

City of Burlington / 2014 CDBG Application Form

Project Name: Community Kitchen Academy Healthy Local Foods Initiative

Project Location / Address: 228 North Winooski Avenue

Applicant Organization / Agency: Chittenden Emergency Food Shelf CVOEO

Mailing Address: 228 North Winooski Avenue

Physical Address: 228 North Winooski Avenue

Contact: Rob Meehan Title: Director Phone #: 658-7939

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EIN #: 03-0216837 DUNS #: 162200125

CDBG Funding Request: \$ <u>20,000</u>
Check <u>ONE</u>:
<input type="checkbox"/> 1 year (Equal Access, Health)
<input checked="" type="checkbox"/> 2 years (Housing, Homeless, Hunger)

1. Type of Organization

- | | |
|---|---|
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Non-Profit Organization (please provide copy of your
IRS 501(c)(3) tax exemption letter) |
| <input type="checkbox"/> For-Profit Organization | <input type="checkbox"/> Institution of Higher Education |
| <input type="checkbox"/> Faith-Based Organization | |

2. Conflict of Interest: Please complete and sign attached form.

3. List of Board of Directors: Please attach.

Certification

To the best of my knowledge and belief, data in this proposal are true and correct.

I have been duly authorized to apply for this funding on behalf of this agency.

I understand that this grant funding is conditioned upon compliance with federal CDBG regulations.

I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator. In addition, this project is ready to proceed as of July 1, 2014.


Signature of Authorized Official

Rob Meehan
Name of Authorized Official

Director, CEFS
Title

1/13/14
Date

(Refer to NOFA for required information for each question.)

I. Demonstrated Need

1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives?

The charitable food system is changing dramatically. For years direct service hunger relief organizations across the U.S. benefited from surplus production and manufacturing of food. Recently, food producers have become more efficient and charitable food providers have seen a decline in shelf-stable product donations. In addition, government commodities have declined as well as overall food donations for agencies that serve at risk populations. With increased cuts to the food stamp program, more and more people are accessing food from food shelves to make ends meet. Low income Vermonters are among those most at risk of poor nutrition and subsequent poor health. Fresh fruits and vegetables are proven to improve both nutrition and health. The Chittenden Emergency Food Shelf is the largest direct service hunger relief organization in Vermont. Serving over 12,000 people each year the Food Shelf works to alleviate hunger by feeding people and cultivating opportunities. The Community Kitchen (CK) Academy in Burlington provides low-income Vermonters with professional culinary job training support with the goal of helping participants achieve economic self-sufficiency while providing high-quality, nutritious meals at no cost to food-insecure Vermonters. This proposal addresses two areas of need identified as goals in the Consolidated Plan: Provide Public Services to At Risk Population, and secondly to Retain and Increase the Number of Jobs.

