



GRANT INFORMATION GUIDE

Fiscal Year 2027-2028 Statewide Nutrition Assistance Equipment Program (SNAEP)

**Maryland Department of Human Services
Family Investment Administration**

25 S. Charles Street
Baltimore, MD 21201

Application Opens: Monday, September 21, 2026

Deadline: Wednesday, October 21, 2026

No later than 5:00 p.m. EST

MARYLAND DEPARTMENT OF HUMAN SERVICES

FAMILY INVESTMENT ADMINISTRATION

OFFICE OF COMMUNITY GRANTS

The Family Investment Administration's Office of Community Grants is the Administering Agency for the Statewide Nutrition Assistance Equipment Program. The following parties will cooperatively ensure the ongoing development and implementation of the strategies outlined in this guidance:

Designated State Agency Contacts:

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Nondiscrimination and Accessibility Notice

In accordance with the Americans with Disabilities Act (ADA), the agency will provide reasonable accommodations to individuals who require assistance with the application process. If you have a disability and need assistance with the FY27 - FY28 SNAEP application, please contact the Office of Community Grants SNAEP team member at:

- Casandra M. Key, Contract Manager
Phone: (410) 767-8906
Email: casandra.key@maryland.gov
- Milanga Abeyesuriya, Contract Manager
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Our team is happy to provide technical support to ensure your organization has an equal opportunity to apply for funding.

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SECTION I - PROGRAM DESCRIPTION

The Maryland Department of Human Services (DHS) has established the following guidelines for the Fiscal Year 2027-2028 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 [FY2027- 2028 SNAEP Application](#).

Through SNAEP, DHS provides support in the form of funding to organizations that provide emergency food services, such as free groceries and/or meals, to eligible individuals and families. Such organizations include soup kitchens, food pantries, shelters, food banks, and after-school programs. Any organization applying for SNAEP funding must demonstrate how the intended purchases will expand or facilitate its ability to provide food to the target population. Equipment purchase projects considered for funding include, but are not limited to, the following:

1. Serve healthier meals;

2. Improve food access and food safety; and
3. Maintain or expand feeding programs.

Reference: [Md. Human Services Code Ann. § 6-401- § 6-406](#)

SECTION II - GRANT NOTICE AND OVERVIEW

The Maryland Department of Human Services (DHS) is pleased to announce the Fiscal Year 2027-2028 Statewide Nutrition Assistance Equipment Program (SNAEP). All Emergency Food Organizations receiving SNAEP grants (grantees) must follow the provisions and requirements listed in this document. **Please read the FY2027 - 2028 SNAEP Guidelines carefully before completing the [FY2027 - 2028 SNAEP Application Submission Form](#).**

- **Name of Grant Program:** Fiscal Year 2027-2028 Statewide Nutrition Assistance Equipment Program (SNAEP)
- **Purpose:** Equipment and other non-commodity purchases critical to the operation of eligible organizations.

- **Grant Period:** Covers two years of funding: Year 1 (July 1, 2026 to June 30, 2027) and Year 2 (July 1, 2027 to June 30, 2028).
- **Funding Amount Available:** \$282,530.00 total available for awards.
- **Award Range:** Maximum grant award is \$30,000.00; Minimum is \$5,000.00. New applicants may request up to \$5,000.00 for the first fiscal year.
- **Eligibility:** Local government-run programs or tax-exempt EFPs in "Good Standing" with SDAT that have operated for at least three years.
- **Submission Instructions:** Applications must be received by 5:00 p.m. on Wednesday, October 21, 2026 via the [FY2027 - 2028 SNAEP Application Submission Form](#).
- **Program Page:** <https://dhs.maryland.gov/office-community-grants/>

If you need technical assistance please contact the assigned Contract Manager at (410) 767-8906 or casandra.key@maryland.gov.

SECTION III - ELIGIBILITY

To be eligible for a SNAEP grant, an organization must:

1. Be incorporated as a tax-exempt organization as described in the Federal Internal Revenue Service (IRS) code or a government agency;

2. Must provide emergency food services, such as food or meals, at no cost, directly to more than one eligible individual or household; and must be:
3. A verifiable tax-exempt entity as defined by the Federal Internal Revenue Service (IRS). Refer to [APPENDIX A - SAMPLE IRS TAX-EXEMPT DETERMINATION LETTER](#);
4. Have a physical location;
5. Able to demonstrate required matching resources equal to at least 50% of the requested grant amount (half of the total grant request). Matching resources may consist of cash or an in-kind equivalent acceptable to the Department, such as volunteer time, donated equipment, or professional services. *Proof of matched resources must be established through an official letter from the donor confirming the source, availability, and valuation of the match, which must be submitted alongside the SNAEP application;*
6. In "good standing" with SDAT, the State Department of Assessment and Taxation. If applicants are not in good standing and/or have a tax offset or lien, the applicant's organization will not be eligible for the Fiscal Year 2027-2028 SNAEP grant. Refer to [APPENDIX B - SDAT "GOOD STANDING" SCREENSHOT](#); and
7. Administratively Aligned: Applicants must provide a current, signed IRS Form W-9 that matches the SNAEP application exactly; to prevent disqualification, the Legal Name (Line 1), Business Address (Lines 5 & 6), and Employer Identification Number (EIN) must be uniform across all state and federal records. Refer to [APPENDIX C - IRS W-9 TAXPAYER IDENTIFICATION FORM](#).

SECTION IV - FUND ALLOCATION AND USAGE

DHS has a total of \$282,530.00 to award grants to programs throughout Maryland based on indicators of need. The FY2027 - 2028 SNAEP funding

application will cover two years of funding: **Year 1** (July 5, 2026 – June 30, 2027) and **Year 2** (July 1, 2027 – June 30, 2028).

