

NY PLATES - PASS/FAIL SCORING MATRIX							
Question for Rater	Response Field Type	Documentation Required	Pass	Fail	Score (P/F)		
1 Eligibility Criteria and Prequalification Requirement							
a	What is the Organization's SFS Vendor ID?	Text	<i>Application Reviewer to reference NYS DOS & SFS for Verification of Information.</i>	Legal name of Applicant, and D/B/A if applicable, is on file in DOS. Applicant is registered and was Prequalified in SFS on the date the Application was submitted.	Applicant was not registered and Prequalified in SFS using the proper legal name on the day the Application was submitted.		
b	What is the Organization's FEIN?	Text					
c	Does the Organization name on the Application correspond to the legal name that is on file with the Department of State and SFS?	Verification					
d	Was the Organization Prequalified on the date they submitted their NY PLATES Application?	Verification					
2 Project Location Eligibility							
a	If the Organization owns the project location, is it under their legal name that is on file with DOS and not a parent or affiliate?	Verification	Deed	Applicant has provided a Deed or Lease and the name on the Deed or Lease matches the DOS filing.	Site control documentation has not been provided or the name on the Deed or Lease does not match the Applicant organization's filing with DOS.		
	If the Organization leases the project location, is it under their legal name on file with DOS and not under a parent or affiliate?	Verification	Lease				
b	If the project location is leased, does the term of the Lease extend to the required amount of time from the date of the Application as noted in the RFA? 5 years for fixed capital improvements or 3 years for moveable equipment and vehicles	Verification	Lease	Lease term extends to the required length of time from the date the Application was submitted.	Lease term does NOT extend to the required length of time from the date the Application was submitted.		
c	If the project location is leased, and the Lease references riders, attachments, exhibits and/or amendments, have those be submitted with the Lease?	Verification	Additional leasing documentation	Riders, attachments, exhibits and/or amendments referenced in Lease have been provided	Riders, attachments, exhibits and/or amendments are referenced within the Lease but not attached, in full, to the Application		
d	If the project location is leased, and landlord approval for the project is required as a term of the lease, has a letter of approval been provided on formal letterhead of the landlord or leasing agent?	Verification	Landlord approval	Landlord approval was submitted, on formal letterhead and signed by landlord or leasing entity.	No landlord support provided.		
e	If the Applicant and/or owner of the project site is a religious organization, did the Applicant provide verification that the project site identified in the application and any equipment to be paid for with NY PLATES funding will not be used for purposes other than the HPNAP vetted program?	Verification	Related Application Response	Applicant indicated the project site and any equipment to be paid for with NY PLATES funding will <u>not</u> be used for purposes other than the HPNAP vetted program.	Applicant indicated the project site and any equipment to be paid for with NY PLATES funding <u>will</u> be used for purposes other than the HPNAP vetted program.		
3 Project / Project Cost Eligibility							
a	Will all of the Eligible Project costs be incurred after April 1, 2026?	Verification	Schedule showing details of such costs (date, purpose, payee, etc.)	Application documents show that all of the Eligible Project costs will be incurred after April 1, 2026.	Application documents show that all of the Eligible Project costs will NOT be incurred after April 1, 2026.		
b	Is the Project submitted an Eligible Project as defined in section 2.3 of the RFA?	Verification	Related Application Response	Response describes an Eligible Project.	Response does NOT describe an Eligible Project.		
c	Will the Applicant be incurring and making payment of all project costs under the Applicant's legal name and will these costs be incurred from a vendor authorized to do business in NYS?	Verification	Review Invoices, Estimates, and other vendor/contractor documents	Documents submitted meet standards.	Documents do not meet standards or no documents are provided.		
4 Project Finance Eligibility							
a	Is it the case that the Project costs to be submitted for reimbursement will not require any long-term financing or accrual of long-term debt (over 1 year old)?	Verification	Project Budget	Project Budget does not show long-term financing or accrual of long-term debt (over 1 year old).	Project Budget shows long-term financing or accrual of long-term debt (over 1 year old).		
b	Is the Project part of an existing or proposed tax credit structure or other similarly structured financing arrangement?	Y/N	N/A	Applicant answers NO	Applicant answers YES		
5 DOH Attestation Verification							
a	What is the Organization's HPNAP EFRO# or current HPNAP contract number?	Text	N/A	Reviewer to locate EFRO # or current HPNAP contract number and applicant name on DOH HPNAP Agency Contact Information list.	Reviewer unable to locate EFRO # or current HPNAP contract number and applicant name on DOH HPNAP Agency Contact Information list.		
b	Did the Organization attest that the facility is open to the public?	Y/N	<i>DOH to review required reporting in past 12 months to verify attestations made by applicant.</i>	Applicant's attestation response is affirmative for all questions and DOH can verify based on prior reporting.	Applicant's attestation response is not affirmative for all questions and DOH cannot verify based on prior reporting.		
c	Did the Organization attest that its program provides food relief services at least three (3) days/week for a minimum of 6 months of the year?	Y/N					
d	Did the Organization attest that it has been operating as an emergency food program vetted by the NYS DOH HPNAP or a HPNAP contractor for a minimum of six (6) months during the period of May 2025 to April 2026?	Y/N					
e	Did the Organization attest that it has submitted at least six (6) months of service reports during the period of May 2025 to April 2026 to DOH HPNAP or HPNAP contractors prior to submitting a NY PLATES application?	Y/N					
f	Did the Organization attest that it has been operating as an emergency food program vetted by the NYS DOH HPNAP or a HPNAP contractor for a minimum of six (6) months during the period of May 2025 to April 2026?	Y/N					
g	Did the Organization attest that it is in good standing, including having no health code violations or unresolved HPNAP service issues?	Y/N					