II. Program/Project Design

1. Describe the program/project activities. [UWCC]

The Chittenden Emergency Food Shelf, in partnership with Chittenden Community Action, requests funding to create a new Community Kitchen Academy Healthy Local Foods Initiative that creates county-wide gleaning and comprehensive garden advocacy and local seasonal food education. Chittenden Community Action offers a variety of nutrition based services to the low income community including 3SquaresVt outreach, distribution of Farmers Market Coupons and a plant and seed drop. The Chittenden Emergency Food Shelf's Community Kitchen Academy is operated jointly with the Vermont Foodbank and provides 13 weeks of intensive classroom and hands-on instruction in culinary and technical skills to underemployed and unemployed Vermonters. Students, who are taught by professional chefs, learn by transforming food gathered from within the community that may otherwise go to waste into nutritious meals for those in need, and they graduate prepared for entry level employment within the culinary-hospitality industry. Recent funds from CDBG enhanced our Community Kitchen Academy curriculum by integrating financial literacy programming from CVOEO's Financial Futures program so that participants receive education focused on financial goal-setting, budgeting, debt reduction, building credit, and on savings and investing. This project proposes to coordinate volunteer gleaning activities to provide more healthy fruits and vegetables to at risk populations and establish long term relationships with growers by providing them with a service to ensure their unsalable produce goes to good use. In turn, the locally grown healthy fruits and vegetables will be used in production and packaging of foods by Community Kitchen Academy job trainees and delivered to clients at the Food Shelf. In addition the project would invite growers to conduct taste testing demos and educational food system workshops and a large Seed Drop event that would provide seeds and vegetable plants and compost to people at risk of hunger. Overall the project provides opportunities for increased nutrition and health by increased access to local fruits and vegetables, job readiness, community involvement and a public service that encourages eating local healthy foods. The Chittenden Emergency Food Shelf, where the CK Academy is held and where the meals produced by students are served directly to Food Shelf clients, serves the most socio-economically and ethnically diverse county in Vermont. Food Shelf programs support primarily low-income families, with 81 percent of the 12,000 people served each year living at or below 100 percent of the federal poverty level. Meals that are produced through CK Academy (over 100,000 meals have been produced to date) are served directly to this population. CK Academy students are underemployed or unemployed individuals residing primarily in Chittenden County, many of whom are clients of the Chittenden Emergency Food Shelf. They are referred to the program through the Economic Services Division of the Vermont Department of Children and Families, Vermont Department of Labor, or learn about the program by accessing the Food Shelf for food assistance. The Community Kitchen Academy is the only program of its kind in the Burlington area, as it specializes in culinary skills and targets both male and female low-income individuals over the age of 18. Also, the CK Academy is unique due to the many resources available to students throughout the course of the program, and the level of training and certifications (including ServSafe certification) that graduates receive. CKA is also a college accredited program and can award program graduates with 9 college-level academic credits upon graduation

2. Why is the program/project designed the way it is? Explain why the program activities are the right strategies to use to achieve the intended outcomes. [UWCC]

The Food Shelf is designed to provide basic nutrition to those who need it most including children, seniors, people with disabilities and people who are homeless. But the Food Shelf does so much more than provide food. As Congressman Welch commented “the Chittenden Emergency Food Shelf sits at the intersection of compassion and justice”. In addition to providing groceries, meals and job training, the Food Shelf provides a comprehensive intake approach to aiding people who are struggling to make ends meet. People who meet the requirements for assistance live at or below 185% of the poverty level and often times navigate a system of supports that can be confusing and even stressful. We provide assistance with federal nutrition programs such as Summer Feeding, WIC and 3 Squares applications. We provide translation and interpretive services on site. We provide gently used clothing to help people stretch food dollars, including free clothing repair services. We deliver groceries to people with chronic illnesses and even partner with doctors and dentists to provide flu shots and clinical visits on site before we open our doors in the morning. In a small way, we encourage gardening, and help educate our community about healthy local food choices. In addition to 211 general referrals, we assist our visitors through an extensive referral network of non profit partners including our colleagues at other CVOEO programs such as Chittenden Community Action. This comprehensive approach is designed to meet the basic and urgent need of nutrition while addressing other causes to poverty. By including the people we serve in our processes we both feed people and cultivate opportunities. Moreover, by providing choice and by treating people with dignity and respect we thereby increase self esteem for participants, enhance experiences, provide basic needs and cultivate an environment for change which can lead to breaking the cycle of poverty.

3. How will this program/project contribute to the City’s anti-poverty strategy?

With approximately 50% of the people served at the Chittenden Emergency Food Shelf residing in the City of Burlington, the City must renew its commitment to ensuring that no family goes without the basic need of food. Over 33% of people served at the Food Shelf are children. No child should have to go to bed hungry. The resources that the CDBG grant provides, allows the Chittenden Emergency Food Shelf to staff this essential hunger relief program. By supporting this proposal the City will ensure that opportunities will be made for people living in poverty by providing job readiness and improved access to locally grown heart healthy foods.

