

## City of Burlington / CDBG 2012 Application Form

Eligibility \_\_\_\_\_ National Objective \_\_\_\_\_ NRSA \_\_\_\_\_  
(Office Use)

Project # \_\_\_\_\_  
(Office Use)

**Project Name:** *Chittenden Emergency Food Shelf*

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

**Organization:** *CVOEO*

**Mailing Address:** *228 North Winooski Ave. Burlington, VT 05401*

**Contact:** *Rob Meehan*

**Title:** *Director*

**Phone #** *802-658-7939 ext. 22:*

**Web Address:**

**Fax #:** *802-860-3663*

**E-mail:** *rmeehan@cvoeo.org*

*www.feedingchittenden.org*

**I. CDBG Funding Request:**

\$ 12,000

**II. Project Summary:** Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

The Chittenden Emergency Food Shelf works to alleviate hunger by feeding people and cultivating opportunities. As the largest direct service hunger relief organization in Vermont, CEFS serves over 12,000 people each year. Our programs include the Food Shelf, Soup Kitchen, Homebound Grocery Delivery, Project Angel Food, Brown Bag Lunch and Community Kitchen.

**III. Description of Organization:** Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

The Chittenden Emergency Food Shelf's mission is to alleviate hunger by feeding people and cultivating opportunities. For over 35 years, the Food Shelf has been recognized as a leader in hunger relief services. CEFS aims to continue to find innovative solutions to meet the rising demand for hunger relief services in our community.

As the largest emergency food provider in Vermont, our flagship program is our food shelf, where we give a five-day supply of groceries to approximately 1,812 families in need each month. We also offer fresh produce and bread five days per week. In order to accommodate a large and growing immigrant population in the Burlington, VT area, we have added a translator to our staff to help non-English speaking clients navigate the food shelf and accompanying paperwork. Currently, the CEFS Translator speaks five languages including English, French, and three African dialects.

Emergency food providers throughout Vermont have been overwhelmed since the tropical storm hit with an increased number of people in need. And with long-term recovery just beginning, those increases are likely to be sustained for some time to come. And due to the rising cost of food and increased scarcity of basic commodity food items, our food budget has increased by more than 20% in the last two years. Monetary and Food donations are also down during this tenuous economic time.

In order to address hunger relief for populations with mobility issues, the Chittenden Emergency Food Shelf runs a Homebound Delivery program to serve senior citizens and people with disabilities. Each month, staff and volunteers deliver a five-day supply of groceries to homebound clients, providing them with food and a much welcome visit. We currently serve 139 households through the Homebound Delivery program.

Our annual summertime Brown Bag Lunch program targets children coming from low-income families. These children receive free lunches and other school based food assistance during the school year. Our program fills a need during school vacation so the families that depend on school food assistance will not be left without options. Using fresh fruits and vegetables donated by the Burlington, VT Intervale Center and other local farms, children receive a well-balanced brown bag lunch that keeps them full and active throughout the day.

Community Kitchen is a culinary job training program that brings unemployed and underemployed adults to the table, training them in the skills and techniques of the culinary field and charging them with turning the perishable donated food into well-balanced meals for Vermonters in need. Community Kitchen is a nationally recognized program model, and through a partnership with the Vermont Foodbank, the Chittenden Emergency Food Shelf is able to address the root causes of poverty and hunger in addition to feeding more people with fewer donated food items. Participants enrolled in Community Kitchen receive culinary job training, professional and life skills instruction, and job placement support and guidance in an effort to help them achieve economic self sufficiency and independence.

**IV. Project Description:**

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

<b>Specific Service / Activity:</b> Providing groceries through the Food Shelf.	<b>CDBG will pay for:</b> Staff to coordinate food shelf operations, including clients and volunteers.	<b>Unduplicated Total # of Households / Persons to be Served in this Service / Activity:</b> 12,000 individuals	<b>Unduplicated Total # of Burlington Households / Persons to be Served:</b> 5,601 individuals	<b>Outcome(s) to be Achieved:</b> People in need receive food, referrals to other community agencies and clothing.
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- b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

<b>Specific Service / Activity</b>	<b>Position/Title</b>	<b>Work Related to CDBG-Funded Activity</b>	<b># of Hours per Week spent on this Specific Service / Activity</b>	<b>% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG</b>
Manage food shelf operation	Grocery Distribution Coordinator	This position manages the operation of the food shelf, including supervising volunteers, working directly with clients to hand out food, translating for clients with limited English language skills, making referrals to other agencies, and signing people up for food stamps and other nutrition programs.	40	40%

**V. Beneficiary Information**

- a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at [http://www.cedoburlington.org/cdbg/income\\_limits.htm](http://www.cedoburlington.org/cdbg/income_limits.htm).

