



**FAMILY INVESTMENT ADMINISTRATION
BUREAU OF SPECIAL GRANTS**

STATEWIDE NUTRITION ASSISTANCE EQUIPMENT PROGRAM

PROGRAM INFORMATION AND FUNDING GUIDELINES – FY 2019

The Bureau of Special Grants has established the following Guidelines for the Fiscal Year (FY) 2019 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 FY'19 SNAEP application.

SNAEP Purpose

The State of Maryland Department of Human Resources funds the Statewide Nutrition Assistance Program (SNAEP) to provide grants to support equipment and non-commodity purchases by non-profit agencies and organizations that provide groceries and/or meals to individuals or households in need and are provided at no cost to the individual or family. Such organizations include soup kitchens, food pantries, shelters, food banks, residential treatment programs, and after-school programs. It must be demonstrated how these purchases will expand or facilitate your organization's ability to serve hungry individuals and families.

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

Eligibility

To be eligible for a grant an organization must be incorporated as a non-profit 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 of the grant request.

If your organization is not in good standing and/or has a tax offset or lien, your organization will not be eligible to receive a Fiscal Year 2019 SNAEP grant.

SNAEP Grant Use and Prohibitions

The SNAEP grant is for equipment that is critical to the operation of a food pantry, soup kitchen, or other facility that provides food or meals to those in need. 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 the Department of Human Resources from releasing SNAEP funds until the grantee provides documentation proving they have secured a match of fifty percent of the requested grant amount/one-third of the total purchase cost. The match may be an in-kind equivalent if approved by the Department.

For example, if your organization is requesting a \$1000.00 SNAEP Grant, the required program match will be \$1000.00 Total cost to purchase equipment would be \$2000.00.

FY 19 SNAEP Award Period and Reporting

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

The SNAEP grant cycle is for one fiscal year. For FY19, the award period is **July 1, 2018 - June 30, 2019. However, all funds must be expended by May 1, 2019 with receipts to document all purchases submitted to the Bureau of Special Grants by May 1, 2019. This documentation must include an invoice and receipts or canceled check matching the amount on the invoice. An invoice alone does not constitute proof of purchase.**

Please note this submission deadline of May 1, 2019. Receipts will not be accepted after this date and organizations will be required to return any unspent funds to DHR by July 30, 2019 which is within 30 days of the end of the grant cycle (June 30, 2018).

SNAEP Application Guidelines

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 be deemed ineligible.

It is the responsibility of each applicant to read and become familiar with the SNAEP guidelines. A grantee that fails to meet any of the grant requirements, such as timely reporting and submission of receipts, may be prohibited from receiving subsequent grants from DHR and may be required to return the current year's grant to the State of Maryland. Signing and submitting the application constitutes the organization's agreement to abide by the SNAEP guidelines.

Issues of non-compliance by previous/current MEFP grantees will be considered when reviewing and scoring applications for SNAEP grant awards.



Application Deadline and Submission Information

The FY 2019 SNAEP applications must be received by DHR no later than **4:00 PM, on Monday May 14, 2018**. Late applications will not be accepted.

An application will be considered late if it was not received in the SNAEP Program Administrator's email inbox or received by the SNAEP Program Administrator by 4:00 P.M. It is recommended, but not required, that organizations submit their applications electronically or by hand-delivery to avoid any delays in receipt. Organizations submitting late applications will be notified of their ineligibility in writing.

Applications should be sent to:

Statewide Nutrition Assistance Equipment Program (SNAEP)
Bureau of Special Grants
Family Investment Administration
Department of Human Resources
311 W. Saratoga Street, Room 218
Baltimore, Maryland 21201

Attention: Leslie Rice

Electronic submissions should be sent to: bureauof.specialgrants@maryland.gov and identified as SNAEP Fiscal Year 2019 Application.

Non-Profit Tax Exemption Documentation

If applicable, documentation of your non-profit 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 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) via email 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

Site visits may be conducted by Bureau of Special Grants staff at any time throughout the award year. This site visit, which may be prescheduled or impromptu, 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.

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.

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

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.



DHR will review submission of the required number of bids 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.