NY PLATES - PROJECT NEED SCORING MATRIX							
Question for Rater	Response Field Type	Documentation Required	Scoring Guidance	MAX score	Reviewer Score	Total Score	
PROJECT NEED				30		0	
1	Did the Applicant describe the organization's current understanding of and compliance with all relevant New York State Department of Health (DOH) regulations, building codes, and food safety standards that are applicable to the proposed capital project?	Text	N/A	Reviewer will assess text provided and will assign 0 to 2 points: 2 points if all relevant regulations, building codes, and food safety standards that are applicable are described. Points are reduced based on inadequate information provided.	2	0	
	Did the Applicant detail the plan for ensuring that the proposed improvements will meet or exceed all current and anticipated future regulatory requirements; and includes specific examples of how the project will address any identified gaps or areas for improvement in current operations?		N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if all proposed improvements will meet or exceed regulations, building codes or food safety standards and examples are included on how the project will address any gaps or areas for improvement. Points are reduced based on inadequate information provided.	3		
	If the Applicant's project involves construction or significant renovation, did the Applicant outline the steps they will take to obtain necessary permits and approvals from relevant authorities?		N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if all proposed improvements will meet or exceed regulations, building codes or food safety standards and examples are included on how the project will address any gaps or areas for improvement.	3		
2	Did the Applicant explain how capital improvements (e.g., expanded space, upgraded infrastructure, new equipment like cold storage, freezers, or food transport vehicles) will directly contribute to meeting DOH/State and local regulations and code enforcement?	Text	N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if explanation of the capital improvements and detail on how it will meet regulations or code enforcement. Points are reduced based on inadequate information provided.	3	0	
	Did the Applicant provide specific details on how the new or upgraded equipment will enhance food safety, temperature control, storage capacity, or transportation efficiency to ensure compliance with all relevant standards? For example, if proposing new refrigeration, describe its capacity, temperature monitoring capabilities, and energy efficiency.		N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if details on how the new or upgraded equipment will enhance food safety, temperature control, storage capacity, or transportation efficiency to ensure compliance with all relevant standards. Points are reduced based on inadequate information provided.	3		
3	Did the Applicant identify the specific socially vulnerable populations within the service area that the organization serves, based on the Social Vulnerability Index (SVI) or similar metrics?	Text	N/A	Reviewer will assess text and metrics provided and will assign 0 to 2 points: 2 points if details include SVI or similar metrics, including specific populations in the service area of the project. Points are reduced based on inadequate information provided.	2	0	
	Did the Applicant describe how the proposed capital project will directly enhance the capacity to combat hunger and food insecurity for these identified vulnerable populations?		N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if proposed capital project will directly enhance capacity to combat hunger and food insecurity for the identified vulnerable populations. Points are reduced based on inadequate information provided.	3		
	Did the Applicant provide data or evidence to support your claims about the level of food insecurity and social vulnerability in your service area?		N/A	Reviewer will assess text and data provided and will assign 0 to 3 points: 3 points if data or evidence supports claims about the level of food insecurity and social vulnerability in the service area. Points are reduced based on inadequate information provided.	3		
4	Did the Applicant explain how the proposed capital improvements will expand your reach and/or improve accessibility to nutritious food for underserved communities and individuals experiencing food insecurity?	Text	N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if capital improvements will expand reach and/or improve accessibility to nutritious food for underserved communities and individuals experiencing food insecurity. Points are reduced based on inadequate information provided.	3	0	
	Did the Applicant detail how the project will address barriers to access, such as transportation, geographic location, or language, for the populations you serve?		N/A	Reviewer will assess text provided and will assign 0 to 3 points: 3 points if project will address barriers to access, such as transportation, geographic location, or language, for the populations you serve. Points are reduced based on inadequate information provided.	3		
	If applicable, did the Applicant describe how the project will increase the volume or variety of food distributed to those most in need?		N/A	Reviewer will assess text provided and will assign 0 to 2 points: 2 points if describe how the project will increase the volume or variety of food distributed to those most in need OR if not applicable, it is clearly and accurately documented. Points are reduced based on inadequate information provided.	2		
TOTAL				30		0	

