

City of Burlington / 2016 CDBG Application Form

Project Name: Chittenden Emergency Food Shelf - CVOEO

Project Location / Address: 228 North Winooski Ave. Burlington, VT 05401

Applicant Organization / Agency: Chittenden Emergency Food Shelf

Mailing Address: same as above

Physical Address: same as above

Contact: Kelly Saunders Title: Community Engagement Manager Phone #: (802) 881-8214

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EIN #: 03-0216837 DUNS #: 162200125

CDBG Funding Request: \$29,450

Check ONE: **1 year** **2 years**
(Equal Access, Health, (Housing, Homeless, Hunger)
Development Projects)

1. Type of Organization

- Local Government **Non-Profit Organization** (please provide copy of your
 For-Profit Organization IRS 501(c)(3) tax exemption letter
 Faith-Based Organization Institution of Higher Education

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, 2016.


Signature of Authorized Official

ROB MEEHAN
Name of Authorized Official

CEFS Director
Title

1/14/16
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?

This proposal meets the CDBG objective of benefiting low income persons by addressing the need to increase the accessibility of our services for our limited income clientele with disabilities. This proposal to make changes to our facility meets the requirements contained within "Guide to National Objectives and Eligible Activities for CDBG Entitlement Communities" in that it primarily benefits "L/M income limited clientele" by increasing the ability of this clientele to receive services which provide vital nutritional assistance and promote increased economic stability within that low- income household.

The Chittenden Emergency Food Shelf is the largest direct service anti-hunger organization in Vermont. Since its foundation in 1974, the Food Shelf has worked to alleviate hunger by feeding people and cultivating opportunities throughout Chittenden County. The Food Shelf provides critical nutrition assistance to thousands of Vermonters who struggle with food insecurity. Those we serve include our community's most vulnerable populations: children, seniors, people with disabilities, New Americans and people who are homeless.

The services provided by the Chittenden Emergency Food Shelf are encompassed by the programs listed below:

- **Grocery Distribution Program:** This program provides a five-to-seven day supply of groceries to approximately 2,600 households each month. Clients receiving groceries are able to pick up non-perishable foods, frozen meats, and perishable produce and bread products. Over the past several years, the Food Shelf has worked hard to provide more fresh, nutritious fruits and vegetables, as well as more heart-healthy food options, to supplement the standard, non-perishable pantry staple items that we provide through this program.
- **Hot Meal Program:** This is the largest hot meal program in Chittenden County. It provides fresh-cooked, buffet-style meals to our guests six days per week. Our Hot Meal Program serves nearly 5,000 meals each month to a population consisting primarily of people who are homeless or marginally housed. The Food Shelf also facilitates two Sunday meals through our partnerships with Campus Kitchens, a student volunteer club from the University of Vermont, and the UVM Food Salvage Program.
- **Homebound Delivery Program:** In order to address food insecurity and social isolation among seniors and people with mobility-related disabilities, the Food Shelf operates our Homebound Grocery Delivery Program. Every month, Food Shelf staff and volunteers deliver a five-to-seven day supply of groceries to approximately 130 homebound clients. This program provides seniors and people with disabilities with fresh and perishable groceries and a visit from a friendly volunteer or Food Shelf staff member.
- **Community Kitchen Academy:** To fulfill our mission of cultivating opportunities for people living in poverty, the Food Shelf is in its seventh year partnering with the Vermont Foodbank to operate Community Kitchen Academy (CKA). CKA is designed to address two critical needs: providing low-income Vermonters with professional culinary job training and job placement support with the goal of helping them achieve economic self-sufficiency, and providing high-quality, nutritious meals at no cost to food-insecure Vermonters. Since CKA was launched in partnership with the Vermont Foodbank in January 2009, this successful culinary job-training program achieved a 93% job and/or higher education placement rate for graduates in FY15. In addition, the program produced 20,848 pounds of ready-to-eat, fresh meals for distribution to people who are hungry in FY15.
- **The Good Food Truck:** This program brings healthy, fresh meals to food insecure residents throughout Chittenden County. The Good Food Truck allows us to reach many people who are geographically isolated in Chittenden County, while reducing the stigma that surrounds the services of the Food Shelf and bringing fresh-cooked meals to our food insecure neighbors. This program also allows us to conduct outreach on vital resources including 3SquaresVT and VT Health Connect. We also use the Good Food Truck to expand the internship opportunities available to CKA students.
- **Outreach and Referral Services:** The Food Shelf provides outreach and assistance in applying for programs like 3SquaresVT and in providing referrals to other community services. 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 gently used clothing to help people stretch food dollars through Anne's Clothing Corner. We also partner with doctors from Safe Harbor to provide flu shots and clinical visits to our most vulnerable clients once per week.

