

NEW YORK STATE DEPARTMENT OF HEALTH

**DORMITORY AUTHORITY OF THE
STATE OF NEW YORK**

NEW YORK

PROVIDING LOCAL ACCESS TO ESSENTIAL SUSTENANCE (NY PLATES)

REQUEST FOR APPLICATIONS (RFA)

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TABLE OF CONTENTS

Section One: INTRODUCTION	4
1.1 <i>Background</i>	4
1.2 <i>Purpose of the Funding</i>	4
1.3 <i>Evaluation and Scoring Overview</i>	4
Eligible Applicant Priority and Grant Funding Levels	4
Step One: Applicant and Project Eligibility	5
Step Two: Project Need	6
Step Three: Project Impact and Project Viability	6
1.4 <i>Timetable of Key Events:</i>	6
1.5 <i>Inquiries</i>	6
Section Two: ELIGIBILITY (EVALUATED IN STEP ONE)	7
2.1 <i>Eligible Applicants</i>	7
2.2 <i>Statewide Financial System (SFS) Prequalification Requirement</i>	8
2.3 <i>Eligible Projects</i>	9
2.4 <i>Eligible Project Locations</i>	10
2.5 <i>Eligible Use of Funds</i>	11
Section Three: PROJECT NEED (EVALUATED IN STEP TWO)	12
3.1 Project Need - maximum score up to 30 points	12
Section Four: PROJECT IMPACT AND PROJECT VIABILITY (EVALUATED IN STEP THREE)	13
4.1 <i>Project Impact - maximum score up to 30 points</i>	13
4.2 <i>Project Viability - maximum score up to 40 points</i>	14
Section Five: APPLICATION PROCESS AND AWARD	16
5.1 <i>Applicant Webinar Video and Question Period</i>	16
5.2 <i>Application Submission</i>	16
5.3 <i>Important Notices for Application Submission</i>	17
5.4 <i>Issuance of Award Letters</i>	18
5.5 <i>Grant Disbursement Agreement (GDA)</i>	18
Section Six: RIGHTS RESERVED	19
Section Seven: DEFINITIONS	19

APPENDICES:

Appendix 1	NY PLATES Application Preparation Worksheet
Appendix 2	NY PLATES Application, Program Specific Questions
Appendix 3	Application Certification
Appendix 4	Certificate of Municipal Site Control
Appendix 5	Frequently Asked Questions (FAQs)
Appendix 6	Sample Grant Disbursement Agreement (GDA)
Appendix 7	GDA Prerequisites and Instructions
Appendix 8	NY PLATES Scoring Matrix

Section One: INTRODUCTION

1.1 Background

Governor Hochul established New York PLATES (Providing Local Access to Essential Sustenance), to enhance the State’s capacity to combat hunger and food insecurity. This competitive grant program will enable New York’s 10 regional food banks and eligible emergency food organizations across New York State to apply for funding for capital projects, including construction to expand space and upgrade infrastructure as well as for the purchase of equipment such as cold storage, freezers and food transport vehicles.

New York PLATES will be overseen by the New York State Department of Health (“NYS DOH”) and the Dormitory Authority of the State of New York (“DASNY”). Both NYS DOH and DASNY will review NY PLATES Applications.

The Application process is expected to be highly competitive. Criteria used to evaluate and score the Applications is outlined in Section 1.3 of this RFA.

Capitalized terms used herein and not otherwise defined are defined in Section Seven: DEFINITIONS.

1.2 Purpose of the Funding

The 2026-2027 New York State Budget includes \$10 million in capital funding for the NY PLATES competitive grant program to support organizations that provide food relief services to New Yorkers.

NY PLATES Grants may be used for reimbursement of capital costs including, but not limited to, the design, construction or renovation of eligible program locations as well as for the purchase of equipment and vehicles used solely for the eligible applicants and their food relief services.

1.3 Evaluation and Scoring Overview

Eligible Applicant Priority and Grant Funding Levels

The State’s goal is to provide funds for Food Banks, emergency food programs, and municipalities that provide food relief services. NY PLATES will enhance the State’s capacity to safely store, transport, and distribute food to more people.

To achieve the State’s goal, two (2) priority targeted grant funding levels are established, as reflected in the following table.

Priority	Eligible Applicant (See Section 7: DEFINITIONS)	Grant Funding Level	Targeted Funding for Grant Funding Level
1	Emergency Food Programs, Other Emergency Food Programs, and Municipalities providing food relief services	\$25,000-\$125,000	\$6,000,000
2	Food Bank	\$150,000-\$500,000	\$4,000,000
Total			\$10,000,000

During the review and scoring process, NYS DOH and DASNY will use best efforts to achieve regional diversity across the State. Specifically, approximately 60% of funds are anticipated to be awarded for Downstate (New York, Bronx, Richmond, Kings, Queens, Nassau, Suffolk, Westchester, Dutchess, Orange, Putnam, and Rockland counties) projects and approximately 40% of funds are anticipated to be awarded for Upstate (all other counties) projects.

Documentation must be provided with the NY PLATES Application to support the total cost of the NY PLATES Project. If the total cost of the project is greater than the grant funding the Applicant is requesting, the Applicant must demonstrate how all funding will be secured.

No partial grants will be awarded. This is expected to be a highly competitive program. Therefore, it is possible that not all Eligible Projects will receive a NY PLATES Grant.

In the event of equally scored applications, NYS DOH and DASNY reserve the right to further evaluate the applications with increased weight and scrutiny given to Project Viability and achieving regional diversity.

