


FAMILY INVESTMENT ADMINISTRATION

MEMORANDUM

TO: Maryland Emergency Food Providers
FROM: Netsanet Kibret, Executive Director 
DATE: February 28, 2019
RE: **Statewide Nutrition Assistance Equipment Program (SNAEP) Application and Grant Guidelines**

The Maryland Department of Human Services (DHS) is accepting applications for funding for the Fiscal Year (FY) 2020 Statewide Nutrition Assistance Equipment Program (SNAEP).

The Statewide Nutrition Assistance Equipment Program provides funds for equipment and related purchases to emergency food providers serving needy Marylanders. All purchases must be utilized to facilitate the storage, handling and distribution of meals and/or groceries at no cost. Programs must prove their ability to match the requested grant amount.

The award cycle for Fiscal Year 2020 begins on July 1, 2019 and continues through June 30, 2020. The SNAEP application package contains the following:

- Fiscal Year 2020 Application
- Fiscal Year 2020 Grant Guidelines

Please read the application and guidelines very carefully. The applications are due by **4:00 p.m. on Monday, May 6, 2019**. Applications received after the due date will not be accepted. Applications may be e-mailed to BureauOf.SpecialGrants@maryland.gov or hand-delivered or mailed to:

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



All providers submitting applications should note the following SNAEP restrictions and requirements:

- The SNAEP grant is for equipment that is critical to the operation of eligible organizations. This includes the purchase, delivery and installation of freezers, refrigerators, stoves, shelving, storage bins, grocery bags and boxes, cookware and paper products.
- Applicants are required to confirm their ability to secure a match. Documentation should include a letter from the donor or parent organization on their letterhead stating the match amount and with a timeline if funds are not readily available. Please note that the match requirements have changed for FY 2020. **The match must be fifty (50) percent of the amount requested from DHS.** The match must be a monetary donation approved by the Bureau of Special Grants.
- Applicants must provide the required number of estimates for each item for which a match is being requested. Estimates must be submitted on the retailer's official letterhead and should include charges such as delivery and installation, etc. Please consult the chart provided in the guidelines to ensure you are submitting the correct number of estimates.
- If awarded a SNAEP grant, please note that estimates and invoices do not serve as proof-of-purchase. A copy of a receipt, cancelled check, bank statement and credit charge are all acceptable proofs of purchase.

Please refer to SNAEP guidelines for additional application instructions and program details.

We look forward to receiving your SNAEP application.

Enclosure:

- Fiscal Year 2020 Application
- Fiscal Year 2020 Grant Guidelines