



**NEW YORK STATE  
YMCA FOUNDATION, INC.**

**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **REQUEST FOR APPLICATIONS**

**2020 HEPA IMPLEMENTATION & EXPANSION  
GRANT OVERVIEW**

**DEADLINE: JUNE 26, 2020**

# BACKGROUND INFORMATION

## **Overview of the New York State YMCA Foundation, Inc.**

The New York State YMCA Foundation, Inc. originally began as the New York State Executive Committee (NYSEC) in 1870 to oversee and provide staff and services to YMCAs in New York State. NYSEC members came together each year for an annual convention. In 1970, the YMCA of the USA began organizational changes. The staff and services provided by NYSEC predominantly became the function of Y-USA. Presently, the New York State YMCA Foundation operates as a foundation, with a board of directors and a board of trustees. The Board of Directors is responsible for allocating and distributing funds from the endowment. The Trustees are responsible for the management of the endowment investments as well as the formula that annually determines total allocations granted to YMCAs.

The New York State YMCA Foundation, Inc. intends to be integral to the support and development of YMCA programs and services in New York State. Through its fund development efforts serves as a conduit of financial support to strengthen YMCA Associations to expand their participation in critical program initiatives. It serves as an active partner in the New York State Alliance of YMCAs, adding value to the work of local Associations by providing funding support to key statewide and local program initiatives. The New York State YMCA Foundation supports efforts which contribute to the public's understanding of the YMCA Movement and the importance of the YMCA to the local community.

## **Healthy Eating and Physical Activity (HEPA) Standards Overview**

With more than 2,700 Ys operating in 10,000 communities nationwide, along with nine million children participation in out-of-school programs at least three hours a day, the Y has a responsibility to the families and communities it serves to build lifelong habits in youth that create healthy futures. Driven by commitment and cause, YMCA of the USA pledged to educate kids about healthy lifestyles, model healthy behaviors, and cultivate environments that make it easier for kids to healthier choices.

The Healthy Eating and Physical Activity (HEPA) Standards are based, in part, on years of research supported by collaborations with the Harvard School of Public Health, U-Mass Boston, the Healthy Out-of-School Time Coalition (HOST), and the National Institute on Out-of-School Time (NIOST). The HEPA Standards aim to build a healthier future for our nation's children by creating environments that promote healthy eating and physical activity.

# HEPA STANDARDS

Standard	Early Learning	Afterschool
<b>BEVERAGES</b>	<ul style="list-style-type: none"> <li>Water is accessible and available to children at all times, including at the table during snacks and meals.</li> <li>Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older), family style.</li> </ul>	
<b>FAMILY ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>Engage parents and caregivers using informational materials and activities focused on healthy eating and physical activity a minimum of once every three months (a minimum of three to four times per year).</li> </ul>	
<b>FOOD</b>	<ul style="list-style-type: none"> <li>Children serve themselves (<i>family style</i>) all food and beverages from common bowls and pitchers with limited help. Staff sit with children during snacks and meals.</li> <li>Provide fruits or vegetables (fresh, frozen, dried, or canned in their own juice) at every meal and snack.</li> <li>Do not provide any fried foods. Fried foods include items like potato and corn chips, in addition to foods that are pre-fried and reheated (e.g., pre-fried French fries that are then baked, chicken patties, chicken tenders, chicken nuggets, fish sticks, Tater Tots®, etc.).</li> <li>Do not provide any foods that contain trans-fat (listed as partially hydrogenated oils in the ingredients).</li> <li>Offer only whole grains, as determined by confirming that the first item listed in the ingredients contains the word <i>whole</i> (e.g., whole wheat, whole oats, whole-grain flour, whole brown rice).</li> <li>Provide foods that don't list sugar (e.g., sugar; invert sugar; brown sugar; words ending in -ose; and syrups like high fructose corn syrup, honey, etc.) as one of the first three ingredients or that contain no more than 8 grams of added sugar per serving.</li> <li>Y staff will model healthy eating behaviors at all times. This includes consuming the same foods and beverages as children during meals and snacks (if possible) and avoiding consumption of foods or beverages that are inconsistent with the HEPA standards during program time.</li> </ul>	
<b>INFANT FEEDING</b>	<ul style="list-style-type: none"> <li>Promote and support exclusive breastfeeding for six months and the continuation of</li> </ul>	