Level Funding for Year Two

If your organization is approved for a grant, the dollar amount you are awarded for the first year will be the same amount you receive for the second year. This is known as "level funding." For example, if you are awarded \$10,000.00 for Year 1, you will be eligible to receive another \$10,000.00 for Year 2 without having to submit a new full application next year.

Funding Availability

Please note that all awards for the second year (SFY 2028) are based on funding availability. This means the second year of your grant depends on the State of Maryland having the funds available in the budget. Additionally, to receive your second year of funding, your organization must remain in "Good Standing" and be up-to-date on all reports and receipts from the first year.

The maximum amount of funding that will be awarded is \$30,000.00 and the minimum award amount is \$5,000.00. Organizations who are new SNAEP applicants may request up to \$5,000.00 for the first fiscal year.

Allowability

The SNAEP grant is intended for equipment and other non-commodity purchases critical to the operation of eligible organizations. Reasonable and allowable costs also include expenses necessary for the successful installation and operation of the equipment, such as delivery and installation of equipment. Standard allowable expense categories include: (but not limited to):

Category	Items
Administrative, Technology & Client Service	• Client ID & Verification: Client identification cards, program-related food assistance cards and signage. • Technology Infrastructure: Computers, data management hardware, and program-related inventory or participant tracking software which <u>requires prior approval by DHS/FIA and may not exceed 15% of the organization's total SNAEP award amount.</u>
Cleaning & Sanitation	• Safety & Protection: Personal Protective Equipment (PPE), high-visibility safety vests, hand hygiene supplies, cleaning chemicals, and professional janitorial tools. • Warewashing: Commercial dishwashers, dish machines, and sanitation stations.
Equipment Installation & Expansion Setup	• Operational Readiness: Commercial equipment installation fees, professional setup, configuration, and necessary maintenance for future capacity expansion.
Food Distribution, Delivery & Facilities	• Fixtures & Workstations: Stainless steel worktables, sinks, kitchen fixtures, dining room tables, and dining room chairs. • Logistics & Mobile Feeding: Dollies, utility carts, and pallet jacks; Utility vehicles and trucks used for mobile feeding <u>require prior approval by DHS/FIA.</u> • Material Handling: Food distribution equipment, scales, cooler carriers, hot/cold boxes, and thermal blankets.

Category	Items
Kitchen Equipment & Appliances	• Cooking Equipment: Stoves, ranges, ovens, food warmers, and steam equipment. • Refrigeration: Freezers, refrigerators, refrigeration equipment, combination units, and temperature monitoring tools.
Packaging, Disposables & Serving	• Consumables: Paper products, grocery bags, distribution boxes, and restroom/janitorial supplies. • Serving Materials: Cookware, bakeware, food preparation tools, food serving supplies, utensils, and disposable tableware.
Reusable Transport Packaging	• Sustainability Alternatives: Durable plastic totes (replacing cardboard boxes), reusable mesh pallet wraps (replacing disposable plastic wraps), durable pallets (replacing single-use wood pallets), and durable intermediate bulk containers (replacing single-use Gaylords).
Storage & Inventory Infrastructure	• Storage Systems: Heavy-duty shelving units, storage bins, and specialized storage equipment.
Wrapping & Food Packaging Materials	• Food Preservation: Food-grade wraps, stretch films, aluminum foils, dispensers, and eco-wrappers.

Prohibited costs include (but not limited to) items such as:

- Annual service fees;

- Computers, data management hardware, and tracking software that exceed 15% of the total approved grant award;
- Costs for deposits, pre-payments, or "sales orders" that do not represent a final, delivered product;
- Debts and penalties imposed on the grantee;
- Gift cards;
- Late fees or interest charges;
- Lobbying expenses;
- Processing and/or administrative surcharges;
- Purchases or activities unnecessary to accomplish grant purposes; and
- Warranty fees.

Grant Matching Requirements

State law prohibits DHS from releasing SNAEP funds until the grantee has obtained matching resources or a commitment for matching resources that equals at least 50% of the grant amount. The matching resources may be in the form of cash or an in-kind equivalent acceptable to the Department.

Determining Match Amounts

Applicants must demonstrate their ability to match 50% of the amount requested from DHS. This match amount also equals 1/3 of the total purchase amount.

Scenario: Applicant submits a vendor quote for a walk-in freezer totaling \$12,000.00 (including delivery and installation), you may request an \$8,000 SNAEP grant and provide proof of at least \$4,000 (50% of the grant request) in matching funds.

Example Calculation:

Total Equipment Cost ÷ 1.50 = Request Amount \$12,000.00 ÷ 1.50 = \$8,000.00
Total Equipment Cost x 1/3 or 33.33% = Required Match \$12,000.00 x .3333 = \$4,000.00 OR
Request Amount x 0.50 = Required Match \$8,000.00 x .50 = \$4,000.00

Grant awards are based on funding availability.

SNAEP Match Amounts Calculation Chart

If Your Total Equipment Cost is	<i>Calculation (Equipment Cost/1.50)</i>	Request Amount <i>*State grant awards are based on funding</i>	Your Organization's Required 50% Match
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		<i>availability.</i>	
\$7,500.00	$\frac{\$7,500}{1.50} =$	\$5,000.00 Minimum Grant Ceiling	\$2,500.00
\$12,000.00	$\frac{\$12,000}{1.50} =$	\$8,000.00	\$4,000.00
\$15,000.00	$\frac{\$15,000}{1.50} =$	\$10,000.00	\$5,000.00
\$18,000.00	$\frac{\$18,000}{1.50} =$	\$12,000.00	\$6,000.00
\$22,500.00	$\frac{\$22,500}{1.50} =$	\$15,000.00	\$7,500.00
\$27,000.00	$\frac{\$27,000}{1.50} =$	\$18,000.00	\$9,000.00
\$30,000.00	$\frac{\$30,000}{1.50} =$	\$20,000.00	\$10,000.00
\$33,000.00	$\frac{\$33,000}{1.50} =$	\$22,000.00	\$11,000.00
\$37,500.00	$\frac{\$37,500}{1.50} =$	\$25,000.00	\$12,500.00
\$40,500.00	$\frac{\$40,500}{1.50} =$	\$27,000.00	\$13,500.00
\$45,000.00	$\frac{\$45,000}{1.50} =$	\$30,000.00 Maximum Grant Ceiling	\$15,000.00

In-kind Match Valuation

In-kind matching refers to non-cash contributions provided by third parties or the organization itself that directly support the program and can be assigned a verifiable monetary value.