4. How do you use community and/or participant input in planning the program design and activities? [UWCC]

The Chittenden Emergency Food Shelf’s guiding principles include treating people with dignity while creating opportunities for change. For example, the food shelf provides client choice for those who are in need of food through the grocery distribution and homebound delivery programs. Basically, client choice is a system which allows visitors to choose which food items they need similar to a grocery store. This method has been proven to help households stretch food dollars and is a dignified approach to providing emergency food. We strive to supply a healthy variety of foods and even target the needs of people with special diets. Client choice is promoted through our nation’s food banking network "Feeding America". In order to help determine what types of foods are essential for visitors we have conducted research with outside organizations such as the University Of Vermont College Of Medicine, to determine what foods to purchase and what types of outreach to conduct. We work closely with professional culinary experts from New England Culinary Institute and nutritionists from Food Works at Two Rivers Center and Hunger Free Vermont to ensure that our soup kitchen and additional programming such as cooking and nutrition classes and cooking demonstrations concentrate on inexpensive healthy nutritious food. Additionally, our clients always have a voice in the services and programs we provide. We have an open door policy, welcoming both volunteer and client feedback at any time and we conduct regular client surveys to receive formalized responses to questions about food needs, improvements and challenges.

III. Proposed Outcomes

1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating? [UWCC]

The intended outcomes for Food Shelf participants are to increase delivery of local fruits and vegetables in order to help alleviate hunger and food insecurity. The goals are to provide a five day supply of groceries each month to people who struggle to make ends meet and to provide hot meals to homeless and otherwise marginalized Vermonters. In addition goals include delivering groceries to people with chronic illnesses who are homebound. Our intake process ensures that each visitor is informed about federal and state assistance programs, as well as opportunities for help through a network of anti-poverty supports. By providing basic nutrition, children have an

opportunity to focus better in school and other vulnerable populations are assisted in hunger relief. Outcomes for this project are to provide at risk populations with healthy food; to enhance job readiness training and ultimately job retention; to enhance the anti-hunger movement by including farmers and volunteers in a more coordinated and sustainable gleaning and educational effort.

2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)

The goals of the program include operating six, 13 week class sessions of Community Kitchen Academy reaching 40 people with 30% residing in Burlington. The 60,000 portions of food they will make over the two-year grant cycle will be distributed through the soup kitchen and grocery distribution programs (food shelf and homebound delivery) to the 12,000 people served annually. More than 30 participants will receive jobs. In addition we will create a new Gleaning project that will develop relationships with local farmers whereby a network will be created with volunteers who coordinate harvest and delivery of 50,000 pounds of healthy locally grown fruits and vegetables. We will incorporate those pounds of food in to 12,000 produced and packaged meals for at risk Vermonters. We will coordinate a Seed Drop in the beginning of each growing season to provide compost, seeds and seedlings to over 600 households with 40% of the individuals being New Americans. We will conduct a Green Week during the Seed Drop week each year in order to have farmers on site to conduct workshops on how to grow healthy foods with limited space including "How to grow a tomato in a small space" and "Maximizing Food Production on Balconies". And in the second year we will introduce seasonal workshops with partnering growers in order to teach Vermonters how to eat local fruits and vegetables year round.

IV. Impact / Evaluation

1. How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected. [UWCC]

Outcomes data reveals that the Chittenden Emergency Food Shelf plays a vital role in our community for people in need. The number of people in need of supplemental food continues to grow and the food shelf is growing to meet the demand. Our daily tracking system allows us to analyze data regarding demographic information and helps us better plan to meet the needs of our clients. Studies conducted by UVM's College of Medicine generate more detailed analysis of individuals' dietary needs within our base population and with specific sectors such as people who are homebound. Low sodium food items for example, are purchased specifically for seniors with disabilities who are members of the homebound delivery program. Other nutritional risk factors exist for people who are homeless or transient and we plan accordingly for soup kitchen meals and for groceries that can be stored unconventionally. In addition a number of surveys are conducted each year to collect information to help us understand the needs of the people we serve. Recent surveys included questions about health care, employment, dietary needs, food stamp usage, and customer service. We were able to see a correlation between our 3Squares outreach on site and an increased percentage of participation in 3Squares for example.