II. Program/Project Design

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

The Chittenden Emergency Food Shelf is seeking funding to make changes to our facility that will allow us to better accommodate the needs of our clients with disabilities. These disability accessibility features center around 2 main goals: maintaining a clear and continuous path of travel for people with mobility-related disabilities and adding features to make the interior of our building more accessible.

To promote a clear and continuous path of travel both inside and outside of our building we would like to make the following changes:

1. Repaving and smoothing out the sidewalks leading up to our entrances and exits
2. Installing curb cuts in the sidewalks near our entrances and exits
3. Installing automatic door openers for our entrances and exits and within the interior of the building

To promote general accessibility of our building and amenities:

1. Installing grab bars in our restrooms
2. Providing braille signs throughout the building
3. Installing automatic fixtures in our restrooms, including: faucet, flush control, paper towel dispenser, automatic light control
4. Installing an emergency call button in our restrooms

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 changes that we are hoping to make to our facilities are designed to ensure that people with mobility-related disabilities are able to move through our building as easily and safely as possible. Changes to our restrooms would help clients with dexterity challenges more easily use our facilities. In addition, installing braille signs throughout our facility will help to increase the accessibility and inclusivity of our programming for people who are blind or have impaired vision.

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, we hope that the City will continue its commitment to ensuring that no family goes without food. As poverty and food insecurity disproportionately affect people with disabilities and people who are elderly, these resources from CDBG will allow the Chittenden Emergency Food Shelf to better serve the thousands of people in Burlington who need nutritional assistance. By supporting this proposal the City will ensure that the economic stability of these low income households is increased, as people with disabilities are better able to access resources which will enable them to keep more of their limited funds for such needs as maintaining housing, staying current on utility payments and paying for medications.

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

The Food Shelf surveys clients regularly to assess their needs and their level of satisfaction with our services. We also have an open door policy and welcome both volunteer and client feedback on our program offerings at all times.

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]

Our intended outcomes in this proposal center around making our existing programs and services as accessible to all community members as possible. Outcomes for this our existing programs are to provide at risk populations with healthy food, to enhance job readiness training and ultimately job retention and to provide low income residents with outreach services and support with the goal of encouraging greater economic stability.

We hope that by making these accessibility changes, we will encourage more people with disabilities to use our services and feel welcome in our space. Just as we work hard to provide much-needed interpretative services to New American communities, we hope to ensure that people with mobility, dexterity and visual impairments are also fully accommodated. We know how difficult it is for many people to seek nutritional assistance, and we hope to make every part of the process of receiving groceries and hot meals as simple and welcoming as possible.

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

Our goals for this project are to successfully complete the changes to our facility as described above. The Food Shelf sees more than 30,000 visits from clients needing nutritional assistance every year, and these accessibility changes will help to ensure that thousands of these visits are made easier for our neighbors with disabilities.

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]

The Food Shelf collects data on the clients who we serve and the visits that these clients make to the Food Shelf. The data that we collect on the clients who we serve encompasses demographic data, place of residence and income. We review and verify this basic information when clients come in for services. The Food Shelf has recently moved our database over to a new and more responsive system. This database platform, Salesforce, has significantly better reporting capabilities. This database also tracks the number of visits that clients make to the Food Shelf.

We also collect program-specific data and outcomes in other programs. In CKA, for example, we look at the percentage of graduates who have attained full-time employment or placement in an institution of higher education. In the Good Food Truck Program, we assess the level of client satisfaction with the meals provided and the volume of successful outreach connections that are made for programs like 3SquaresVT or VT Health Connect. Data on our main grocery distribution service and hot meals program is collected throughout the year, though we do special end-of-the-session surveys in our other programs.

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 2015 (or June 2014). For non-CDBG participants – just report on your achievements from the previous year.

In FY15, the Chittenden Emergency Food Shelf distributed 32,580 allotments of groceries and/or fresh produce and perishable products at our site. During FY15, the Food Shelf also provided 25,870 hot meals through our morning meal program. During this time, the Community Kitchen Academy produced 20,848 pounds of prepared food that they then turned into ready-to-eat meals for distribution to our clients.

The Good Food Truck program also provided over 1,800 meals in the inaugural year of the program.

Overall, the Food Shelf distributed over 1.4 million pounds of food in FY15.

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

Our data reflects a high degree of need for nutritional assistance in our area. Unfortunately, this level of need has not decreased with the economic recovery. Due to the consistency and duration of this community need, we have developed our programs with an eye toward long-term sustainability and continued impact.