Matching resources must equal **at least 50% of the requested grant amount** and be verified by an official donor letter or supporting documentation.

Volunteer Labor & Professional Service Examples

Volunteer time is valued based on the type of work performed and prevailing local market rates for similar skills:

- Unskilled volunteer labor (e.g., sorting donated food, packing emergency grocery boxes, stocking shelves) valued at standard local volunteer hourly rates.

Example: 100 hours of food pantry packing logged at \$18.00/hour = **\$1,800 in-kind match.**

- Professional trade services donated directly to facilitate equipment installation or operations (e.g., a licensed electrician wiring a new commercial outlet for a donated freezer, or a plumber installing a commercial sink).

Example: A licensed electrician donates 10 hours of electrical labor valued at their standard commercial rate of \$85.00/hour = **\$850 in-kind match.**

- **Third-Party Donated Staff Time:** An employee assigned by another corporation or non-profit to work at the food program, valued at their regular rate of pay plus allowable fringe benefits.

Donated Personal Property, Materials & Equipment

Physical goods donated to support storage, distribution, or food prep operations, valued at their Fair Market Value (FMV) at the time of donation:

- **Donated Storage Supplies:** Packaging materials, cardboard boxes, paper bags, plastic crates, or pallet wraps provided free of charge by a local distributor.
- **Donated Kitchen & Food Prep Tools:** Cookware, stockpots, stainless steel pans, or food scales donated by a commercial vendor or community partner.
- **Donated Equipment / Appliances:** Gently used or new refrigeration units, shelving racks, hand trucks, or utility carts donated to the facility.

Example: A local grocery store donates a heavy-duty commercial stainless-steel shelving unit valued at a fair market price of \$600 = **\$600 in-kind match.**

Donated Real Property & Facility Space

Dedicated room or storage area provided free of charge to house food pantry operations, cold storage units, or distribution staging.

- *Valuation:* Calculated using the **fair rental value** of comparable commercial square footage in the same geographic area.

Example: A local community center donates 200 sq. ft. of dedicated food pantry storage space valued at a local commercial fair market rent of \$15/sq. ft. annually = **\$3,000 annual in-kind match.**

Key Rules for In-Kind Match Compliance

To be accepted as a valid match under SNAEP, all in-kind contributions must meet the following criteria:

1. Must be supported by an official letter on the donor's letterhead confirming the specific availability, nature, and calculated dollar value of the match.
2. Must be documented in the grantee's accounting logs (e.g., volunteer sign-in sheets, time cards, itemized donation receipts).
3. The donated time or property cannot be paid for or counted as a match for any other state or federal grant program.
4. The contributed goods or services must be necessary for achieving the core objectives of the food program.

SECTION V - PROOF OF PURCHASE DOCUMENTATION

Invoices or receipts alone do not constitute proof of purchase.

Invoices/receipts must be accompanied by a copy of the canceled check (or one of the alternative methods identified in this section) with the amount of the payment matching the amount on the invoice/receipts.

To ensure the integrity of state funds, grantees must maintain a transparent audit trail for every purchase made with SNAEP funds. Below are the required documentation components.

Each expenditure must be backed by the following "Proof of Payment" packet:

1. Original Itemized Invoices/Receipts:

Must be legible and include the vendor name, transaction date, and a detailed description of each item purchased.

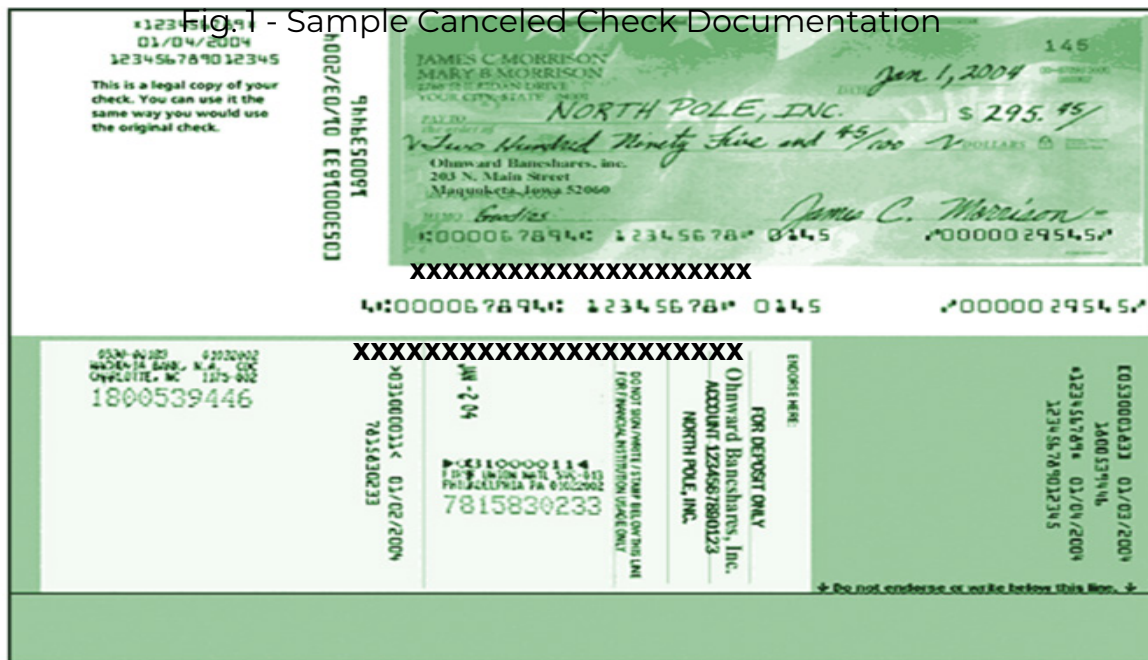
- Point of Sale Receipts: Must show the payment method and a zero balance remaining.