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Providing food through the CEFS Food Shelf	5601	5362	239		

- b. Please provide a single unduplicated total beneficiary count below:

Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
5601	5362	239		

- c. How will/do you document beneficiary income levels?

The Chittenden Emergency Food Shelf requires guests to sign the “Foodbank Commodity Program Self Declaration of Eligibility Form”. This form verifies that the guests 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.

**VI. Problem Statement**

- a. What particular problem or need will this project address?

In Vermont, according to recent U.S. Census information 88,000 Vermonters of all ages live in food insecure households, including 25,400 children. USDA ranks Vermont as the ninth hungriest state in the country. At a time when the national and statewide economic downturn is continuing to worsen and Vermont’s jobless rate remains at a 17-year high, the community resources and support that the Chittenden Emergency Food Shelf provides is critical.

- b. How was this need identified?

The Chittenden Emergency Food Shelf serves the most socio-economically and ethnically diverse county in the state of Vermont. 81% of the 12,000 people that CEFS serves live at or below 100% of the federal poverty line.

The demographic changes in the population turning to the charitable food system for emergency food assistance is alarming, as is the increased demand for services: agencies statewide are now reporting a 35 to 45 percent increase in demand for food assistance compared to six months ago—with the Chittenden Emergency Food Shelf experiencing an increase of over 2,000 individuals over the course of the past two fiscal years.

- c. Why is this a funding priority for Burlington?

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.

**VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?**

The Chittenden Emergency Food Shelf provides the basic need of food to people living in poverty. In addition to providing this direct service, CEFS offers a multitude of opportunities for low-income families to stretch their food dollars farther. For example, we offer donations of household items, energy saving CFL lightbulbs, gently used clothing and winter outerwear as well as clothing repair services. Additionally, we provide access and assistance in the application process for 3Squares Vermont and other federal nutrition programs. Our aim is to increase the rate at which these benefits are accessed by the population we serve.

Additionally, Community Kitchen, the culinary job training program offered through a partnership with the Vermont Foodbank, directly addresses the root causes of poverty and hunger. By providing unemployed adults with the knowledge, skills and experience to obtain and keep sustainable employment, the Chittenden Emergency Food Shelf is helping to move people out of poverty. To prepare students with the culinary skills necessary to secure jobs in the food service industry, the professional Chef Instructor delivers the Community Kitchen curriculum Monday through Friday for 14 weeks per session. Students learn about safe kitchen practices—including safe knife handling, preventing cuts, burns, and handling accidents and fires, and managing food allergies—and a variety of skills such as knife sharpening, knife and equipment identification, food safety practices, various cooking methods, food receiving and storage, and the preparation of nutritious recipes and appropriate portion sizes. Students will also undergo ServSafe training—a nationally recognized certification program essential to safety in food production and storage. The combination of this specialized culinary skills training and the work readiness training provided through the integrated life skills program ensure that upon graduation, students will be certified professionals who are ready and qualified to gain employment in the food service industry.

In addition to job training, Community Kitchen performs another function, rescuing produce, meat and other foods that would otherwise be wasted from restaurants, farms and food service companies. Students work with instructors to cook the food and produce meals that are then cryovac sealed and sent out through the Chittenden Emergency Food Shelf Soup Kitchen and Food Shelf. These nutritious, easy to prepare meals bring important food groups like protein, dairy and vegetables into the food shelf that would not necessarily be found here on a normal basis. The meals have been met with such a positive reception from clients, volunteers and staff alike that the Community Kitchen team is looking into expanding production to serve additional nearby agencies.

- a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)**

Various CEFS programs and aspects of those programs are targeted at certain at-risk populations. Though all CEFS programs and services are targeted to low-income people, the Homebound Grocery Delivery program specifically targets seniors and people with disabilities. The Brown Bag Lunch program targets children and people who are homeless. In addition to these specific program offerings, CEFS has employees who speak a variety of languages in order to translate for immigrant and refugee populations with limited English.

**VIII. Equal Opportunity/Accessibility:**

- a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?**

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.