NYS DOH and DASNY reserve the right to reject any or all Applications received in response to this RFA.

Step One: Applicant and Project Eligibility

NYS DOH and DASNY will determine whether the Applicant and Project meet the eligibility criteria set forth in Section Two. If the Applicant or the Project does not satisfy the eligibility requirements set forth in Section Two, the Application shall be deemed ineligible and shall not advance for further scoring or review.

If both the Applicant and the Project fully satisfy the eligibility requirements in Section Two, the Application shall be deemed Eligible to proceed to Step Two below.

Step Two: Project Need

NYS DOH and DASNY will review Applicant responses to questions related to Project Need as set forth in Section Three. All Applicants must fully respond to questions in their entirety. Each reviewer will assign a score of up to 30 points in Step Two.

- Applications with a total score of 19 or below shall be deemed ineligible and shall not be scored further.
- Applications satisfying the requirements of Step One and that earn a total score of 20 or more in Step Two will proceed to Step Three.

Step Three: Project Impact and Project Viability

- NYS DOH and DASNY shall review and score all Eligible Applications for Project Impact and Project Viability as set forth in Section Four.
- Each reviewer will assign a score of up to 70 additional points in Step Three, for a total of 100 available points.
- The minimum total score to be considered for a NY PLATES Grant award is 70.

1.4 Timetable of Key Events:

RFA Announcement Date	06/11/2026
Open Application Question Period Begins	06/11/2026
Applicant Webinar Posted.....	06/19/2026
DASNY Grants Application Portal Webinar Posted.....	06/19/2026
Deadline to Submit Questions.....	06/26/2026
Answers Posted By	07/02/2026
DASNY Grants Application Portal Submission Period.....	07/08/2026-08/20/2026
Application Deadline.....	08/20/2026
Application Scoring	08/21/2026-10/02/2026
Awards Announced No Earlier Than	10/20/2026

1.5 Inquiries

In accordance with State Finance Law § 139-j and § 139-k, this RFA includes and imposes certain restrictions on communications between DASNY and NYS DOH personnel and an Applicant or any representative, agent, consultant or other third party representing the Applicant during the procurement process. Any questions regarding this RFA should be submitted via the NY PLATES SurveyMonkey link: <https://www.surveymonkey.com/r/NYPLATES2026>

Contacts made to any DASNY, NYS DOH or other State personnel regarding this procurement between the RFA Announcement Date and Award Announcement, other than through the hyperlink above may disqualify the Applicant and affect future procurements with governmental entities in the State of New York. Please refer to

DASNY's website (<https://www.dasny.org>) for policies and procedures regarding this law or the OGS website (<http://ogs.ny.gov/acpl/>) for more information about this law.

Section Two: ELIGIBILITY (EVALUATED IN STEP ONE)

All the provisions of Section Two must be satisfied for an application to be evaluated and scored as set forth in Section 1.3. Applications that fail to satisfy all provisions will be disqualified from further review and scoring.

2.1 Eligible Applicants

This RFA is limited to certain Not-for-profit Food Banks, Emergency Food Programs (i.e., Food Pantries, Soup Kitchens, Emergency Shelters), Other Emergency Food Programs (i.e., Special Nutrition Initiatives, Food Recovery Organizations), and municipalities providing food relief services in New York State.

Applicants for NY PLATES must meet the following eligibility criteria:

1. Submit documentation that the Applicant is a duly organized entity with federal IRS determination and its own federal Tax Identification Number as a 501(c)(3) organization or a municipality.
2. Submit documentation demonstrating that the Applicant is legally formed in New York State as
 - a corporation duly incorporated within, or authorized to do business in, New York State as per the NYS Department of State. Organizations should verify that they are registered by visiting <https://apps.dos.ny.gov/publicInquiry/>.
 - an organization chartered by the NYS Department of Education; or
 - a municipality as defined in this RFA.
3. Be registered in the Statewide Financial System (SFS) with a Vendor Identification Number and, if a nonprofit applicant, fully prequalified in SFS. The Applicant must provide its SFS Vendor ID#.
4. Provide a valid Hunger Prevention and Nutrition Assistance Program (HPNAP) Emergency Food Relief Organization identification number (EFRO ID#) or current HPNAP contract number.
5. Attest that the facility is open to the public.
6. Attest that the program provides food relief services at least three (3) days per week for a minimum of 6 months of the year.
7. Attest that the Applicant:
 - has been operating as an emergency food program vetted by NYS DOH HPNAP or a HPNAP contractor for a minimum of six (6) months during the period of May 2025 to April 2026; and

- has submitted at least six (6) months of service reports during the period of May 2025 to April 2026 to NYS DOH HPNAP or HPNAP contractors prior to submitting a NY PLATES application; and
- is in good standing, including having no health code violations or unresolved HPNAP service issues.

2.2 Statewide Financial System (SFS) Prequalification Requirement

Prequalification in SFS is a requirement of the State of New York. Not-for-profit organizations are required to provide information in SFS that is used to assess organizational capacity, organizational compliance, and organizational integrity.

Prequalification in the Statewide Financial System (SFS) may take **several weeks** to complete. Applicants are advised to start the process as soon as possible to allow ample time to complete the Prequalification process prior to submitting the NY PLATES Application, including all follow-up inquiries from the prequalifying State Agency.