2. Eligible Items Only:

Documentation must reflect only SNAEP equipment and/or other non-commodity items, food purchases or ineligible items must be on a separate transaction.

3. Canceled Checks:

For program compliance, you must **provide a scan of both the front and the back of the check to prove it has been endorsed and cleared by the bank.** See the example below.



When preparing your proof of payment packets, ensure your canceled check images include these six critical elements:

1. Check Date: Must fall within the eligible grant year.
2. Payee Name: Must match the grantee on the associated invoice.
3. Dollar Amount: Must match the total on the itemized receipt.

4. Authorized Signature: The check must be signed by the program's authorized representative.
5. Endorsement: The back must show the financial institution's stamp or the payee's signature, proving the funds were deposited.
6. Memo Line: It is recommended to include a brief note (e.g., "SNAEP Equipment Purchase - FY27") for easier auditing.

Digital & Credit Card Documentation

If using digital payment methods or credit cards as part of the proof of payment packets, ensure that the merchant name and details are clearly visible on the submitted copy. Additional verification is required to show the expense was actually settled:

- Credit Card Statements: While statements verify a charge occurred, they are not accepted as receipts because they lack itemization. You must provide the itemized receipt plus a redacted copy of the bank or credit card statement showing the specific SNAEP charge.
- Electronic Wire Transfer/ACH/Debit Card Payment: The Grantee must provide a copy of the bank statement highlighting the transaction(s).
- PayPal Business/Digital Statements: For payments made via PayPal or similar business services, provide the platform's transaction confirmation showing the highlighted merchant name, amount, and date, alongside the underlying itemized vendor invoice or itemized receipt.
- Verification of Payment: Statement statuses must show "Completed," "Paid," or "Cleared". Pending or Cancelled transactions are not eligible for reimbursement.
- Data Security: Before submission, you must redact sensitive information from statements such as account numbers, full credit card numbers, social security numbers except for the last 4 digits and personal account balances.

Prohibited Payment Methods

1. The use of personal Peer-to-Peer (P2P) payment applications including but not limited to Venmo (Personal), Cash App, Zelle, and personal PayPal accounts is strictly prohibited for all SNAEP-funded transactions. Grantees may not use these platforms to pay vendors, nor will the State provide reimbursements for purchases made by employees or volunteers using personal P2P accounts. All grant-funded expenditures must be executed through verifiable institutional methods, such as agency-issued checks, corporate debit/credit cards, or authorized business-profile merchant accounts.
2. To ensure the integrity of the grant's financial records, all submitted receipts, invoices, and proof of payment must be original documents generated directly by the vendor (e.g., official retail receipts, PayPal transaction summaries, Walmart or Sam's Club business invoices); and
 - a. Manually typed Word/PDF documents, internal spreadsheets, or recreated invoices produced by the grantee are not acceptable as primary source documentation. Submissions that do not include authentic, third-party verified records will be flagged as "Incomplete", and associated costs may be disallowed until official documentation is provided.
 - b. Screenshots from the grantee organization's internal payment system showing that an invoice was paid, is not an acceptable proof of payment.

Financial Standards & Retention

- Fund Separation: SNAEP funds must be tracked as a distinct line item in your financial statement or bookkeeping system; they should not be commingled with other grants.
- Record Retention: All supporting documentation related to the purchase of equipment and other non-commodity items must be retained in your program files for a period of three years.
- Accessibility: These records must be available for review during the annual or semi-annual site visit.

SECTION VI - APPLICATION REQUIREMENTS

SNAEP Application Instructions

Please answer all 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 an 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 applications for SNAEP grant awards.

Application Deadline and Submission Information

The FY2027 - 2028 SNAEP Application is an electronic submission and the link can be found here: [FY2027 - 2028 SNAEP Application Submission Form](#). The FY2027 - 2028 SNAEP application must be received no later than **5:00 p.m. on October 21, 2026.**

Late applications will not be considered

An application will be considered late if it is not received electronically using the [FY2027 - 2028 SNAEP Application Submission Form](#) by 5:00 p.m. on October 21, 2026. The SNAEP application and **all required documents must be submitted at the same time.**

Late applicants will be notified in writing of their ineligibility. Please note that, except for additional pages on which to complete an answer, changes to the application will not be permitted without prior agency approval. Any additions or deletions to an application will not be accepted after the deadline. Applications with incomplete, illegible, or corrupted digital materials will not be considered.

Tax Exemption and EIN

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

If you do not have a recent version of your tax exemption documentation, please use this link to the IRS website [Tax Exemption Documentation](#), or contact the Maryland Office of Taxation and Assessments to locate your current tax-exempt status information. Submit the current tax-exempt information with your application.

The applicant organization must provide their current EIN. Please upload a screenshot of your EIN on the Maryland State Department of Assessments and Taxation (SDAT) website with your application submission.

Visit the [Maryland State Department of Assessments and Taxation website](#) and search for your business:

1. Enter the organization's name in the search box;
2. Look for your organization in the *Search Results* and click on your organization's name;
 - a. Your organization's *General Information* page will open in a new tab.
3. Take a screenshot of the *General Information* page and upload it to the field below.

Provider Information and Program Changes

SNAEP applications must include the **full legal name** of the program, Program Director, and the primary point of contact and, if applicable, the name of the sponsoring organization (i.e. church, government agency, etc.)

responsible for the program. SNAEP award checks will be made payable to the legal name of the applicant organization.