**b. Describe the diversity status of (i) your staff for this program and (ii) your Board. How does that compare with the diversity status of the clients of the program/project you're requesting funding for?**

The Chittenden Emergency Food Shelf staff includes people who speak Bosnian, Croatian, French, Spanish and four different African dialects. The makeup of our CVOEO Board includes a person of color and two people who are self identified as low-income representatives. The visitors of the Food Shelf comprise a diverse pool of people including immigrants, refugees and asylees. We have a translator on our staff who is the grocery distribution coordinator.

**c. Describe the diversity/cultural competency trainings that your staff and board have participated in during the last year.**

Two Food Shelf staff people attended cultural competency trainings last year held by the City of Burlington.

***IX. Impact and Evaluation:***

**a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?**

At CEFS we measure success through our outputs, which encompass all of the programs and services we provide and the participation of community members and stakeholders.

A key factor of measuring success is the quality of programs and services we offer, which can be categorized in multiple levels. There are the core food assistance programs, including our food shelf and our soup kitchen. Another level consists of educational and training programs, including Community Kitchen and nutrition education and cooking classes offered with various partner organizations, like UVM Campus Kitchen and the Vermont Foodbank.

The participation of community members and stakeholders includes participation in our food assistance programs, which has consistently remained high and increased over the past two years. We also measure success through the participation of partner organizations such as: The Intervale, Refugee Resettlement, University of Vermont, Vermont Adult Learning. Additionally, we refer clients out to over 30 organizations county-wide.

**b. If this is an existing project:**

**1. What were your projected accomplishments for your most recent completed funding period or fiscal year?**

The Chittenden Emergency Food Shelf's project accomplishments were to provide clients with food to satisfy their basic needs and enable them to stretch their food dollars further. In the current economic climate, The Food Shelf predicted a 10% increase overall in demand for our services. This rise combined with the rising cost of food has kept the food budget growing significantly in the past few years. Last year's CDBG grant was projected to help CEFS keep pace with increasing demand and rising prices over the course of the following year.

**2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.**

The Chittenden Emergency Food Shelf successfully served over 12,000 unique individuals over the past year through our various programs. CEFS experienced a 9% increase in demand for our services, matching our projections. As a result of renewed fundraising efforts and innovative partnerships and programming, CEFS was able to keep pace with that demand and execute all programs successfully.

***X. Community Participation & Partners***

**a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?**

The Chittenden Emergency Food Shelf has an open door policy that allows clients and volunteers to submit feedback, complaints and suggestions on an on-going basis. The management team works with the staff to address all issues brought up by our visitors in order to maintain the highest level of quality service to the community. In addition, we conduct customer satisfaction surveys to glean feedback from visitors. We also hold workshops on site that include participation from clients who share feedback about what works and what does not and help guide us in our vision for change. We have a large population of low-income volunteers who help daily in the decision-making process.

**b. Who do you mainly work with (i.e., what partners) to get the outcomes you want for your clients?**

The Chittenden Emergency Food Shelf has over 42 community partner organizations. CEFS 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. CEFS also has good working relationships 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, Committee on Temporary Shelter meals program, Joint Urban Ministry Project food pantry, and the Sara Holbrook share bin.

CEFS makes referrals to and collaborates with over 30 local organizations, including the Community Health Center, Howard Center for Human Services, Joint Urban Ministry Project, Public Safety Project, Sara Holbrook Center, Association of Africans Living in Vermont, Vermont Refugee Resettlement, Vermont State Refugee Program, Champlain Valley Agency on Aging, Spectrum Youth and Family Services, Committee on Temporary Shelter, Homeless Healthcare Program, Women Helping Battered Women, and Women of Color Alliance, among others.

## **XI. Sustainability**

**a. How will this project have a long-term benefit to the City of Burlington?**

The City of Burlington benefits greatly when all of its citizens have access to vital public services like the hunger relief services of the Chittenden Emergency Food Shelf. CEFS fulfills a basic human need, making sure no citizen of Burlington will go without food. The medium and long-term outcomes of direct food assistance are the strategic basis for cultivating opportunities. CEFS cultivates opportunities for families who receive assistance to stretch their food dollars further, providing budget flexibility that allows for paying heating bills and rent or a mortgage on time, for example. These longer term benefits to the City include lifting people out of poverty, which not only brings more money into the local economy but also reduces strain on other city based assistance programs, homeless shelters and like-minded non profit organizations.

**b. If the project ends, will that benefit continue?**

If the Chittenden Emergency Food Shelf were to close its doors, these benefits to the City and its citizens would not continue. There is no other agency in close proximity that would be equipped to handle the volume of daily direct service hunger relief to the hundreds of people CEFS serves each day.