	breastfeeding in conjunction with complementary foods for one year or more.	
<b>PHYSICAL ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Provide children with opportunities for moderate and vigorous physical activity for at least 60 minutes per day during a full-day program or 30 minutes per day for a half-day morning or afternoon program. The time can be broken down into smaller increments. Include a mixture of moderate and vigorous activity (activity that increases the heart rate and breathing rate), as well as bone- and muscle-strengthening activities. Take active play outdoors whenever possible.</li> <li>• Y staff will model active living by participating in physical activities with children.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Provide daily opportunities for infants to freely explore their indoor and outdoor environments under adult supervision. Engage with infants on the ground each day to optimize adult–infant interactions. Provide daily tummy time, or time in the prone position, for infants less than 6 months of age.</li> </ul>	
<b>SCREEN TIME</b>	<ul style="list-style-type: none"> <li>• Eliminate screen time (television, movies, cell phone, video games, computer, and other digital devices) for children under 2 years old. For children over 2, limit screen time to less than 30 minutes per day for children in half-day programs and to less than 1 hour per day for those in full-day programs. During screen time, seek to minimize children’s exposure to commercials and ads marketing unhealthy foods.</li> </ul>	

## AWARD DETAILS & ELIGIBILITY

In support of the Y's cause of strengthening community and improving the nation's health and wellbeing, the New York State YMCA Foundation (the Foundation) has received \$400,000 in New York State funding to support HEPA implementation and expansion in YMCA youth programming. This includes, but is not limited to, early childcare, afterschool, and summer camp settings. This grant will be administered by the New York State Office of Children and Family Services.

The Foundation will select individual YMCA Associations to receive this grant. All YMCA Associations are encouraged to apply for funding, regardless of whether or not the YMCA Association has previously received HEPA funding from the New York State YMCA Foundation.

To better help YMCA Associations understand the application and selection process, the Foundation will host an **Informational Webinar on June 5, 2020 at 11:00am.** YMCA Associations that plan on applying for funding are not required, but strongly encouraged, to attend this webinar. **To register for the webinar: [CLICK HERE.](#)**

The Foundation will only accept one application per Association. The Association should apply on behalf of their branches and/or youth programming sites.

Awards will be made as cost-reimbursable contracts. **Ys will be responsible for all associated costs up front and will submit invoices to the New York State YMCA Foundation for reimbursement.**

The following factors will be considered by the Foundation when allocating YMCA Associations with HEPA funding:

- Total number of youth served
- Funding amount requested
- Eligibility of project/proposal
- YMCA member in good standing

Contingent on funding from the New York State Office of Children and Family Services, YMCA Associations' award amounts will range from \$2,000 to \$25,000.

## PLEASE NOTE

Pursuant to [New York State Executive Law Article 15-A](#), the New York State Office of Children and Family Services (OCFS) is obligated to promote opportunities for maximum feasible participation of certified Minority and Women-Owned Business Enterprises (M/WBE) and Equal Employment Opportunities (EEO) for minority group members and women in the performance of OCFS contracts.

**Accordingly, any HEPA Implementation and Expansion Grant Award of \$25,000 and over will be subject to an MWBE Contract Goal of 30%.** This means that 30% of your discretionary goods included in your YMCA Association's Grant Award Budget **must be spent with a Minority and/or Women-Owned Business Enterprise in New York State.**

For example, YMCA of Long Island is awarded a HEPA Implementation and Expansion Grant of \$30,000 to construct a community garden. Rather than spending \$9,000 (*30% of discretionary goods*) at Home Depot on plants, seeds, and garden supplies, the YMCA must spend the \$9,000 with an MWBE, such as Bohemia Garden Center, in Ronkonkoma, NY for those discretionary goods.

If the Contractor (New York State YMCA Foundation) and the Sub-Contractor (YMCA Association), after making good faith efforts, are unable to achieve the MWBE Contract Goals stated herein, the Contractor may submit a request for a waiver through a non-electronic method provided by OCFS (OCFS-4442 – MWBE Request for Waiver Form). Such waiver request must be supported by evidence of the Contractor's good faith efforts to achieve the maximum feasible MWBE participation towards the applicable MWBE Contract Goals.

Failure to comply with the MWBE goal will result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VII of this Appendix or enforcement proceedings as allowed by the Contract.

For purposes of providing meaningful participation by MWBEs, YMCA Associations may reference the directory of MWBEs at <https://ny.newnycontracts.com/>

# USE OF FUNDING

This funding is specifically for infrastructure to support HEPA implementation and expansion in your YMCA's programming, such as early childcare, afterschool, summer camp, and other related settings.

