins, grocery bags and boxes, cookware and paper products.

### **Grant Matching Requirements**

State law prohibits DHS from releasing SNAEP funds until the grantee provides documentation proving they have secured a match of fifty percent of the requested grant amount. The match cannot be an in-kind equivalent. This means the donation must be monetary and cannot consist of goods, volunteer time, or commodities.

### **FY 20 SNAEP Award Period and Reporting**

Applicants granted SNAEP funds will receive an award letter stating the terms of the agreement including the award amount, grant year, receipt submission timelines, and DHS contact information.

The SNAEP grant cycle is for one fiscal year. For FY 20, the award period is **July 1, 2019 - June 30, 2020**. However, **all funds must be expended and receipts submitted to the Bureau of Special Grants to document all purchases by June 1, 2020. This documentation must include an invoice and receipts or a canceled check matching the amount on the invoice. An invoice alone does not constitute proof of purchase.**

**Please note this submission deadline of June 1, 2020. Receipts will not be accepted after this date and organizations will be required to return any unspent funds to DHS by July 30, 2020. Programs not submitting required proof of purchase documentation and/or not returning any unspent funds will be sent to Collections.**

### **SNAEP Application Guidelines**

Please answer all of the questions on the application accurately and thoroughly. Applications that are incomplete, submitted without original signatures, or without the required documentation may not be considered.

It is the responsibility of each applicant to read and become familiar with SNAEP guidelines. Failure to comply with program guidelines (i.e. timely reporting and submission of receipts) will be a factor in determining whether an applicant receives funding in subsequent funding periods. Signing and submitting the application constitutes the organization's agreement to abide by SNAEP guidelines.

Issues of non-compliance by previous/current recipients of the Maryland Emergency Food Program (MEFP) will also be considered when reviewing and scoring applications for SNAEP grant awards.



### **Application Deadline and Submission Information**

The FY 20 SNAEP applications must be received by DHS no later than **4:00p.m., on Monday, May 6, 2019**. Late applications will not be accepted. It is recommended, but not required, that organizations submit their applications electronically.

Electronic submissions should be sent to: [BureauOf.SpecialGrants@maryland.gov](mailto:BureauOf.SpecialGrants@maryland.gov) and identified as a SNAEP FY 20 Application.

Hard copy applications may be sent to the following address:

Maryland Department of Human Services  
Family Investment Administration (FIA)  
Bureau of Special Grants  
Family Investment Administration  
311 W. Saratoga Street, Room 218  
Baltimore, Maryland 21201  
Attention: Leslie Rice

### **Tax Exemption Documentation**

If applicable, documentation of your tax-exempt status must be included with your application. The name of the organization on the IRS 501(c)(3) tax exemption letter must match your organization's name. If you are included in an IRS 501(c)(3) group ruling as a member of a larger or parent organization, you must provide a statement, on official letterhead, from your parent organization verifying your inclusion in the group ruling.

If you do not have a recent version of your tax exemption documentation, please link onto the IRS website, or contact the Maryland Office of Taxation and Assessments to locate your current tax-exempt status information and submit it with your application(s). If your program provided an updated copy (five years old or less) and it is on file, you do not have to include this documentation with your SNAEP grant application.

### **Provider Information and Program Closure Procedures**

SNAEP applications must include the full legal name of the program, Program Director, primary contact and, if applicable, the name of the sponsoring organization (church, government agency, etc.) responsible for the program. SNAEP award checks will be made payable to the legal name of the organization.

Any changes to the program structure, including a change in leadership or a program closure, must be communicated to the Bureau of Special Grants SNAEP Coordinator via email to [leslie.rice@maryland.gov](mailto:leslie.rice@maryland.gov) within thirty (30) days of the event. Programs that close or suspend operations for more than sixty (60) days must return all unspent award funds before terminating operations.

### **Site Visits and Record Keeping**

DHS staff may conduct a site visit at any time throughout the award year. This site visit, which may be prescheduled or unannounced, will include an inspection of the facility, all items

purchased using SNAEP funds, and program records (financial data, receipts, participant logs). Please ensure that this information is on hand at the program site at all times. All first-time SNAEP recipients are required to have a site visit before grant funds are awarded.

**Estimate Requirements**

Estimates are required for each item type requested for SNAEP funding. Please review the chart below to determine the appropriate number of estimates required for your funding request.

<b>Required # of Official Estimates (Per Item Type)</b>	
<b>Total Cost</b>	<b># of Estimates</b>
\$1.00 – \$5,000	One estimate
\$5,001- \$15,000	Two estimates
\$15,001 and over	Three estimates

Estimates should be submitted on the official letterhead of the retail merchant, contractor, store, or distributor from which you intend to purchase the item(s). In addition to the cost of each item, the estimate should list all related expenses associated with the item(s) including delivery and/or installation fees, special charges of any kind required by the seller, and any other relevant specifications. This number, the total cost, should be used to determine the SNAEP match required for each item type.

DHS will review purchase eligibility and submission of the required number of estimates when evaluating an application and determining an award amount. Estimates written by the applicant or submitted on the applicant’s letterhead will not be accepted. When attaching the estimates to your application, please ensure that estimates are easily identifiable and matched to each item on the application.