Our 2009 introduction of the CKA program, operated in partnership with the Vermont Foodbank, was sparked by the need for unemployed and underemployed adults in our community to gain job skills and receive support in gaining

employment. Similarly, our 2015 addition of the Good Food Truck program was spurred by the need for us to reach more people in our area and to broaden our outreach efforts. These programs were developed after a thoughtful planning process and were sparked by the data collected in surveys assessing our clients' greatest needs and research into similar successful strategies within the nonprofit sector. We strive to create programming that not only provides nutritional assistance, but also provides our clients with more long-term solutions. These long-term solutions include teaching job skills and providing assistance in accessing federal nutrition programs like WIC, 3SquaresVT and the Commodity Supplemental Food Program.

V. Experience / Organizational Capacity

1. What is your agency's mission, and how do the proposed activities fit with your mission?

The Chittenden Emergency Food Shelf works to alleviate hunger by feeding people and cultivating opportunities. The proposed changes to our facility will increase our ability to serve all members of our community who are in need of nutritional assistance.

2. Please describe any indications of program quality, such as staff qualifications and/or training, adherence to best practices or standards, feedback from other programs or organizations you partner with, etc.

The Food Shelf's staff is led by Director Rob Meehan who has worked in the nonprofit field on the issues of poverty and hunger for over twenty years. Rob worked for the national hunger relief organization Share Our Strength and later for Vermont's Campaign to End Childhood Hunger. He has been the Director of the Chittenden Emergency Food Shelf since 2007. Other Food Shelf staff include Brian Dermody, CKA Chef Instructor, who is a National Restaurant Association ServSafe certified Instructor for food handling, National Registry of Food Safety Professional (NRFSP) certified Instructor for food handling, National Restaurant Association certification as a Food Management Professional (FMP). Emmet Moseley, the Good Food Truck Manager, has also worked at the Vermont Foodbank where he conducted outreach for 3SquaresVT and ran their gleaning program. Other staff at the Food Shelf have worked as advocates for people living in poverty at nonprofit organizations throughout Vermont including SerVermont AmeriCorps.

Further, Food Shelf staff regularly attend trainings offered by the Vermont Foodbank, Common Good VT, Benchmarks for a Better Vermont and Marlboro College. These trainings concern the latest best practices on the topics of program development, advocacy, food handling and program reporting.

3. What steps has your organization/board taken in the past year to become more culturally competent?

The Chittenden Emergency Food Shelf staff includes people who are multilingual and are trained interpreters. Languages spoken by in-house staff include Bosnian, French, Spanish, Chinese, Kirundi, Kinyarwanda, Lingala, and Swahili. In addition, our staff have contacts among the New American communities who can support clients who speak other common languages in our area.

Further, Food Shelf staff who conduct outreach for 3SquaresVT also participate in cultural competency workshops during the year.

4. Have you received Federal or State grant funds in the past three years? Yes No

5. Were the activities funded by these sources successfully completed? Yes No N/A If No, please explain:

VI. Proposed Low & Moderate Income Beneficiaries / Commitment to Diversity

1. Will the program target a specific (solely) group of people? If so, check ONE below:

Abused Children
 Battered Spouses
 People with Severe Disabilities

Elderly (62 years +)
 Homeless Persons

People with AIDS
 Illiterate Adults

2. For your proposed project, please estimate how the **Burlington residents** will break out into the following income categories during the total grant period. Use the Income Table at <https://www.burlingtonvt.gov/CEDO/2015-HUD-Income-Limits>

| Service / Activity | Unduplicated Total # of Burlington HH / Persons to be Served | # Extremely Low-Income | # Low-Income | # Moderate-Income | # Above Moderate-Income |
|--|--|------------------------|--------------|-------------------|-------------------------|
| Providing groceries and hot meals through the Food Shelf | 6223 | 6199 | 24 | | |

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, 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 other agencies including the United Way, 2-1-1 and other nonprofit organizations. We also conduct outreach through our programming, including the Good Food Truck and CKA recruitment processes.

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 maintains 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 for people with limited proficiency 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]

- The automatic bathroom fixtures that we hope to install will help clients to use the restroom who have challenges with dexterity. These fixtures include automatic flushing, faucets, lighting and an emergency call button.

- The curb cuts and sidewalk changes will help to make travel easier for our many clients who are in wheelchairs, use walkers or have mobility challenges. Many of our elderly clients (even those who are not in wheelchairs or officially classified as 'disabled') need a smooth and clear surface without steps or unevenness. Installing curb cuts will also help to make travel easier for our clients as they enter, exit and move around our building.
- These changes to our facility will enable us to better serve the thousands of people who need nutritional assistance every year. We hope that by making our facility more accessible, we will encourage people with disabilities to come to the Food Shelf as often as they are able. As food insecurity disproportionately affects people with disabilities and the elderly, we see the need to make sure that our services are as accessible and welcoming as possible to people in need.