NY PLATES - PROJECT IMPACT SCORING MATRIX

Question for Rater	Response Field Type	Documentation Required	Scoring Guidance	MAX score	Reviewer Score	Total Score
PROJECT IMPACT				30		0
1	Text	N/A	Reviewer will assess text provided and will assign 0 to 2 points: 2 points if there is a clearly defined primary geographic service area and all specific details are provided, such as county names, zip codes, or a description of the communities you reach. 0-1 if not clearly defined.	2		0
			Reviewer will assess text provided and will assign 0 to 4 points: 3-4 points if demographic characteristics of the individuals and households are and there is details such as information on age, income levels, race/ethnicity, household composition, and any other relevant data that illustrates the diversity of the population you assist and there is clear diversity. 0-2 points if demographic characteristics of the individuals and households are and there is details such as information on age, income levels, race/ethnicity, household composition, and any other relevant data that illustrates the diversity of the population you assist and there is minimal diversity.	4		
			Reviewer will assess text provided and will assign 0 to 4 points: 3-4 points if the organization has assessed the food insecurity needs within their defined service area and identify how your current services are designed to meet those needs. 0-2 points if a plan is identified but has only been developed to asses, but has not been implemented.	4		
2	Text	N/A	Reviewer will assess text provided and will assign 0 to 5 points: 5 points if the average number of meals distributed or pounds on a monthly basis is over 1000 and the methodology is provided for calculation; 3-4 points if the average number of meals distributed or pounds on a monthly basis is 500-999 and the methodology is provided for calculation; 1-2 points if the average number of meals distributed or pounds on a monthly basis is under 499 and the methodology is provided for calculation; 0 points if no methodology is included.	5		0
			Reviewer will assess text provided and will assign 0 to 3 points: 3 points if the proposed capital project will directly enable your organization to increase its monthly meal distribution by 15% or more and they quantified the projected increase in meals per month as a direct result of the capital improvements. 2 points if the proposed capital project will directly enable your organization to increase its monthly meal distribution by 5-14% and they quantified the projected increase in meals per month as a direct result of the capital improvements. 1 point if the proposed capital project will directly enable your organization to increase its monthly meal distribution by 1-4% and they quantify the projected increase in meals per month as a direct result of the capital improvements. 0 points if the proposed capital project will directly enable your organization to increase its monthly meal distribution by 9% or less.	3		
			Reviewer will assess text provided and will assign 0 to 2 points: 2 points if they described how the organization's operational capacity will be enhanced by the proposed project to sustain and potentially further increase meal distribution in the future. 1 point if the future plan is not detailed or does not seem viable; 0 points if no future vision is indicated.	2		
3	Text	N/A	Reviewer will assess text provided and will assign 0 to 5 points: 4-5 points if they describe 4 or more other ways the organization impacts the community; 2-3 points if they describe 2-3 other ways the organization impacts the community; 1 point if they describe 1 other ways the organization impacts the community; 0 points if they describe 0 other ways the organization impacts the community.	5		0
			Reviewer will assess text provided and will assign 0 to 5 points: 4-5 points if the organization provides ways they measure the broader impact of their services on food security and community well-being AND provide examples of any data collection or feedback mechanisms used. 2-3 points if the organization provides ways they measure the broader impact of their services on food security and community well-being but does not provide examples of any data collection or feedback mechanisms used; 0-1 points if minimal response is provided.	5		
TOTAL				30		0