**Applications must be submitted on the Foundation's new Grant Application Portal by 5:00pm June 26, 2020 to be considered for this funding opportunity.**

The New York State YMCA Foundation encourages creative and innovative proposals to either implement HEPA at a new YMCA youth programming site or expand your YMCA's previously existing HEPA efforts.

Under this grant, the New York State Office of Children and Family Services has approved the use of funds for infrastructure projects that will support HEPA at your YMCA sites. Think of these projects as ways to make your YMCA a "HEPA Friendly Facility." Project ideas may include, but are certainly not limited to:

- Constructing a community garden
- Repurposing or building a designated breastfeeding space at your YMCA
- Renovating a "teaching kitchen"
- Building an outdoor playground area
- And more!

Funding **cannot be used** for sales tax, salary, administrative expenses, food and beverages, program fees, scholarships, training, other programs, etc.

**NEW!** Funding **may be used** for labor costs associated with related HEPA projects. Please contact Paige Hughes at [phughes@ymcanys.org](mailto:phughes@ymcanys.org) for specific questions on this change.

If awarded, YMCA Associations will be assigned a purchasing period to exhaust all grant funds. More specific details will be given upon the time of your Association's funding award.

The next page of this RFA Overview is a resource to help your YMCA determine what kind of eligible purchases they can make as part of their proposal. None of these items are required. They are simply resources to assist you in designing your funding proposals.

Examples of Eligible Funding Purchases:

Category	Possible Funding Uses
<p><b>HEALTHY EATING</b></p> <p><i>*Remember to include shipping and handling costs in your budget proposals!</i></p>	<ul style="list-style-type: none"> <li>• Teaching Kitchen supplies (cabinetry, countertops, small and large appliances, aprons, oven mitts, potholders, etc.)</li> <li>• Community Garden supplies (lumber, soil/fertilizer, seeds, irrigation, gardening tools, gloves, etc.)</li> <li>• Small appliances (toaster ovens, crockpots, blenders, food processors, countertop grills, toasters, griddles etc.)</li> <li>• Large appliances (refrigerators, freezers, stoves, ovens, microwaves, etc.)</li> <li>• Food storage and shelving (assorted Rubbermaid or Ziploc containers, storage cabinets, padlocks, etc.)</li> <li>• Healthy cookbooks</li> <li>• Cooking ware (pots, pans, baking sheets, strainers, baking sheets, measuring cups/spoons, paring knives, cooling racks, cutting boards, utensils, etc.)</li> <li>• Family-style serving ware (pitchers, filters, cups, assorted serving bowls, tongs, flatware, etc.)</li> <li>• Healthy Helpings MyPlate Board Game</li> </ul>
<p><b>PHYSICAL ACTIVITY</b></p>	<ul style="list-style-type: none"> <li>• Evidence-based physical activity curriculum and equipment (CATCH, SPARK, etc.)</li> <li>• Sports equipment (balls, cones, polyspots, nets, pinnies/jerseys, beanbags, whistles, stopwatches, etc.)</li> <li>• Yoga equipment (mats, blocks, exercise balls, etc.)</li> <li>• Fencing (to secure safe areas for outdoor play)</li> <li>• Physical activity equipment (parachutes, hula hoops, jump ropes, pedometers, projectors/screens, scooter boards, etc.)</li> <li>• Ball pumps and inflation devices</li> <li>• Inflatable bounce houses</li> <li>• Archery sets</li> <li>• Boomboxes, CD players, portable speakers</li> <li>• Safety equipment (helmets, knee/elbow pads, cones, etc.)</li> <li>• Soft play equipment (mats, Adventure Playgrounds, etc.)</li> <li>• Physical activity equipment storage (shelving, stand-up cabinets, totes, lockers, heavy mesh bags, etc.)</li> </ul>
<p><b>INFANT FEEDING</b></p>	<ul style="list-style-type: none"> <li>• Mamavas, or breastfeeding pods</li> <li>• Nursing chairs</li> <li>• Lighting</li> <li>• Refrigeration</li> <li>• Literature</li> <li>• Signage</li> </ul>
<p><b>FAMILY ENGAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• ChopChop Magazine subscriptions</li> <li>• Food &amp; Fun curriculum</li> <li>• HEPA-aligned books</li> <li>• Pool resurfacing</li> <li>• Gymnasium renovation</li> </ul>