Any changes to the food program structure, including a change in leadership or food program closure, must be communicated to the Contract Manager via email within 30 days of the event. Programs that close or suspend operations for more than 60 days must return all unspent award funds before terminating operations.

Estimate Requirements

The Expenses and Estimates section of the SNAEP application must be accurately and thoroughly completed. The applicant must include estimates for each item for which SNAEP funding is requested. Please review the chart below to determine the minimum number of estimates required for your funding request.

Expenses/Estimates							
Type	Quantity	Cost	Other Expenses	Total Cost (Cost + Other Expenses)	Amount Requested	Cash / In-Kind Amount Committed	Number of Estimates
Refrigerator							# of Estimates
Stove/Range /Oven							# of Estimates
Shelving/ Storage							# of Estimates
Cookware/ Utensils							# of Estimates
Other:							# of Estimates
Other:							# of Estimates
Total:							# of Estimates

**Required # of Official Estimates
(Per Item Type)**

Total Cost	# of Estimates
\$1.00 – \$5,000	One estimate
\$5,001- \$15,000	Two estimates
\$15,001 and over	Three estimates

The 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, and any other charges. This information will be used to determine the required match.

Estimates written by the applicant or not 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. Throughout the fiscal year, a change in equipment cost or match fund availability and resources may result in the need for an organization to reconsider items requested in their original application. In such a situation, the program is required to submit the revised request in writing to the Office of Community Grants for approval.

References

If your organization has not received a SNAEP grant from DHS/FIA in the last three years, you must provide two letters of reference with original signatures. The letters must be from community groups or businesses with which the organization has done business. Additionally, letters of reference may be from an agency that refers customers to the applicants' organization or provides volunteers for the applicants' program. The letters must be uploaded through the [FY2027 - 2028 SNAEP Application Submission Form](#). The letters may not come from members of the applicants' organization or State agency employees.

Application Submission Package

To be considered for funding, applicants must complete the Google electronic form and upload the following documents:

1. The Electronic Application: Completed via the [FY2027 - 2028 SNAEP Application Submission Form](#).
2. IRS Tax-Exempt Letter: A copy issued within the **last five years**.
3. Signed IRS W-9: This form **must match** the legal name and address on your application.
4. SDAT "**Good Standing**" Screenshot: Verification from the Maryland Department of Assessments and Taxation.
5. Two (2) Letters of Support: (Required only for new applicants or those not funded since July 2023).
6. Attach the completed Estimate Requirements chart (**page 19**).
7. Official merchant, contractor, or distributor **price estimates** on vendor letterhead corresponding to each item requested, detailing item costs, delivery, and installation fees.
8. Official donor letter(s) verifying a committed **matching contribution** (cash or approved in-kind equivalent) equal to at least 50% of the total grant request amount.
9. Signed FY27 Assurances & Verification Form: **Please note that the Assurances and Verification Page (found on pages 29 -30) must be printed and signed by the Program Director. This document requires a wet signature and must be scanned and uploaded as part of your electronic submission.**

Award Notification

Applicants granted SNAEP funds will receive an award letter stating the terms of the agreement including: the award amount, grant year, deliverables with all relevant report submission links and timelines, and DHS contact information.

SECTION VII - GRANT AND APPLICATION TIMELINE (Estimated)

The FY2027 - 2028 SNAEP grant application covers two state fiscal years of funding: **Year 1** (July 1, 2026 – June 30, 2027) and **Year 2** (July 1, 2027 – June 30, 2028). All applicants and awarded grantees must adhere to the following key administrative milestones:

Activity	Target Date
SNAEP Guidelines Released:	September 21, 2026
Grant Application Deadline:	October 21, 2026
Grant Award Period Begins:	July 1, 2026
Budget Amendments Due (Year 2 Adjustments):	May 1st annually
Funds Expended By:	June 1st annually
Proof of Purchase & End-of-Year Report Due:	June 1st annually
Unspent Funds Returned to DHS By:	July 31st annually

SECTION VIII - RECORD KEEPING

SNAEP grantees must maintain transparent, uncommingled financial and program records, tracking all grant awards and matching funds as distinct line items in their general ledger. To ensure a complete audit trail, programs must retain itemized vendor invoices, official price estimates, canceled checks (front and back), bank statements, donor match letters, volunteer logs with hourly valuations, and in-kind donation documentation. Additionally, grantees must maintain annual logs of participant demographics, household counts, and equipment inventories. All records and supporting documentation must be securely retained for three (3) years following the grant cycle and made available for Department inspection upon request.

SECTION IX - REPORTING REQUIREMENTS

SNAEP requires an annual report submitted at the end of the grant cycle. At that time, grantees submit all required proof-of-purchase documentation (invoices, receipts, canceled checks) and complete an end-of-year survey regarding community reach and capacity including the number of individuals and households served, the achievement of program goals, and lasting community impact.

Grantees must expend all SNAEP funds for the fiscal year by June 1st annually, unless special permission is given; any unexpended funds must be returned to the agency by July 31st.

SECTION X - SITE VISITS

Grantees will receive an annual or, in some cases, a semi-annual site visit. New programs under consideration for funding will receive a site visit prior to the award decision. Returning grantees will be scheduled for an onsite visit during the fiscal year covered by the grant. During a site visit, DHS/FIA staff will tour the food storage areas and review program records. DHS/FIA may request to review copies of current year financial statements, single audit reports, receipts for SNAEP purchases, and any other items that may be needed for evaluation during the site visit. [Refer to APPENDIX D - SAMPLE SNAEP SITE VISIT FORM.](#)

Grantees with an unsatisfactory site review will be granted a 60-day period to submit a corrective action plan and address the problem areas. All SNAEP spending will be suspended until the corrective action plan has been accepted and a satisfactory site review is achieved. If the corrective action plan is not implemented or is not successful, the program's award will be revoked and any unspent funds must be returned to DHS/FIA.