- Not-for-profit Entities must first register as a “vendor” in SFS under DASNY prior to applying for Prequalification.
- After an organization receives a SFS Vendor ID#, it must proactively submit an application for prequalification in SFS. Registration alone is not sufficient to satisfy the prequalification requirement.
- The prequalification application consists of answering questions in the system and then uploading organizational documents.
- Required documentation to be filed with SFS to obtain Prequalification status includes:
 - the organization’s IRS Determination Letter
 - Incorporation or Charter Documentation
 - IRS 990
 - NYS CHAR 500
 - Organization Bylaws
 - Organization Board of Directors Profile
 - Organization Executive leadership Resumes
 - Organization Financial Statements
 - Organization Chart.
- Please note that once **any** Prequalification Application is opened, it should be completed and submitted as quickly as possible. Otherwise, the organization’s status may be reflected as “Open,” “In Review” or “Application in Progress” and

will not be considered Prequalified for purposes of this funding opportunity, EVEN IF the organization had previously been in “Prequalified” status.

- Not-for-profit Entities must receive approved Prequalification status in SFS ***prior to the submission of an Application*** and remain Prequalified through the execution of the Grant Disbursement Agreement and payment of all requisitions. Any other status will be treated as not Prequalified.
- ***Not-for-profit Entities that are not in Prequalified status on the day they submit their Application will be ineligible for a NY PLATES grant and their Application will not be reviewed or scored.***

Applicants with questions regarding the SFS Prequalification or registration should review the recorded prequalification online webinar linked here: [SFS Recorded Training Sessions](#).

Applicants should also visit the [Grants Management Homepage](#) and review the resources available to assist with Prequalification.

- If the Applicant requires assistance with the Registration or Prequalification process, questions should be directed to the SFS Desk at Helpdesk@sfs.ny.gov.

2.3 Eligible Projects

To be eligible to receive a NY PLATES Grant, the Project must be for design, construction, major renovation, and/or equipment purchases such as cold storage, freezers, and food transport vehicles, along with other related Eligible Project Costs necessary to effectuate the NY PLATES Initiative.

For a food transport vehicle purchase, the vehicle must be in the Applicant Organization’s possession, and be titled, registered and insured under the legal name of the Applicant. Please note that the Grant Funds cannot be used to pay off a leased vehicle, nor be used to pay off a loan taken out to purchase a vehicle.

In order to be eligible to receive proceeds of a NY PLATES Grant, the following also apply:

- The provisions of the GDA set forth in **Appendix 6** must be met.
- All contracts for the work to be performed in connection with the Project are required to be entered into by the Applicant Organization (as opposed to a third party on behalf of the Applicant) and signed by an Authorized Officer of the Applicant.
- Eligible Project Costs are required to be paid directly by the Applicant. Proof of payment must be in the legal name of the Applicant.
- Eligible Projects must comply with all State and local laws and regulations at all times.

2.4 Eligible Project Locations

Site Control is required to prove that the Applicant has sufficient authorization and control to undertake the Project at the Project location.

- Entities that own their project location must provide a deed, in the legal name of the Applicant organization, for the proposed project location.
 - If the name of the property owner reflected in the deed differs from the Applicant (if the Applicant's name or d/b/a changed, for example), a satisfactory explanation is required. **If the name is different and no satisfactory explanation is provided, the Application will not be deemed an Eligible Application.**

- For all leased project locations, the term of the lease must be in the legal name of the Applicant, and it must meet the requirements set forth below:
 - A full lease or rental agreement must be provided, including any exhibits, amendments or riders. **If not provided, the Application will not be deemed an Eligible Application.**
 - For fixed capital improvements, the organization's lease or rental agreement **must show** that it is in effect for at least five (5) years from the date the Application is submitted.
 - For capital projects proposing only the acquisition of moveable equipment or food transport vehicles, the lease or rental agreement **must show** that it is in effect for at least three (3) years from the date the Application is submitted. All lease terms will be verified at the time of the execution of the Grant Disbursement Agreement to ensure that a significant period of time remains on the lease term. **If the term of the lease or rental agreement does not meet this requirement, the Application will not be deemed an Eligible Application.**
 - If the terms of the lease require Landlord approval of capital improvements, then documentation demonstrating the support of the property owner for the Project must be submitted with the Application **or the Application will not be deemed an Eligible Application.**
 - Include a letter on the landlord or lease agency's letterhead granting permission to complete the Project at the project location.
 - The letter must be dated and signed by an Authorized Officer of the landlord or leasing agency.

- Municipalities may submit a Certificate of Municipal Site Control, provided as **Appendix 4** to this RFA, to demonstrate ownership or authority that allows the Municipality to construct and maintain the Project on the Project location.

- Given the unique historical and legal parameters attendant to Indian Nation lands, Indian Nations should submit valid written documentation to satisfy the Site Control requirement.
- For all Project locations where Tax Credits may be utilized:
 - Projects located in facilities to be funded by any tax credit structure (New Market Tax Credits, Low-Income Housing Tax Credits, Brownfield Tax Credits, etc.) should review the criteria set forth below. In addition, Applicants should refer to the FAQs included with this RFA for additional information and requirements regarding tax credit structures.
 - Applicants involved in a tax credit structure should verify that their Project will be segregated from the overall development or redevelopment of the facility to be funded with tax credits and demonstrate that all of the requirements set forth below are satisfied:
 - Site Control must be in the legal name of the Applicant (not an affiliated entity).
 - All requirements applicable to owned or leased properties as set forth above must be satisfied.
 - The Applicant must be the entity entering into contracts with contractors for capital costs incurred in furtherance of the Project.
 - The Applicant must be the entity incurring and paying the capital costs in the first instance.
 - The Grant funds may not be deposited into the tax credit corpus or used to finance, refinance, or otherwise pay costs that will also be funded with the proceeds of a tax credit structure.
- Projects located in facilities owned or operated by religious organizations will need to demonstrate that the assets they wish to acquire or improve with NY PLATES funds will only be utilized by the food relief program and cannot be beneficial in any way to religious worship services or activities.