2. How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2013. For non-CDBG participants – just report on your achievements from the previous year.

We are ahead of schedule on goals for our most recent CDBG project that includes support for financial literacy classes that are conducted within the curriculum of Community Kitchen Academy. For example, we have completed one of the three class sessions projected, graduating eight of the projected 30 students. We have maintained our goal of 85% job placement of graduates and have already produced over 14,000 pounds of food which is far ahead of our goal of 20,000 pounds for the grant cycle. The financial literacy classes were taught on schedule in the first class session and are currently underway as proposed. With support from this grant CKA participants are now required to create their own personal budgets as well as creating cover letters, resumes, and utilize computer labs as part of job readiness training.

3. How does this data reflect beneficial outcomes of this project/program? Has this impacted your program planning at all? [UWCC]

Basic data collection shows the Food Shelf addressing the nutritional needs for many vulnerable Vermonters including children, seniors and people who are homeless and people with disabilities. Surveys have revealed that many working

CKA participants (annual)	20		20		
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3. a. Who is the project/program designed to benefit? Describe the project/program’s target population, citing (if relevant) specific age, gender, income, community/location or other characteristic of the people this program is intended to serve. [UWCC]

For recipients of food: The Chittenden Emergency Food Shelf requires guests to sign the “Foodbank Commodity Program Self Declaration of Eligibility Form”. This form verifies that a participant’s yearly income is at or below 185% of the Federal Poverty Guideline in order to receive food through the TEFAP (The Emergency Food Assistance Program) Commodity Food Distribution Program, a federal nutrition program administered by the Chittenden Emergency Food Shelf. For participants in CKA: CK Academy students are underemployed or unemployed individuals residing primarily in Chittenden County, many of whom are clients of the Chittenden Emergency Food Shelf (CEFS). They are referred to the program through the Economic Services Division of the Vermont Department of Children and Families, Vermont Department of Labor, or learn about the program by accessing the CEFS for food assistance.

b. How do you select and reach your target population?

The Food Shelf receives referrals from public and private sectors and works to ensure no one goes without enough food in Chittenden County. We are located in the Old North End on a bus route with parking in an accessible building.

4. Describe the steps you take to make the project/program accessible, inclusive and culturally appropriate for the target population. [UWCC]

The Chittenden Emergency Food Shelf has a variety of policies and programs in place to address accessibility for people with physical disabilities as well as populations with language barrier issues. There is a policy of respectful speech and action at the Food Shelf to ensure that people from all cultures and backgrounds feel welcome to access our services. We display products in different languages and use numbering systems to avoid confusion with written English. The Chittenden Emergency Food Shelf is a program of the Champlain Valley Office of Economic Opportunity, which is an equal opportunity employer and as according to its bylaws is required to have socio-economic diversity represented on its board.

VII. Budget / Financial Feasibility

1. Budget Narrative: Provide a clear description of what you will do with CDBG’s investment in the program. How will you spend the money? Give specific details. [UWCC]

We will spend the money to pay for staff. Travis Clairmont of Chittenden Community Action will be coordinating the new Gleaning and Seed Drop program working closely with Volunteer Coordinator Kelly Mclemore of the Food Shelf. Brian Dermody and James Consentino will coordinate the teaching, production and packaging of food for Community Kitchen Academy.

2. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
Gleaning and Seed Drop	Community Action Advocate	Coordinate gleaning and seed drop program with volunteers and farmers	4	100%
Gleaning and Seed Drop	Food Shelf Volunteer Coordinator	Provide Volunteer Coordination	2.5	100%
Community Kitchen Academy	Operations Director/Senior Chef Instructor	Production and packaging of food	5	20%
Community Kitchen	Chef Instructor	Job Training/Cooking/	5	30%

Academy		Prep	
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3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Salary	\$ 12,195	\$ 71,599	\$ 83,794
Fringe	\$ 5,110	\$ 30,000	\$ 35,110
Indirect	\$ 2,695	\$ 15,824	\$ 18,519
	\$	\$	\$
Salary	\$ 12,195	\$ 71,599	\$ 83,794

4. Funding Sources

	2 Year Project		1 Year Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$ 20,000	\$ 16,877	\$ 28,000
State (specify)				
Housing and Homeless Programs			1,009,896	1,316,852
Nutrition Programs			19,765	30,233
Energy Programs			2,456,014	2,900,058
Health Programs			15,591	200,000
Employment and Training Programs			85,474	74,774
Head Start Programs			58,872	58,000
Federal (specify)				
Health and Human Services		7,361	5,913,034	4,944,193
Department of Agriculture			133,210	134,758
Department of Housing and Urban Development			423,847	394,830
Federal Emergency Management Agency			37,861	0
Department of Justice			383,240	261,795
Department of Treasury			49,000	49,000
United Way			186,763	164,400
Private (specify)				
Donations		7,726	1,145,391	976,181
Foundations		62,336	412,453	545,532
Corporate		60,000	195,125	116,736
Program Income				
Weatherization			480,233	294,438
Rental			16,363	25,580
Other (specify)				
In-Kind: Food			2,234,598	2,424,300
In-Kind: Volunteer			374,687	406,000
In-Kind: Volunteer Professional			1,077,633	1,168,700
In-Kind: Supplies			2,000	0
In-Kind: Mileage			140	0
In-Kind: Space			1,015,492	1,101,000
City of Burlington: CEDO			20,370	20,370
Interest			5,735	5,000
Total	\$	\$ 137,423	\$18,088,033	\$ 17,932,894

5. Of the total project cost, what percentage will be financed with CDBG?

$$\frac{\$ \underline{20,000}}{\text{CDBG Funding}} \div \frac{\$ \underline{137,423}}{\text{Total Project Cost}} = \underline{14.55\%} \text{ Percentage}$$

6. Of the total project cost, what would be the total cost per person?

$$\frac{\$ \underline{137,423}}{\text{Total Project Cost}} \div \frac{\underline{12000}}{\# \text{ Proposed Beneficiaries}} = \$ \underline{11.45} \text{ Cost Per Person}$$

7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?

With approximately 50% of the people served at the Chittenden Emergency Food Shelf residing in the City of Burlington, the City must renew its commitment to ensuring that no family goes without the basic need of food. Over 33% of people served at CEFS are children. No child should have to go to bed hungry. The resources that the CDBG grant provides, allows the Chittenden Emergency Food Shelf to staff this essential hunger relief program. Additionally, the Food Shelf meets criteria for CDBG funding by addressing the basic needs of people living in poverty and by helping people move out of poverty.

8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?

The Chittenden Emergency Food Shelf has over 42 community partner organizations. The Food Shelf works closely with other hunger relief organizations, such as the Vermont Foodbank, Food Works, Hunger Free Vermont, the Intervale, University of Vermont Food Salvage Project, and University of Vermont Campus Kitchen. The Food Shelf also networks with smaller operations that provide meals, recovered food, and food staples to low-income children and adults in Chittenden County, including Small Potatoes, Salvation Army, and Committee on Temporary Shelter meals program, Joint Urban Ministry Project food pantry, and the Sara Holbrook share bin. The Chittenden Emergency Food Shelf works with a wide variety of community organizations, providing referrals and joint programs to benefit the low income population of Chittenden County. Additionally, the Food Shelf relies on over 1,000 volunteers annually to run the basic operations of our agency. This funding helps to free other resources to fund staff positions to organize our volunteer program and community engagement initiative. Moreover this model is inclusive in that it encourages participation and direction from clients who are volunteers delivering our service.

9. If your organization has experienced any significant changes in funding levels during the past year, please explain.

We have seen a large decrease in The Emergency Food Assistance Program allotment which has a direct negative impact on our budget. In addition, this past year we experienced a shortage in rescued food as certain supermarkets went out of business and/or decided to eliminate their donation programs.