**c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?**

If CDBG funding were no longer available, the Chittenden Emergency Food Shelf would be forced to search out other funding in order to continue running all programs and services at the current level. However, if another funding source did not become available, CEFS would be forced to cut back on the vital service that is provided to the community.

## **XII. Consistency**

**a. What Consolidated Plan objective does this project support?**

The Chittenden Emergency Food Shelf supports the expanding economic opportunities objective in the Consolidated plan. The combination of the direct services offered at CEFS with the job training program offers many levels of opportunities for people to have their basic needs met and increase their job prospects in a down economy.

**b. What other City plans, if any, does this project support or complement?**

n/a

**XIII. Readiness to Proceed**

**a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013?**

The project is ongoing and is already up and running successfully.

**b. If not, what are the expected start and completion dates?**

**c. Are there any other conditions (i.e. obtaining permits, the availability of other funding, etc.) that may affect your ability to begin or complete this project?**

A lack of funding is the only major obstacle that would prevent us from continuing to run this project.

**XIV. Financial Narrative**

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

Burlington residents make up almost half of the total people served at the Chittenden Emergency Food Shelf. Through the CDBG grant, the City of Burlington is able to defray the cost for a private organization that is providing basic needs to thousands of its citizens. Additionally, the programs at the Chittenden Emergency Food Shelf fully meet two of the three criteria for CDBG funding by addressing the basic needs of people living in poverty and by helping people move out of poverty.

**b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?**

As previously mentioned, 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, CEFS 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.

**c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.**

The Chittenden Emergency Food Shelf has not had significant changes in funding levels. However, we have recently leased a box truck and are now paying for rent in a facility in Colchester in order to meet the demand in food rescue and delivery.

**d. What percent of Agency funds are used for administration vs. program costs?**

Nearly 9% of the CEFS budget is marked for administration.

**XV. Budget**

**a. Summary**

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 6,578*	\$ 12,000 *	\$ 25,000	\$ 36,000
State			905,500	1,271,000
Federal	32,500	33,150	7,228,200	8,133,200
United Way	90,000	97,000	4,001,150	1,149,600
Private	822,250	846,917	178,200	175,000
Program Income			488,000	488,000
Other	4,880	4,977	3,300,000	3,300,000
<b>Total</b>	<b>\$ 946, 630**</b>	<b>\$ 982,044**</b>	<b>\$ 17,418,600</b>	<b>\$ 15,844,800</b>

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.

**b. Proposed Project Budget Sources**

CDBG	\$ * 12,000
<b>Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)</b>	
Foodstamp Outreach	\$ 20,000
FEMA	\$ 10,500
USDA - Commodities	\$ 2,650
	\$
<b>State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)</b>	
United Way of Chittenden County	\$ 97,000
<b>Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)</b>	
Individual donations	\$
Hunger Banquet	\$ 31,700
Send Hunger Packing – City Market and Healthy Living	\$ 37,000
Private Foundation and Town Grants	\$ 200,964
<b>Other – please specify (i.e., fee-for-service, etc.)</b>	
Investment Interest	\$ 4,100
Rental Income	\$ 780
<b>TOTAL</b>	<b>\$ 982,044</b>

**c. Proposed Budget Uses**

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<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
Salaries	\$ 12,000	\$390,934	\$402,934
Fringe	\$	\$153,557	\$153,557

Food	\$	\$115,000	\$115,000
Rent and Utilities	\$	\$79,700	\$79,700
Vehicles	\$	\$34,000	\$34,000
Administration	\$	\$86,227	\$86,227
Equipment	\$	\$33,426	\$33,426
Program Supplies	\$	\$2,500	\$2,500
Printing	\$	\$4,500	\$4,500
Consultants	\$	\$2,500	\$2,500
Fundraising	\$	\$25,000	\$25,000
Depreciation	\$	\$11,000	\$11,000
Janitorial supplies	\$	\$20,000	\$20,000
Insurance	\$	\$3,500	\$3,500
Advertising	\$	\$2,000	\$2,000
Fees and Dues	\$	\$1,800	\$1,800
Travel	\$	\$200	\$200
Volunteer recognition	\$	\$1,000	\$1,000
Training	\$	\$700	\$700
Miscellaneous	\$	\$2,500	\$2,500
<b>TOTAL</b>	<b>\$ 12,000</b> *	<b>\$970,044**</b>	<b>\$ 982,044**</b>

\* Must match your CDBG request amount on Page 1.

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