NY PLATES - PROJECT VIABILITY SCORING MATRIX

Question for Rater	Response Field Type	Documentation Required	Scoring Guidance	MAX score	Score	
Construction Readiness				10	0	
1	What are the start and end dates for the proposed project?	Text	N/A	Reviewer will assess documentation provided and will assign 0 to 4 points: 4 points if the Project start date is prior to 4/1/2027. 2 point if the Project start date is after 1/1/2028. 0 points if no timeline is given or the Project completion date is prior to 4/1/2026.	4	
2	Have any of the Project costs already been incurred?	Y/N	Disbursement Schedule	Reviewer will assess documentation provided and will assign 0 to 4 points: 4 points if no costs have been incurred; the cost were incurred after 4/1/2026 2 point if some costs incurred to date meet the RFA standards for eligibility. 0 points if none of the costs incurred to date meet any eligibility requirements as listed in the RFA.	4	
3	Are any environmental or regulatory permits required for the Project as indicated by the Application?	Text and Y/N/NA	if No or N/A - none	Reviewer will assess documentation provided and will assign 0 to 2 points: 2 points if the Project does not require additional permits. 0 points if the Project is likely to require additional permits but Applicant indicated No or N/A.	2	
	If they are required, does the Applicant indicate whether they have been secured? If not secured, does the Application indicate why?		if Yes - various	Reviewer will assess documentation provided and will assign 0 to 2 points: 2 points if the Applicant indicated Yes and provided further information. 0 points if the Applicant indicated Yes but provided no further information.		
Financial Review				30	0	
1	Has the Applicant provided a detailed Project Budget, eligibility of costs, and supporting documentation (e.g., professional quotes, proposals, estimates, etc.) related to the entire Project?	Text	Quotes, proposals, Estimates	Reviewer will assess documentation provided and will assign 0 to 10 points: 10 points if all costs of the Project Budget are supported by professional cost estimates not greater than six months old. 7 points if most costs of the Project Budget are supported by professional cost estimates not greater than six months old. 4 points if some costs of the Project Budget are supported by professional cost estimates not greater than six months old. 0 points if no professional costs estimates are provided or if they are all greater than six months old.	10	
2	Has the Applicant provided documentation of committed funding to date and a credible plan describing how the remaining funds, if any, will be obtained?	Text	Bank Statements, Budget	Reviewer will assess documentation provided and will assign 0 to 20 points: 20 points if the Application demonstrates that sufficient committed funding exists, or is highly likely to exist, to complete the Project; all supported by documentation. 14 points if the Application demonstrates some committed funding and a reasonable plan to obtain remaining funds, supported by documentation. 6 points if the Application demonstrated limited committed funding and the plan to obtain remaining funds lacks detail or credibility; supported by documentation. 0 points if the Application demonstrates minimal or no evidence that sufficient funding exists to complete the Project or there is evidence of tax credit involvement.	20	
TOTALS				40	0	

Section	MAX score	Score
Project Need	30	0
Project Impact	30	0
Project Viability	40	0
	100	0

Total Score