# DELIVERABLES

If funded, YMCA Associations will be responsible for:

- Creating and submitting a revised budget plan to the New York State YMCA Foundation based on your YMCA Association's funding award
- Committing to sustaining and embedding HEPA into routine YMCA operations (i.e. job descriptions, policies, meeting guidelines, etc.)
- Promoting HEPA and support of healthy living for all youth, families, and staff members at your YMCA
- Understanding that all awards are cost-reimbursable contracts
- Paying all associated grant costs up-front and submitting invoices and required documentation to the New York State YMCA Foundation for reimbursement when assigned
- Attending conference calls as requested by the New York State YMCA Foundation
- Attending meetings and/or trainings as assigned by the New York State YMCA Foundation
- Completing one progress report, as requested by the New York State YMCA Foundation.

## ANTICIPATED TIMELINE

Date	Action
June 8, 2020	RFA Released
June 6, 2020	Applications Due
July 1, 2020	Contracts Formally Begin
July 6, 2020	Award Notification
TBD	Kickoff Webinar
July 31, 2020	Revised Budgets Due
August 1-31, 2020	Purchasing Period
September 30, 2020	Invoices & Documentation Due
December 1, 2020	Progress Report Due
December 31, 2020	Contracts End

# APPLICATION INSTRUCTIONS

The New York State YMCA Foundation will only accept one application per Association. The Association should apply on behalf of their branches and/or youth programming sites.

YMCA Associations must submit their applications on the Foundation's new Grant Application Portal **by 5:00pm on June 26, 2020** to be considered for this funding opportunity. Applications submitted after this date will not be accepted.

All application packages must include the following components:

- ✓ Funding Application (*Instructions begin on the following page*)
- ✓ Budget Expenditure Form
- ✓ Additional Sites Information Form (*only required for applications requesting funding for more than 10 youth programming sites*)

To better help YMCA Associations understand the application and selection process, the New York State YMCA Foundation will host an **Informational Webinar on June 5, 2020 at 11:00am**. YMCA Associations that plan on applying for funding are not required, but strongly encouraged, to attend this webinar. **To register for the webinar: [CLICK HERE](#).**

Decisions will be made in late June contingent on funding from the New York State Office of Children and Family Services. Contracts will begin in July 2020 and will follow an expedited schedule compared to previous funding cycles. More details will be available when grant awards are made to YMCA Associations.

## NEW FOR 2020 – GRANT APPLICATION PORTAL

Earlier this year, the New York State YMCA Foundation began working with a new technology partner to launch a grants management system. This new system makes it easier for YMCA Associations to apply for funding opportunities through the Foundation or the Alliance of New York State YMCAs. Use the following directions below to create your account and begin your funding application. Applications can be saved and worked on at any time. Additional documents, such as the Budget Expenditure Form and the Additional Sites Form can be uploaded directly into the portal for your convenience.

### Useful Links

To begin a new **2020 HEPA Implementation & Expansion Grant Application**, click the following link or copy and paste it into your preferred browser. *Note: This link will always begin a new blank application. To resume a previously saved application, continue below.*

[https://www.GrantRequest.com/SID\\_6167?SA=SNA&FID=35007](https://www.GrantRequest.com/SID_6167?SA=SNA&FID=35007)

To login to your My Account page (resume saved applications, access previous submissions) click the link below or copy and paste it into your preferred browser.

[https://www.GrantRequest.com/SID\\_6167?SA=AM](https://www.GrantRequest.com/SID_6167?SA=AM)

### Creating an Account

All applicants are considered new accounts. Click on New Applicant link below the email address box to create your account. All applications are linked to the email address entered when logging in. If your organization has many users that need to access the same application, it is recommended you use a generic email address and share the details.

**Please Sign In**

- If you have an account, please log in using your E-mail Address and Password.
- To create an account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive all communications.

E-mail  Password

[New Applicant?](#) [Forgot Password?](#)

### Saving your Application

The online application is set to timeout after 60 minutes of inactivity. Moving to a new page within the application will reset your timer. If, for any reason, you will be inactive for longer than 60 minutes, you can save your application using the Save and Finish Later button at the bottom of every page.

Save & Finish Later

Next

---

To resume this application, use the My Account link on the previous page to return to your account and the application will be listed under "In Progress Applications".