2.5 Eligible Use of Funds

- Only Eligible Project Costs will be authorized for reimbursement with the proceeds of a NY PLATES Grant. Eligible Project Costs include, but are not limited to:
 - Design and Engineering costs that result in stamped construction documents;
 - Construction, reconstruction or renovation of facilities;
 - Purchase and installation of fixed equipment such as HVAC systems and lifts;
 - Purchase of non-fixed equipment such as freezers, stoves, pallet movers and shelving; and
 - Purchase of light and heavy-duty trucks and vehicles for food transport

- Ineligible uses of NY PLATES funds include, but are not limited to:
 - Working capital, including funds required to operate a facility, such as staff, rent, utilities, internal labor, and supplies.
 - Capital improvements that benefit space being used by entities or individuals other than the Eligible Applicant.
 - Preliminary planning, market studies, and similar activities.
 - Grant writing, administration, legal, insurance and other fees.
 - Routine repairs or routine maintenance projects.
 - Long term debt, including financing of machinery or equipment.
 - Support of any Project that is part of an existing or proposed tax credit structure or other similarly structured financing arrangement.
 - Purchases of food or/any food related consumables
 - Purchase of real estate
 - Proceeds of NY PLATES Grants cannot be used to reimburse any costs incurred on or before April 1, 2026.

Section Three: PROJECT NEED (EVALUATED IN STEP TWO)

3.1 Project Need - maximum score up to 30 points

NYS DOH will score Applications and award 0-30 points based upon Applicant submitted responses and supporting documentation describing the Project Need. There are four questions as listed below and set forth in **Appendix 2**.

Achieving NYS DOH/State Regulations, Code Enforcement, and Other Regulatory Requirements

- **Question 1: Regulatory Compliance Strategy (0-8 points)**
 - Describe the organization's current understanding of and compliance with all relevant NYS DOH regulations, building codes, and food safety standards applicable to the proposed capital project.
 - Detail the plan for ensuring that the proposed improvements will meet or exceed all current and anticipated future regulatory requirements. Include specific examples of how the project will address any identified gaps or areas for improvement in the organization's current operations.
 - If the project involves construction or significant renovation, please outline the steps that will be taken to obtain necessary permits and approvals from relevant authorities.
- **Question 2: Infrastructure and Equipment for Compliance (0-6 points)**
 - 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 NYS DOH/State and local regulations and code enforcement.
 - 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.

Addressing Social Vulnerability and Food Insecurity

- **Question 3: Impact on Socially Vulnerable Populations (0-8 points)**
 - Identify the specific socially vulnerable populations within your service area that your organization serves, using metrics like the Social Vulnerability Index (SVI).
 - Describe how the proposed capital project will directly enhance capacity to combat hunger and food insecurity for these identified vulnerable populations.
 - Provide data or evidence to support claims about the level of food insecurity and social vulnerability in the service area.
- **Question 4: Project Reach and Accessibility (0-8 points)**
 - Explain how the proposed capital improvements will expand the organization's reach and/or improve accessibility to nutritious food for underserved communities and individuals experiencing food insecurity.
 - Detail how the project will address barriers to access, such as transportation, geographic location, or language, for the populations served.
 - If applicable, describe how the project will increase the volume or variety of food distributed to those most in need.

Section Four: PROJECT IMPACT AND PROJECT VIABILITY (EVALUATED IN STEP THREE)

4.1 Project Impact - maximum score up to 30 points

NYS DOH will review and score all Eligible Applications based upon Applicant submitted responses and supporting documentation describing the Project Impact. There are three questions with a maximum score of 30 points. Project Impact questions are listed below and set forth in **Appendix 2**.

- **Question 1: Current Service Area and Population Served (0-10 points)**
 - **Articulation of Service Area:** Clearly define the organization's primary geographic service area. Please provide specific details, such as county names, zip codes, or a description of the communities reached.
 - **Demographics of People Served:** Describe the demographic characteristics of the individuals and households served. This may include information on age, income levels, race/ethnicity, household composition, and any other relevant data that illustrates the diversity of the population assisted.
 - **Needs Assessment:** Briefly describe how the organization has assessed the food insecurity needs within the defined service area and how the current services are designed to meet those needs.

- **Question 2: Monthly Meal Distribution and Capacity (0-10 points)**
 - **Current Monthly Meal Volume:** State the average number of meals or pounds of food the organization distributes on a monthly basis. Please provide a clear methodology for how this number is calculated (e.g., per person served, per meal package).
 - **Projected Impact on Meal Volume:** Explain how the proposed capital project will directly enable the organization to increase its monthly meal distribution. Quantify the projected increase in meals per month as a direct result of the capital improvements.
 - **Scalability and Sustainability:** Describe how the organization's operational capacity will be enhanced by the proposed project to sustain and potentially further increase meal distribution in the future.
- **Question 3: Depth and Breadth of Community Impact (0-10 points)**
 - **Beyond Meal Numbers:** Beyond the number of meals distributed, describe other ways the organization impacts the community. This could include:
 - Partnerships with other community organizations (schools, senior centers, faith-based groups, etc.).
 - Nutritional education programs or resources provided.
 - Access to other essential services is facilitated through food distribution.
 - Volunteer engagement and community involvement.
 - **Measuring Impact:** How does the organization measure the broader impact of its services on food security and community well-being? Please provide examples of any data collection or feedback mechanisms used.