SECTION XI - TECHNICAL ASSISTANCE

To ensure that all grantees have the support needed to meet program standards and successfully manage their awards, the DHS/FIA provides comprehensive Technical Assistance (TA) throughout the fiscal year.

Technical assistance is designed to bridge the gap between grant requirements and operational reality, offering tailored guidance to help grantees thrive and remain in compliance.

SECTION XII - NETWORK PARTNER REFERRALS: SUPPORT SERVICES AND PROGRAMS

DHS/FIA is committed to more than just emergency food distribution; through the Office of Community Grants (OCG), DHS/FIA aims to foster a "full circle" of care by addressing the diverse socio-economic challenges facing Marylanders. Beyond the SNAEP, OCG manages a suite of Support Services and partners with many organizations that provide specialized assistance to vulnerable populations across all 24 jurisdictions. By connecting your clients to these network partners, you help provide a comprehensive safety net that addresses health, education, and emotional well-being. Grantees are encouraged to refer clients to the following organizations, which provide specialized support.

Associated Catholic Charities, Inc.

Provides support and enhances programs that address economic hardship and prevent homelessness in Maryland. Offers services for transitional housing, employment and educational training, life skills, recovery support, and access to mental health services for homeless and low-income individuals and families to help them achieve economic stability and self-sufficiency.

1. [Anna's House serves Harford County provides transitional housing to families and chronically homeless adults and assists in achieving permanent housing, increasing life skills geared](#)

Associated Catholic Charities, Inc.

[toward self-sufficiency, and reducing barriers that may have contributed to periods of homelessness.](#)

2. [Christopher Place Employment Academy serves Baltimore City and provides men with the tools to transition from homelessness to stable living. The program fosters the professional skills and personal strength needed to maintain full-time employment and embrace a life of sobriety.](#)
3. [Our Daily Bread Employment Center serves Baltimore City and provides people in need with a daily hot meal, case management, job training, and employment counseling.](#)
4. To search all available services by area go to: <https://cc-md.org/>

Commodity Supplemental Food Program (CSFP)

Provides monthly food packages to improve the health of low-income seniors (aged 60+) who meet income requirements. CSFP supplies 25-30 lbs of nutritious USDA-purchased foods, such as canned fruits, vegetables, meat, dairy, and grains, to help supplement diets and reduce food insecurity.

1. [Allegany County Human Resources serves Allegany County](#)
2. [The Capital Area Food Bank serves Prince George's and Montgomery Counties](#)
3. [The Salvation Army, Central Maryland serves Baltimore City](#)

Cash Campaign of Maryland

Provides free income tax assistance to help low-income individuals and families file tax returns and claim Earned Income Tax Credit (EITC); provides free financial education and coaching and a suite of online financial tools and resources for low to moderate income individuals.

URL: <https://cashmd.org/>

Home-Delivered Meals for Individuals Living with Chronic Illnesses (HDMILCI)

These programs provide home-delivered meals seven days a week and nutritional counseling to individuals who are chronically ill, under 60 years of age, especially those who are mobility-challenged. Clients are identified based on clinical and/or medical referrals and meet with a certified nutritionist to receive meals addressing specific dietary needs.

1. [Food & Friends, Inc. serves Allegany, Calvert, Charles, Frederick, Garrett, Montgomery, Prince George's, St.Mary's and Washington counties](#)
2. [Moveable Feast, Inc. serves Anne Arundel, Baltimore, Caroline, Carroll, Cecil, Dorchester, Harford, Howard, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester counties](#)

Make-A-Wish, Inc.

Provides wishes to children in Maryland with critical illnesses by granting wishes to children, ensuring equitable access regardless of background, and supporting their positive mental, emotional, and physical health.

URL: <https://wish.org/midatlantic>

Mission of Love Charities, Inc.

Assists low-income individuals and families with accessing essential items such as food, clothing and furniture. They serve as a community resource, providing eviction prevention and housing counseling, parenting classes, job readiness classes and services such as legal advocacy and English/Spanish language classes. Serves Prince George's County and its surrounding areas.

URL: <https://molcinc.org/contact-us/>

Maryland Office for Refugees and Asylees (MORA)

MORA supports programs that stabilize newly arrived refugees, and prepares them for productive lives in their new country. MORA's network of contracted service providers support clients for their first few years in the United States. This includes Resettlement Agency affiliates, community colleges, state agencies, and non-profit organizations.

URL: <https://dhs.maryland.gov/maryland-office-for-refugees-and-asylees/moras-programs/>

Operation Warm, Inc.

Provides essential clothing to children in need across Maryland by distributing new winter coats and athletic shoes with socks. The program seeks to enhance children's educational engagement, foster social-emotional development, boost self-confidence, and promote dignity by ensuring they have appropriate and comfortable clothing, thereby removing barriers to learning and healthy development.

URL: <https://operationwarm.org/wish-list-application/>

Parent Encouragement Program (PEP)

Provides parenting education and support to Maryland families. The program focuses on addressing the mental health needs of both parents and children, with cohorts offered in English, Spanish, and Amharic. PEP provides outcomes in improved parent-child communication and reduced stress; and offers extended follow-up services to participants.

URL: <https://pepparent.org/>

Roberta's House, Inc.

Provides grief counseling to low-income children and their families whose lives have been impacted by violence. Services are targeted to those who have experienced the death of a loved one, who have a friend or family member who were homicide victims and those who live in high crime areas in Baltimore City.

URL: <https://robertashouse.org/behavioral-health-program/>

Supplemental Nutrition Assistance Program Employment and Training Program

Maryland offers Employment and Training (E&T) services to SNAP recipients throughout the state. This program is called SNAP E&T, and its primary goal is to connect people who receive monthly food supplement benefits (SNAP benefits/formally known as "Food Stamps") to job-driven training programs.