### Submitting your Application

After completing all the pages of the application, you can click on Review & Submit. The button is only viewable on the final page of the application, so continue to click Next until you reach the correct page.

Save & Finish Later

Review & Submit

Clicking the Review & Submit button will first give you a complete view of your entire application for review. Please use this opportunity to address any error messages,



**There was a problem processing your request.**

- YMCA Association Name is a required field.

Before clicking on the Submit button

Save & Finish Later

Submit

## NEW FOR 2020 – BUDGET EXPENDITURE FORM

The New York State Office of Children and Family Services requires each YMCA Association to complete a Budget Expenditure Form. This document is an Excel document and will not be accepted in another format.

Rather than submitting one Budget Expenditure Form per youth programming site, **YMCAs are only required to submit ONE Budget Expenditure Form for ALL proposed youth programming sites COMBINED.**

**It is critically important to read the following directions before completing your Budget Expenditure Form. YMCA Associations that do not correctly complete this form will be asked to revise their Budget Expenditure Form, ultimately delaying their grant award decision.**

### Sub-Budget Expenditure Summary Sheet

The Sub-Budget Expenditure Summary sheet is a high-level overview of your grant expenses under your contract with the New York State YMCA Foundation. The amounts entered on the Sub-Budget Expenditure Summary sheet will automatically be filled by the amounts claimed on each Category sheet.

	A	B	C	D	E	F	
1	<b>Sub-Budget Expenditure Summary</b>						
2	Organization Name:						
3	Project Name:	HEPA Implementation & Expansion					
4	Contract Number:	CFS01-C00117GG-3400000					
5	Contract Period Begins:	1/1/2020	Contract Period Ends:	6/30/2021			
6							
7	Category of Expense	Total Cost	Other Funds Used	Amount Chargeable to Contract			
8	<b>Personnel Services</b>						
9	a)Salary	\$ -	\$ -	\$ -			
10	b)Fringe	\$ -	\$ -	\$ -			
11	Subtotal	\$ -	\$ -	\$ -			
12	<b>Non-Personnel Services</b>						
13	a)Contractual Services	\$ -	\$ -	\$ -			
14	b)Travel	\$ -	\$ -	\$ -			
15	c)Equipment	\$ -	\$ -	\$ -			
16	d)Space/Property Rent	\$ -	\$ -	\$ -			
17	e)Space/Property Own	\$ -	\$ -	\$ -			
18	f)Utility	\$ -	\$ -	\$ -			
19	g)Operating Expenses	\$ -	\$ -	\$ -			
20	h)Other	\$ -	\$ -	\$ -			
21	Subtotal	\$ -	\$ -	\$ -			
22							
23	<b>TOTAL</b>	\$ -	\$ -	\$ -			
24							
25							
26							
27							

First, this sheet is locked. **You will not be able to edit any of the information on this page, except your Organization Name.** In the green "Organization Name" at the top of the sheet, type in your YMCA Association's Name.

Review the Category of Expense Table. Note the following:

- Total Cost: Total cost of expenses your YMCA plans to incur
- Other Funds Used: **You will not use this column. Please disregard.**
- Amount Chargeable to Contract: The amount being charged to the contract. This will match your Total Cost column

The three green highlighted Categories – Contractual Services, Equipment, and Operating Expenses – are the three categories your YMCA is permitted to apply grant funds towards. **Ignore the other Category sheets. You will not use these.**

### Contractual Services Detail Sheet

The Contractual Services Detail sheet includes costs for services rendered to the project under a formal or written agreement such as direct provision of services by a contractual agreement. If you are contracting with a company for a larger project, such as a playground installation, pool resurfacing, or kitchen remodel, describe those services in the box underneath “Contractual Narrative.”

A	B	C	D	E	F	G	H	I	J	
<b>Contractual Services Detail</b>										
The contractual services section includes costs for services rendered to the project under a formal or written agreement such as direct provision of services by a contractual agreement. Use the narrative section below to provide an explanation of the contractual costs and services being rendered under the contract.										
1. Specify the services to be provided and indicate how the cost was determined.										
2. If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be stated.										
3. Indicate whether the consultant's rate includes travel and lodging.										
1										
2	<b>Contractual Narrative:</b>									
3										
4	<b>Contractual Services – Type/Description</b>							<b>Amount Chargeable to Contract</b>		
5								\$	-	
6								\$	-	
7								\$	-	
8								\$	-	
9								\$	-	
10								\$	-	
11								\$	-	
12								\$	-	
13								\$	-	

Personnel Services Detail | Fringe Detail | **Contractual Services Detail** | Travel Detail | Equipment ..