4.2 Project Viability - maximum score up to 40 points

DASNY will review and score all Eligible Applications based upon evidence of construction readiness and the evidence of committed funding sources in an amount sufficient to complete the Project as described.

Construction Readiness (0-10 points)

- Reviewers will score the Eligible Applications and award 0-10 points based upon the level of preparation and planning that has taken place to complete the Project, as well as sufficiency of Site Control.
- Applicants should provide a description or evidence of steps taken in furtherance of the Project, including obtaining permits, undertaking the State Environmental Quality Review process, retaining a design professional, obtaining zoning or planning board approval, or possessing architectural/engineering plans, construction documents or any other documentation indicating the project is ready to begin.

Financial Review (0-30 points):

Reviewers will score the Eligible Applications and award 0-30 points based upon the degree to which the Eligible Applicant has prepared a clear and credible Project Budget

and secured the funds necessary to complete the Eligible Project. The most competitive Eligible Applications will demonstrate a well-supported Project Budget and committed funding sufficient to fully fund the Eligible Project.

- **Project Budget (0-10 points)**

- Applicants must provide documentation demonstrating the anticipated costs associated with completing the project.
- Documentation may include quotes, proposals, estimates, and/or a detailed Project Budget identifying Project components, associated costs, and other relevant details necessary to evaluate the scope and feasibility of the Project.
- The most competitive Applications will provide a comprehensive Project Budget prepared by a licensed design professional within the past six months.
- Reminder: Project Costs cannot be financed through long-term debt, bonds, or other long-term financial instruments, or from a tax credit structure or other similarly structured financing arrangement. Applicants should review Sections 2.4 and 2.5 above, and the FAQs included with this RFA, for important information regarding tax credit structures.

- **Committed Funding Sources (0-20 points)**

- Applicants must demonstrate the availability of funds necessary to complete the Project beyond the requested grant amount.
- The financial review will evaluate all committed funds considering the requirements set forth below.
- Documentation for committed funding sources may include, but is not limited to:
 - Bank or investment account statements
 - Donor pledges, agreements, or receipts
 - Grant award letters, agreements, or contracts
 - Loan agreements or commitment letters, including terms and conditions
 - Bond documentation
 - Personal service contracts
 - Bills of sale or paid invoices demonstrating payment by the Applicant after April 1, 2026, for an Eligible Project Cost
- Pledges or award letters with unsatisfied contingencies, pending loan applications, and other non-final commitments **will not** be considered secured funding for evaluation purposes.

If all funds necessary to complete the Project have not been secured at the time of application, Applicants must provide documentation of the

committed funding to date and description of how the remaining funds will be obtained.

Section Five: APPLICATION PROCESS AND AWARD

5.1 Applicant Webinar Video and Question Period

- An Applicant Webinar Video will be pre-recorded and posted for public viewing on the DASNY NY PLATES Website by 06/19/2026. This video will address submitted questions and clarify specific elements of the RFA announcement and can be viewed at your convenience.
- The Webinar will also walk prospective applicants through the registration and application process in the DASNY Grants Application Portal.
- Prior to the Webinar date, interested applicants should thoroughly review this RFA and all Appendices to ensure awareness of all requirements.
- To maintain a fair and open process, NYS DOH and DASNY will only accept questions regarding this RFA received via SurveyMonkey. The SurveyMonkey form can be accessed here: <https://www.surveymonkey.com/r/NYPLATES2026>
- Please submit all questions no later than 3:00 p.m. on 6/26/2026.
 - Questions of a substantive nature submitted prior to 6/16/2026 will be addressed in the Applicant Webinar Video, where applicable.
 - All questions received prior to 3:00 p.m. on 6/26/2026 will be addressed, and answers will be posted on the DASNY ([Grant Administration | DASNY](#)) website on 07/02/2026.

5.2 Application Submission

All Applications must be submitted through the [DASNY Grants Application Portal](#) (“the Portal”) before 3:00 PM EST on the Application Deadline listed in Section 1.4.

Applicants should follow the steps below to submit an Application:

1. Read this RFA before beginning.
 - Applicants should review the full RFA, including all Appendices, before starting an Application.
 - **Appendix 1** describes the information and documents that will be needed to complete the Application; **it is not an application**.
 - Applicants do not need all materials before starting the Application; and can gather materials and return to the Portal to resume working on the Application at any time during the DASNY Grants Application Portal Submission Period (“submission period”).
2. Access the Application in the [DASNY Grants Application Portal](#)
 - Create a DASNY Portal Account
 - Applicants should go to the Portal and create an account. Applicants are encouraged to create an account well in advance of the