URL: <https://dhs.maryland.gov/supplemental-nutrition-assistance-program/supplemental-nutrition-assistance-program-employment-training/>

Supplemental Nutrition Assistance Program Employment and Training Program

Additional Contact: For additional questions about the SNAP E&T program or information on how to enroll, please contact your [Local DSS](#) or call the DHS helpline at [\(800\) 332-6347](tel:(800)332-6347).

The Emergency Food Assistance Program (TEFAP)

Provides food commodities to each state to be distributed among eligible soup kitchens, food pantries and shelters in all 24 jurisdictions. DHS is the TEFAP Administering Agency in Maryland working through two emergency response hubs:

1. [Capital Area Food Bank](#), primary coordinator for Prince George's County or Montgomery County
2. [Maryland Food Bank](#), primary coordinator for Baltimore City and surrounding counties

Section XIII: Assurances and Verification of Accuracy

To ensure compliance with policies described in this Guidance, the SNAEP application shall include the following assurances. Mark your response to the

right. Before signing this Fiscal Year 2027-2028 Statewide Nutrition Assistance Equipment Program assurances, please read each line and attest that the following statements are accurate:

SNAEP APPLICATION ASSURANCES	YES	NO
Electronic Signature Acknowledgement:		
I have reviewed the FY2027 - 2028 Statewide Nutrition Assistance Equipment Program Guidelines document prior to completing this application. I have understood and followed all instructions provided therein.		
I have included the required number of estimates for the equipment I want to purchase using SNAEP funds.		
I have provided documentation to certify my program's required match (cash or in-kind).		
I have included a recent (five years or less) copy of my organization's tax-exempt designation issued by the U.S. Internal Revenue Service. If my program/organization is designated as a subordinate in a group tax-exemption status ruling provided to my parent organization, I have included a signed official statement from my parent organization verifying my program/organization's inclusion in this ruling.		
I understand that I will be asked to verify the information provided in this application during an unannounced or scheduled site visit conducted by a staff member from the Office of Community Grants prior to or during Fiscal Year 2027.		
By accepting SNAEP funding, I agree to submit receipts by the date listed in my FY 2027 - 2028 award notification letter.		
I have printed a copy of my SNAEP application packet for my files.		

By accepting SNAEP funding, I agree to submit receipts reflecting SNAEP eligible purchases only; and proof of payment of those receipts by the date listed in my FY2027 - 2028 award notification letter.		
I have arranged to submit my completed application by October 21, 2026, at 5:00 p.m. I understand that late submissions will not be accepted. Applications may be submitted electronically using the FY2027 - 2028 SNAEP Application Submission Form .		

PROVIDER STATEMENT

I certify that the information provided above is accurate and correct. I understand that failure to provide an accurate representation of my program and/or the requested documentation may result in significant penalties, up to and including removal of my organization from consideration for SNAEP funding.

Signature of Program Director Date

Printed Name of Program Director

DHS USE ONLY - CERTIFICATION

Signature of FIA/OCG Reviewer Date

Printed Name of FIA/OCG Reviewer

APPENDIX A - SAMPLE IRS TAX-EXEMPT DETERMINATION LETTER

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

YOUR NONPROFIT, INC.
P. O. BOX 123
MISSION WAY, CA 95050

Employer Identification Number:
12-3456789
DLN:
123456789910
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required
Yes
Effective Date of Exemption
January 3, 2002
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because of this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Ms. Mission

Director, Exempt Organization

Letter 111

APPENDIX B: SDAT "GOOD STANDING" SCREENSHOT

Screen capture of an online verification of Certificate of Good Standing from the Maryland State Department of Assessments and Taxation NOTE: You should **NOT** purchase an official document; simply provide a screenshot from:

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

4/30/25, 3:08 pm

YOUR NONPROFIT, INC.: D00987654

Department ID Number:
D00987654

Business Name:
YOUR NONPROFIT, INC.

Principal Office: ⓘ
123 SOMEWHERE STREET
BALTIMORE, MD 21201

Resident Agent: ⓘ
LAWYERS INCORPORATING SERVICE COMPANY
99 ST. PAUL STREET
BALTIMORE, MD 21202

Status:
INCORPORATED

Good Standing:
THIS BUSINESS IS IN GOOD STANDING

Business Type:
CORPORATION

Business Code:
04 ORDINARY BUSINESS – NON-STOCK

Date of Formation/Registration:
01/24/1994

State of Formation:
MD

Stock Status:
NONSTOCK

Close Status:
NO

<https://egov.maryland.gov/BusinessExpress/EntitySearch/Business>

Note: The screen has the date in the upper left corner of when the screen print was executed, and the source of the website is on the footer of the page.

APPENDIX C: IRS W-9 TAXPAYER IDENTIFICATION FORM

APPENDIX D: SAMPLE SNAEP SITE VISIT FORM - continued

Accessibility and Inclusionary Practices Information

How do you market your program to needy individuals in your service area?

Do you have visible signage to alert potential clients of your location, services and hours of operation?

Do you display or provide fliers on state or federal anti-discrimination laws?

Is your facility compliant with the Americans with Disabilities Act (ADA) requirements concerning handicap accessibility?

Have there been any ADA or licensing-related complaints against your program since July 1, 2025?

Corrective Action Required:

NO _____

YES _____ Please describe with timeline for resolution:

FY26 SNAEP Monitoring Form (V.1)

APPENDIX D: SAMPLE SNAEP SITE VISIT FORM - continued

Equipment Care/Equipment purchase practices

What equipment did your program purchase (or will purchase) in State Fiscal Year 2026?

APPENDIX D: SAMPLE SNAEP SITE VISIT FORM - continued

If yes, please explain and include prevention protocol information _____

Corrective Action Required:

NO _____

YES _____ Please describe with timeline for resolution:

Provider Statement

I certify that the information provided above is accurate and correct. I understand that failure to provide an accurate representation of my program and/or the requested supplemental documentation may result in significant penalties, up to and including removal from my organization from consideration for any subsequent SNAEP funding.