Use the narrative section to provide an explanation of the contractual costs and services being rendered with your grant funds. Be sure to:

- Specify the services to be provided and indicate how the cost was determined.
- If the consultant/contractor is reimbursed at an hourly rate, the hourly rate and the number of hours must be calculated accurately and be stated.

- Indicate whether the consultant’s rate includes travel and lodging.

If you need additional space, please contact Paige Hughes at [phughes@ymcanys.org](mailto:phughes@ymcanys.org). Your items will automatically total on the bottom of each sheet for your convenience.

### Equipment Detail Sheet

The Equipment Detail sheet lists all equipment purchases to occur with the grant funds and explains how the purchase supports the project funded. Equipment is defined as tangible personal property having an acquisition value of \$5,000 or more per unit. **If you are purchasing items that are less than \$5,000, DO NOT INCLUDE THOSE ITEMS ON THIS SHEET.** Items under \$5,000 are to be included on the Operating Expenses Category sheet.

Equipment Detail										
List all equipment purchases to occur under the contract and explain how the purchase supports the project funded. Equipment is defined as tangible personal property <b>having an acquisition value of \$5,000 or more per unit.</b> Any budget requests for equipment purchases using grant funds must be fully explained and justified by program need.										
1. Within the narrative section explain the program function and need for each item.										
2. Clearly describe each item, including type and cost.										
3. Obtain three written bids and if a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.										
4. If the item is to be used by more than one program, the cost must be prorated.										
1										
2	Equipment Narrative:									
3										
4	Equipment – Type/Description					Amount Chargeable to Contract				
5						\$ -				
6						\$ -				
7						\$ -				
8						\$ -				
9						\$ -				
10						\$ -				
11						\$ -				

Navigation: Fringe Detail | Contractual Services Detail | Travel Detail | **Equipment Detail** | Space-Property Re ...

Any equipment purchases using grant funds must be fully explained and justified by the program need in the box underneath “Equipment Narrative.” Remember:

- Within the narrative section explain the program function and need for each item
- Clearly describe each item, including type and cost

If you need additional space, please contact Paige Hughes at [phughes@ymcanys.org](mailto:phughes@ymcanys.org). Your items will automatically total on the bottom of each sheet for your convenience.



## Operating Expenses Detail Sheet

The Operating Expenses Detail sheet itemizes the costs associated with the implementation or expansion of the HEPA Standards at your youth programming sites. Operating Expenses includes items that are defined as tangible personal property having an acquisition value of less than \$5,000 per unit. **If you are purchasing items that are more than \$5,000, DO NOT INCLUDE THOSE ITEMS ON THIS SHEET.**

Remember:

- Describe items to be purchased and provide details showing how estimated costs were developed
- In the box underneath "Operating Expenses Narrative," explain how the items listed below support HEPA implementation and/or expansion at your youth programming sites

	A	B	C	D	E	F	G	H	I	J
	<b>Operating Expenses Detail</b>									
	This section is used to itemize costs associated with the operation of the program, including but not limited to: supplies, insurance, bonding, printing, and advertising.									
	1. Describe items to be purchased and provide details showing how estimated costs were developed.									
1	2. Within the narrative section, explain how the request relates to service provision.									
	Note that supplies are defined as tangible personal property (including computers, computer equipment, tables, etc.) <b>having an acquisition value of less than \$5,000 per unit</b> .									
	1. Three written bids are required for any single item costing over \$1,000.									
2	2. If a bidder other than the low bidder is selected, a statement must be submitted explaining why that vendor was selected.									
3	<b>Operating Expense Narrative:</b>									
4										
5	<b>Operating Expense – Type/Description</b>								<b>Amount Chargeable to Contract</b>	
6									\$	-
7									\$	-
8									\$	-
9									\$	-
10									\$	-
11									\$	-

Navigation: Space-Property Own Detail | Utility Expenses Detail | **Operating Expenses Detail** | Other Expenses ...

If you need additional space, please contact Paige Hughes at [phughes@ymcanys.org](mailto:phughes@ymcanys.org). Your items will automatically total on the bottom of each sheet for your convenience.

## QUESTIONS?

Contact Paige Hughes at [phughes@ymcanys.org](mailto:phughes@ymcanys.org) or (518) 462-8241 ext. 9501.