- application deadline. Applicants will enter First (Given) Name, Last (Surname) Name, email, organization, title, and a password.
- DASNY uses Multifactor Authentication (MFA) to protect Portal accounts and data. When creating an account, Applicants will be asked to enter a phone number. Applicants should enter a phone number that will always be reliably accessible, as MFA will be required each time an Applicant attempts login.
 - Create an Organizational Profile
 - Applicants will enter all information and documents as set forth in **Appendix 1**, Section 1.
 - Start and Save the Application
 - Applicants will enter all information and documents as set forth in **Appendix 1**, Sections 2-7, **Appendix 2**, and **Appendix 3**.
 - Applicants should “save” work often. Applicants can exit the Portal and later resume the Application, with progress retained, at any time during the submission period.
 - Applicants are expected to return to the Portal multiple times as information and supporting documents are gathered and available. Where supporting documentation is required, the Portal will prompt the Applicant to upload the appropriate files as PDFs. NOTE: Individual files are limited to 32Mb.
 - Review and Submit
 - Before submitting, Applicants should review the Application to confirm all sections are completed and all required documents have been uploaded.
 - When ready, the Applicant should open the saved Application, confirm submission in the dropdown, and select “Submit Final Application” at the bottom of the form.
 - Once submitted, no changes or additions can be made. Applicants should not submit until the Application is complete.

Applicants experiencing technical problems accessing or using the Portal should contact portalhelp@dasny.org (DASNY Portal Help). All other RFA requirements and restrictions described in Sections 1.5 and 5.3 remain in effect.

5.3 Important Notices for Application Submission

- Applicants may only submit one NY PLATES application. If multiple Applications are submitted by an organization, only the first received will be considered.
- It is the Applicant’s responsibility to submit a complete Application through the Portal, with all supporting documentation, to be considered during the scoring process. **Only the materials submitted with the Application will be evaluated.**

and there will not be an opportunity to amend the Application after submission.

- Neither DASNY nor NYS DOH will contact the Applicant for any reason during the review process, including but not limited to:
 - requesting additional or explanatory information;
 - inform an Applicant that the Application is incomplete; or
 - inform an Applicant that incorrect documentation has been provided.
- Only Applications meeting the Eligible Application requirements will proceed to be scored further. Therefore, if one or more of the requested eligibility items is not included, there will be no opportunity to provide the items at a later time, and the Application will not be deemed Eligible.
- Applications will be scored solely based upon information as it is submitted. If documentation required for a scoring category is not provided, the Application will receive no points in that category.
- Neither DASNY nor NYS DOH assumes responsibility for technical or submission issues on the part of the Applicant, incompatibility between the Applicant's and DASNY's operating systems, or otherwise late applications.

5.4 Issuance of Award Letters

- NY PLATES Awards will be announced after all Eligible Applications have been scored by NYS DOH and DASNY.
- Awards will be announced no earlier than October 20, 2026.
- After the announcement, DASNY will issue an Award Letter to the Awardees and manage the award process.
- The Award Letter is not a commitment to provide funds but shall constitute a commitment on the part of DASNY to enter into a Grant Disbursement Agreement (GDA) in the form attached hereto, subject to compliance with the conditions precedent set forth in this RFA, the Award Letter, and the GDA.

5.5 Grant Disbursement Agreement (GDA)

- A sample GDA is set forth as **Appendix 6** to this RFA. Note that the following apply:
 - All contracts for the work to be performed in connection with the Project are required to be entered into by the Grantee and signed by an Authorized Officer of the Grantee.
 - Eligible Projects must comply with all State and local laws and regulations at all times.
 - Eligible Project Costs are required to be paid directly by the Grantee. Proof of payment must be in the legal name of the Grantee.
- All conditions precedent must be satisfied before DASNY will enter into a GDA with the Grantee.
- The GDA is not effective until fully executed by the Grantee and DASNY.
- No NY PLATES Grant funds will be disbursed until the GDA is fully executed.

- Applicants should review **Appendix 7**: “GDA Prerequisites and Instructions” to confirm they will be able to meet these requirements should they be awarded a NY PLATES Grant.
- GDA terms and conditions are non-negotiable.

Section Six: RIGHTS RESERVED

NYS DOH and DASNY reserve the right to:

- Amend this RFA if necessary and post updated information to the DASNY websites;
- Reject any or all Applications received in response to this RFA;
- Disqualify any Applicant or Awardee at any time for not meeting all eligibility requirements;
- Withdraw the RFA at any time in the sole discretion of NYS DOH and DASNY;
- Withdraw the award if:
 - (i) the Awardee is non-responsive and does not begin the grant administration process within six (6) months of award announcement;
 - (ii) the inability of the Awardee to provide the documentation required for the successful administration of the NY PLATES Grant award (e.g., site control documentation, financial documentation); and/or
 - (iii) the Awardee fails to provide documentation required to prepare a Grant Disbursement Agreement or fails to execute a Grant Disbursement Agreement (GDA) within twelve (12) months from date of award.
 - No Applicant will have any rights against NYS DOH or DASNY arising from such actions
- An Awardee has three (3) years from the date the GDA is executed to be reimbursed for a completed Project. A sample GDA is set forth as **Appendix 6**.
- Exclude ineligible expenses from the NY PLATES Grant amount requested and adjust the grant award as necessary;
- Consider Applications submitted in response to this RFA that were not initially awarded funding, in the event of NY PLATES award forfeiture(s). Updated information may be requested as deemed necessary by NYS DOH or DASNY;
- Request additional information from the Applicants as required prior to entering into a GDA; and
- Solicit and accept new Applications if additional NY PLATES funding becomes available.

Section Seven: DEFINITIONS

Applicant: Not-for-profit Food Banks, Emergency Food Programs (i.e., Food Pantries, Soup Kitchens, Emergency Shelters), Other Emergency Food Programs (i.e., Special Nutrition Initiatives, Food Recovery Organizations), and municipalities providing food relief services in New York State.