Name of Program Director

Date

For DHS Use Only

FIA/OCG Reviewer: _____

Date: _____

FIA/OCG Reviewer: _____

Date: _____

SECTION XVI - FREQUENTLY ASKED QUESTIONS

Find answers to the most common questions about the SNAEP grant including eligibility requirements, application rules, and how to use the Google platform.

Eligibility	
Q1.	If we apply for the maximum, would the grant still be considered for a lower amount?
A1.	Yes. Final grant amounts depend on total state funding and the volume of qualified applications received. If funding is limited or demand is high, award amounts may be reduced from the original request.
Q2.	If awarded a \$30,000 grant, is that \$30,000 each year or \$30,000 total for both years?
A2.	Grant awards are per state fiscal year. Under two-year level funding, if your organization is awarded \$30,000 for Year 1, you will be eligible to receive \$30,000 for Year 2 (totaling \$60,000 across both years), subject to state fund availability and program compliance.
Q3.	Can our organization apply for and receive both a Maryland Emergency Food Program (MEFP) grant and a SNAEP grant during the same funding cycle?
A3.	Yes. However, it is recommended that organizations applying for both grants designate separate coordinators or staff members to manage each program independently.

Q4.	If our organization received our last SNAEP award in 2023, will we be considered a returning applicant or a new applicant?
A4.	If your organization has not received SNAEP funding since July 1, 2023 or earlier, you will be considered a New Applicant for the upcoming grant cycle. Under state grant guidelines, any entity that has not received funding within the last three complete fiscal years must satisfy new applicant requirements, which include submitting an updated IRS Form W-9 and two letters of support from outside community organizations.
Administrative	
Q5.	Are there quarterly reports for SNAEP?
A5.	A: No. SNAEP requires an annual report submitted at the end of the grant cycle. At that time, grantees submit all required proof-of-purchase documentation (invoices, receipts, canceled checks) and complete an end-of-year survey regarding community reach and capacity—including the number of individuals and households served, the achievement of program goals, and lasting community impact.
Q6.	If our organization needs to purchase a different piece of equipment in Year 2 instead of repeating the original item requested during the application (e.g., we do not need a second forklift), how do we handle the budget?
A6.	You must request a budget amendment. Contact the Office of Community Grants to guide you through the formal written approval process before purchasing alternative items.
Q7.	What will be reviewed during a DHS site visit?
A7.	OCG reviewers inspect three primary areas: Physical Equipment & Facility Inspection: Reviewers physically inspect the facility and verify all capital items and supplies purchased using SNAEP funds (e.g., commercial

	freezers, refrigerators, shelving units, carts, and packaging supplies). They verify that the equipment is present, operational, and actively used to support food distribution. 2. Financial & Accounting Records: Staff examine proof of purchase documentation, itemized vendor invoices, receipts, and canceled checks or bank statements confirming that all funds—including required 50% matching funds—were properly accounted for and expended during the fiscal award cycle. 3. Programmatic Activity & Participant Logs: Reviewers may audit service logs, sign-in sheets, and participant tracking data to verify the program’s capacity, service volume, and direct food delivery to eligible households at no cost.
Grant Category Specifics	
Q8.	Can SNAEP funds be used toward purchasing a refrigerated truck to pick up food donations for distribution?
A8.	Yes. SNAEP funds can be used toward purchasing a refrigerated truck for food donation pick-ups and distribution. However, approval is restricted to established grantees that meet specific performance criteria. The organization must have at least 3+ years of successful participation in the SNAEP program; must prove an increased service reach, a consistent history of effectively reaching target populations; and grantees must be in full compliance with all administrative, financial, and reporting program requirements. <i>(Note: Grant requests remain subject to the standard 50% matching fund requirement and statutory award caps).</i>
Q9.	Do SNAEP funds cover paper products, or must items be plastic or reusable?
A9.	Yes. SNAEP funds can be used for allowable paper products.
Google Platform	
Q10.	Can I print my application while working on it?

A10.	Yes. Right-click anywhere on the form, select “Print” to preview the document page, select your destination printer and select “Print” again to generate the PDF. If available through your organization, you may also be able to download the document to your computer as a PDF. Right-click anywhere on the form, select “Adobe PDF” to preview the document, and select “Print.” Once the “Save PDF File As” window appears map to your destination file, give your document a file name, make sure the “Save as type” is set at “PDF files(*.PDF) to download a PDF with all completed questions and answers. Printing the form does not save or submit your application. If you want a copy of information entered on multiple sections, you may need to print or save each section separately.
Q11.	How do I know if my application is complete and submitted?
A11.	Your application is not submitted until you select the “Submit” button at the end of the application. Before submitting, review your responses and make sure all required questions have been completed and all required documents have been uploaded. After you select Submit, you should see a confirmation message indicating that your application has been submitted successfully. The Google platform checks for completeness — required fields that are blank will show red error messages to highlight fields that need attention. You can make changes after submission until the deadline.
Q12.	The application platform is not loading properly. What should I do?
A12.	If the application page is not loading, start by clearing your internet browser’s cache, which is a simple way to wipe away old, "clogged"

	information that might be stopping the new page from appearing. To do this, go to your browser settings or history and select the option to clear browsing data or cache, then try opening the link once more. If that does not work, you should try opening the application using a different internet program altogether, such as switching from Google Chrome to Microsoft Edge. If the problem continues while you are working at your office or organization, your computer's security system may be blocking the website. In this case, please ask your IT or computer support person to ensure that Google is added to the organization's list of trusted or approved websites so that you can access the form safely.
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Thank you for your interest in the Statewide Nutrition Assistance Equipment Program and for your service to the people of Maryland.