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.

n/a

3. Program/Project Budget

| Line Item | CDBG Funds | Other | Total |
|---|------------|-------|-----------|
| Sidewalk Repaving/ Curb Cut Installation | \$ 8,450 | \$ | \$ 8,450 |
| Automatic Door Installation | \$ 17,500 | \$ | \$ 17,500 |
| Automatic Bath Fixtures | \$ 3,000 | \$ | \$ 3,000 |
| Accessible Signage / Lighting | \$ 500 | \$ | \$ 500 |

4. Funding Sources

| | Project | | Agency | |
|-------------------|---------|-----------|---|--|
| | Current | Projected | Current (FY15) | Projected (FY16) |
| CDBG | \$ 0 | \$ 29,450 | \$ 0 | \$ 29,450 |
| State (specify) | | | 7,431 (VT DCF) | 6,648 (VT DCF) |
| Federal (specify) | | | 25,925.27 (3SquaresVT Outreach, Veterans Affairs and FEMA) | 18,975 (3SquaresVT Outreach & FEMA) |
| United Way | | | 105,695.41 | 100,000 |
| Private (specify) | | | 1,043,864.15 (Foundations & Donations) | 1,133,185 |

| | | | | |
|-----------------|----|-----------|---|--------------|
| Program Income | | | 10,390 (Rental Income & Good Food Truck Sales) | 15,000 |
| Other (specify) | | | | |
| Total | \$ | \$ 30,000 | \$ 1,193,305.83 | \$ 1,303,258 |

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

$$\frac{\$ \underline{29,450}}{\text{CDBG Funding}} \div \frac{\$ \underline{29,450}}{\text{Total Program/Project Costs}} = \underline{100\%} \text{ Percentage}$$

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

$$\frac{\$ \underline{29,450}}{\text{Total Program/Project Cost}} \div \frac{\underline{1,016}}{\text{\# Proposed Beneficiaries}} = \underline{\$ 28.99} \text{ Cost Per Person}$$

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, we hope that the City will renew its commitment to ensuring that no family goes without the basic need of food.

The 1,016 people who we serve who receive SSDI (our main signifier of disability status) is only a portion of the people we serve who would benefit from accessibility accommodations. In addition to this population receiving SSDI, we serve thousands of elderly clients who also struggle with mobility, as well as adults who have not yet been approved for SSDI but are in the process of receiving this benefit. Additionally, we anticipate an increase in the number of elderly clients who we will serve in the coming years, due to demographic trends in the area.

We believe that CDBG resources would be an appropriate source of funding for this project, as it is difficult for nonprofit organizations to secure capital funding from foundation sources. Additionally, it is difficult for organizations like the Food Shelf to devote large expenditures to capital improvements in the current fiscal environment, as we must prioritize funding to continue providing nutritional assistance and vital programs to people in need.

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, the Intervale, University of Vermont Food Salvage Project and the University of Vermont Campus Kitchens. 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 and the Joint Urban Ministry Project food pantry.

The Chittenden Emergency Food Shelf also works with a wide variety of community organizations, providing referrals and joint programs to benefit the low income population of Chittenden County.

The Food Shelf relies on over 1,000 volunteers annually to help run our Food Shelf and hot meal service.

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

We have seen a small decrease in private donations from individuals and local businesses over the course of our FY15.

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

The Food Shelf has introduced new purchasing controls in FY15 through the Operations Manager position. Additionally, the Director of the Food Shelf and the Fiscal Director at CVOEO meet regularly to review any variance between the annual budget and actual revenues and expenditures.

VIII. Collaboration/Efficiency

1. Share specific examples of how your agency collaborates with other programs or agencies to address the needs of the people you serve. Do not just list organizations with whom you collaborate. [UWCC]

The Chittenden Emergency Food Shelf works with dozens of organizations to achieve the goal of feeding roughly 11,000 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. One such avenue for this advocacy is through the Vermont Hunger Council.

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, AALV, Spectrum, and many more. The Food Shelf participates with interagency meetings, food council discussions, the refugee and immigrant service provider's network, 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.

The Food Shelf has recently moved to a new system of tracking our programs through switching our database platform to a more responsive system. We are also continually assessing our efficacy through the administration of surveys and end of session evaluations. The data that we collect in these surveys is used to improve our programming.

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

While there are other agencies which provide nutritional assistance or advocacy in the area, there are none that are able to operate on the scale of the Food Shelf. The Chittenden Emergency Food Shelf is the largest direct service hunger relief organization in the state of Vermont. There is no other hunger relief organization in Burlington that has the capacity to provide more than 11,000 people per year with food, hot meals, and other programming.

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 accessibility improvements made to the Food Shelf's facility will remain in place for many years. These changes will allow thousands of vulnerable individuals living in Burlington to receive groceries, hot meals and support in a space that properly accommodates their needs.

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

Yes. After these facility improvements have been made, the Food Shelf will maintain these accessibility changes.