Application: The information and documentation submitted in the DASNY Grants Application Portal that will be reviewed and scored for this funding opportunity, including

all worksheets, attachments, and requested supplemental information. All information that the Applicant wishes to be reviewed and scored must be included as part of the Application. Applicants may only submit one application.

Application Deadline: All Applications must be received by 3:00 p.m. on the date set forth in Section 1.4 above. Applications received after this time will not be accepted. Applicants are encouraged to apply promptly.

Authorized Officers: Individuals who are authorized to sign documents on behalf of the Applicant, including but not limited to contractual agreements. In the event there is only one Authorized Officer, a letter from the Applicant's attorney confirming that there is only one Authorized Officer must be submitted to DASNY and NYS DOH.

Awardee: Applicant that has been conditionally awarded a NY PLATES Grant by NYS DOH and DASNY. Awardees must submit additional information to NYS DOH and DASNY before receiving a Grant Disbursement Agreement for execution.

Award Letter: The letter sent to Awardees as described in Section 5.4 of this RFA.

Certification: As the issuer of the bonds that will finance the Project to be funded with NY PLATES funds, DASNY must verify that it is in compliance with all applicable Federal and State laws and regulations. NY PLATES Awardees will be required to complete a Certification that would accurately state the purposes for which the NY PLATES funds will be used and must be signed by two Authorized Officers.

DASNY: The Dormitory Authority of the State of New York.

DASNY Grants Application Portal: An online site potential Applicants will use to electronically provide information and documentation to submit their NY PLATES Application.

EFRO ID#: Emergency Food Relief Organization ID, a unique number assigned to all Hunger Prevention and Nutrition Assistance Program approved Emergency Food Programs, which indicates it is an identified agency partner within one of the 10 NYS Regional Food Banks or Hunger Prevention and Nutrition Assistance Program contractors.

Eligible Applications: Applications which meet the eligibility requirements detailed in Sections One and Two will be deemed Eligible Applications.

Eligible Project Costs: Costs incurred in connection with a Project that is to be reimbursed with the proceeds of a NY PLATES Grant. Eligible Project Costs shall be Capital Costs as defined in State Finance Law § 67-a (4), and may include, but are not limited to, general project development costs, the design, construction, improvement or renovation of sites, the purchase of equipment and vehicles. These costs must be for the sole benefit of the emergency food program. For example, funding from this project could cover a new

roof for a food pantry but could not cover a roof for the community center that houses the food pantry. Proceeds of a NY PLATES Grant may not be used to pay non-Capital costs including but not limited to salaries, maintenance or repair costs, lease payments, utility costs, supplies, and debt repayment.

Emergency Food Program (EFP): Nonprofit organizations, such as food pantries, soup kitchens, and emergency shelters, all as hereafter defined, that meet the needs of people in need of emergency food assistance.

Emergency Shelter: An agency which provides immediate, short term, temporary food and housing (free, temporary room and board) for individuals and families in sudden crisis. HPNAP-funded emergency shelters require prior program approval.

Equipment: Physical assets including, but not limited to, cold storage, stoves/ovens, food shelving, three-bay sinks, generators, cold storage, freezers, and food transport vehicles that are necessary to effectuate the initiative.

Feeding America: A nationwide non-profit network of food banks that supplies food to food banks, food pantries, and other community-based meal programs.

Food Banks: A not-for-profit organization that serves as a central hub that warehouses and distributes food in large quantities to other organizations. Food Banks must have a current Membership to Feeding America. For the purposes of NY PLATES, Food Banks are: Regional Food Bank of NE New York, Feeding Westchester, FeedMore WNY, City Harvest, Food Bank for New York City, Food Bank of the Southern Tier, Foodlink, Food Bank of Central New York, Island Harvest, Long Island Cares.

Food Bank Region: The geographic area in which a food bank solicits donated products and serves appropriate charitable organizations.

Food Pantries: A food distribution site that provides individuals and families in need with bags or boxes of food for several meals for home preparation and consumption. For the purpose of NY PLATES, the food pantry must be an identified agency partner within one of the 10 NYS Regional Food Banks or Hunger Prevention and Nutrition Assistance Program contractors.

Food Recovery: The collection of highly perishable fresh or prepared food from the licensed food service industry, and wholesale or retail sources for immediate distribution to EFPs.

Grant Disbursement Agreement (GDA): A legal contract entered into between DASNY and the Grantee. A sample GDA is attached to this RFA as **Appendix 6**. Applicants are expected to review the GDA in its entirety prior to applying for the NY PLATES Initiative. Grantees are required to comply with the terms of the GDA as set forth.

Grantee: Awardee that has satisfied all conditions precedent and required to enter into a Grant Disbursement Agreement.

Grantee Questionnaire (“GQ”): Questionnaire completed by all prospective Grantees to provide DASNY with pertinent information necessary for DASNY to complete its diligence review of the Applicant.

Hunger Prevention and Nutrition Assistance Program (HPNAP): A New York State Department of Health Program helping New Yorkers in need lead more healthy, productive and self-sufficient lives.

Municipality: For the purposes of this RFA, the term Municipality shall only mean a County, City, Town, Village, or Indian Nation that provides food relief services and runs an emergency food program that is established, regulated, open to the public and vetted by a food bank or NYS DOH.

NYS DOH: The New York State Department of Health.