10. What cost-cutting measures has your organization implemented?

Community Kitchen Academy uses food that would otherwise be wasted therefore our program has increased our ability to rescue more food and feed more people in a cost effective method. We have focused on cost savings in every department of operations from appropriate truck routes, low cost food purchasing through the Vermont Foodbank, and we've decreased our salary line item. This project would provide more healthy food at no cost.

VIII. Collaboration/Efficiency

1. Please describe other organizations/programs you work with to achieve outcomes for your program participants. How does your program collaborate with other programs, organizations, or services to address the needs of the people you serve? [UWCC]

The Chittenden Emergency Food Shelf works with dozens of organizations to achieve the goal of feeding roughly 12,000 people annually. One of our largest partners is the Vermont Foodbank. As a network partner, we receive food donations and purchase food through the Foodbank co-op buying program. In addition we work closely with the Vermont Foodbank to network on hunger relief issues such as food stamp program enhancement and participation, the Emergency Food Assistance Program allotments, and to advocate on behalf of other federal nutrition programs such as summer feeding programs. The Vermont Foodbank is also our primary partner in operating Community

Kitchen Academy, assisting with program expenses as well as rescuing additional food to be processed by program participants. As advocates, we work alongside other hunger relief organizations also working on federal nutrition programs including Hunger Free Vermont whereby we work collectively on task forces or in working groups to address issues such as increasing school breakfast participation, transportation and additional barriers to food security caused by issues of poverty. The Chittenden Emergency Food Shelf is a leader in hunger-related community outreach, reaching the public with pertinent information through the media and through presentations at schools, businesses and civic groups. We work closely with nearly all direct service non-profit organizations in Chittenden County such as COTS, King Street Youth Center, Salvation Army, JUMP, Mercy Connections, VRRP, RISPNET (the refugee and immigrant service provider's network), Association of Africans Living in Vermont, St Joseph's House, Burlington Shelter, the Homeless Healthcare Project, and many more. The Food Shelf participates with interagency meetings, food council discussions, homeless and healthcare committees, UVM student life activities as well as participating with housing and heating groups.

2. Describe your agency's efforts at becoming more efficient in achieving your outcomes or managing your project/program.

Our agency has leveraged federal dollars using ARRA funds as well as a Congressional Earmark to improve our facility and operations. We have modernized our intake system whereby visitors use a key tag and data is entered electronically. Since our facility is extremely small, we worked with GE Healthcare professionals who conducted a feasibility study on efficiency in moving visitors through our marketplace. We made changes based on those findings that include intake happening during a waiting period, improved signage and a color coded systems and other improved customer service. For operations, we moved to digital scales, GPS tracking systems, cleaning and food storage logs to name some examples.

3. What other agencies provide similar services or programs? [UWCC]

There is no other agency in Chittenden County that provides the volume of food distribution and direct service programming that is offered at the Food Shelf. There are smaller food pantries in Chittenden County that provide supplemental groceries and there are smaller meal programs that help with evening meals as mentioned previously. There is no gleaning program happening in Chittenden County. In addition there is no other coordination of rescued gleaned produce with job training that helps at risk populations such as this proposed project.

IX. Sustainability

1. How will this project have a long-term benefit to the City of Burlington? If this project ends, will that benefit continue?

The purpose of this project is to build a sustainable farmer and volunteer gleaning program that educates at risk communities and creates access to local healthy foods. The relationships that are built from this project will have long lasting effects on charitable food by connecting farm to table activities such as working closely with job training participants, teaching people how to access and grow food and ultimately improve their health and opportunities.

2. If CDBG funding ends, will the project be able to continue?

Yes, this program is designed as a start up to spark a community of involvement among farmers, volunteers, advocates and community service workers to help change the charitable food system here in our part of Vermont so that we can provide local healthy food choices to people at risk of hunger and food insecurity.