NY PLATES Grant: Pursuant to this RFA, a capital grant awarded to a Grantee.

Not-for-profit Entity: A not-for-profit organization is duly incorporated with the New York State Department of State or Chartered by the State of New York and is designated as a 501c organization with their own EIN/TIN number from the federal IRS. Not-for-profit Entity Applicants must also be Prequalified in the Statewide Financial System (SFS) at the time of application.

Other Emergency Food Programs: This includes Special Nutrition Initiatives, Food Recovery and Resource Grant Distribution agencies.

Prequalification: Not-for-profit Entities must be registered in the NYS Statewide Financial System (SFS) and receive Prequalification status prior to submitting their NY PLATES Application. NY PLATES Awardees must remain Prequalified throughout the execution of their Grant Disbursement Agreement and until they receive payment of all requisitions.

Project: Eligible Project Costs related to general project development costs, design, construction, improvement or renovation of sites, the purchase of equipment, and other costs necessary to effectuate the initiative. The NY PLATES Initiative will fund Eligible Project Costs in furtherance of a Project.

Project Location: The physical (street) address where the Project will occur.

Religious Entities: Organizations formally incorporated with the federal IRS and State of New York with a designated religious affiliation and/or purpose. These organizations may be eligible to apply for NY PLATES funding so long as they meet all of the program’s eligibility requirements and they can attest their proposed project is to be used solely for

the eligible program and will in no way be to the benefit of the landlord and or religious purposes of the organization.

Resource Grant Distribution Program: Certain nonprofit organizations that have been previously approved for NYS DOH funding that could be coordinated with other Emergency Food Relief Organizations to support their ongoing programs. For the purposes of NY PLATES, Resource Grant Distribution organizations are only permitted to apply for capital improvement for their own project locations and their own programs. Organizations are not permitted to apply on behalf of other entities or locations outside of their control.

Shelter: An organization that offers both meals and housing to persons in need. For the purpose of NY PLATES, the shelter must be an emergency shelter as opposed to residential shelters or transitional housing. Allowable costs may only support the provision of emergency food services.

Site Control: Evidence that the Applicant/Grantee has sufficient authorization and control to undertake the Project at the project location. Municipalities may submit a Certificate of Municipal Site Control provided as **Appendix 4** to this RFA. Not-for-profit Entities must submit either a deed or lease to the proposed project location.

For Applicants proposing fixed capital improvements, the organization's Lease agreements must extend at least 5 years from the date the Application is submitted.

For Applicants solely requesting grant funds for moveable equipment or vehicles, a lease agreement with a minimum of 3 years from the date of the Application can be submitted.

Given the unique historical and legal parameters attendant to Indian Nation lands, Indian Nations should submit valid written documentation to satisfy the Site Control requirement.

Soup Kitchens: A not-for-profit organization that serves prepared and ready-to-eat meals that can be provided on-site as congregate meals or meals-to-go.

Special Nutrition Initiatives (SNI): These programs increase the low-income communities' access to nutritious foods and fresh produce through one or more of the following methods. In addition, SNI contractors are encouraged to provide nutrition education to increase preparation and consumption of nutritious foods.

1. Mobile Produce/Market: Transports and distributes fresh fruits and vegetables directly to low-income communities year-round via a mobile produce market.
2. Community Supported Agriculture (CSA) for EFPs: The Contractor works with existing CSA farmers to provide fresh locally grown produce to EFPs. A weekly CSA share for at least 20 weeks to a minimum of five (5) EFPs is required. The weekly share must contain a minimum average of 80-120 pounds of fresh produce over the CSA season.

3. Community Supported Agriculture (CSA) for Low-Income Populations: The Contractor works to extend CSA shares to low-income populations by providing:
 - a. Fully subsidized CSA shares
 - b. Fully subsidized CSA shares for a limited time (minimum of six (6) weeks) - with the option to purchase the remaining share weeks
 - c. A subsidized partial share (at least $\frac{1}{4}$ of a full share) for the CSA season with the option to purchase another partial share.
4. Produce Procurement Initiative: Harvest or procure produce for direct distribution to low-income populations, such as purchasing leftover produce from a farmers' market.
5. Value Added Processing (VAP): Contractor procures fresh produce and/or donated meat which is then processed by a third party to extend the shelf-life while preserving nutritional quality for distribution to EFPs or low-income populations. One example includes the repacking of fruits and vegetables for ease of distribution.

State Environmental Quality Review Act (SEQR) Review: The SEQR Act requires all state and local government agencies to consider environmental impacts equally with social and economic factors during discretionary decision-making. A review of each NY PLATES proposed project must be completed to ensure compliance with SEQR in order for each Project to be funded with the proceeds of a NY PLATES Grant

Statewide Financial System (SFS): New York State grants management system for all organizations doing business with New York State. All Not-for-profit Entity Applicants must register, apply for, and obtain approved Prequalification status in SFS in order to be eligible to receive funding from New York State. Applicants must be Prequalified in SFS prior to the submission of their NY PLATES Application.

Vehicles: For the purposes of this RFA, vehicles include light and heavy-duty vehicles used solely for the collection, distribution and delivery of food, including refrigerated vehicles.

W-9 Form: Internal Revenue Service (IRS) document utilized to set up the Grantee as a vendor/payee in DASNY's financial system. The Grantee's Federal Employer Identification Number (FEIN) is required to make payment. Note: The Grantee's legal name and FEIN on the W-9 should match the legal name and FEIN on file with the IRS.