

City of Burlington / 2013 CDBG Application Form

Project Name: _Chittenden Emergency Food Shelf Community Kitchen Academy

Project Location / Address: _____228 North Winooski Avenue

Applicant Organization / Agency: __CVOEO Chittenden Emergency Food Shelf

Mailing Address: __228 North Winooski Avenue

Physical Address: _____228 North Winooski Avenue

Contact: Rob Meehan Title: _____Director_ Phone #: __658-7939_____

Web Address: www.feedingchittenden.org Fax #: 860-3663 E-mail: rmeehan@cvoeo.org

EIN #: __03-0216837_____ DUNS #: _____162200125_____

CDBG Funding Request: \$ <u>12,000</u>

1. Type of Organization

- | | |
|---|---|
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Non-Profit Organization (<u>please provide copy of your IRS 501(c)(3) tax exemption letter</u>) |
| <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.

Signature of Authorized Official

Name of Authorized Official

Title

Date

I. Demonstrated Need

1. Project Narrative: Provide a description of the project/program to be funded with CDBG. (Refer to NOFA for required information in this section.)

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. This proposal addresses two areas of need identified as goals in the Consolidated Plan: Reduce Barriers to economic opportunity through financial education and job training/skills upgrading, and secondly to Provide Access to Services to Stabilize Living Situations; enhance health, safety and quality of life; and improve youth development by helping thousands of residents access nutritious food by providing groceries, meals and snacks to improve youth development.

The Chittenden Emergency Food Shelf requests funding to support the operation of its Community Kitchen Academy program in partnership with CVOEO's Financial Futures program. 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. Funds from CDBG would help the Food Shelf operate the program in partnership with CVOEO's Financial Futures (formerly known as Micro Business Program). To enhance our Community Kitchen Academy curriculum, we will be integrating financial literacy programming so that participants will receive education focused on financial goal-setting, budgeting, debt reduction, building credit, and on savings and investing.

The Community Kitchen (CK) Academy in Burlington is designed to address two critical needs: to provide low-income Vermonters with professional culinary training and job placement support with the goal of helping them achieve economic self-sufficiency; and to provide high-quality, nutritious meals at no cost to food-insecure Vermonters. The Chittenden Emergency Food Shelf (CEFS), where the CK Academy is held and where the meals produced by students are served directly to CEFS clients, serves the most socio-economically and ethnically diverse county in Vermont. CEFS 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 (nearly 90,000 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 (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. A common thread among all CK Academy students is that they typically have very limited resources (i.e., support system, financial support, etc.), which can significantly hinder their ability to complete the 13-week, 6 hour-per-day training session while paying for and arranging daycare, transportation, family meals, laundry and other daily expenses. To help address these needs and ensure successful completion of the program, partnering organizations—including the Vermont Association of Business Industry and Rehabilitation (VABIR), the Economic Services Division of the Vermont Department of Children and Families, the Vermont Department of Labor, and Sodexo—provide much of the support and resources that students need to be successful. The Reach Up program (through the Economic Services Division) provides students with financial support toward basic needs such as housing and utility costs, as well child care subsidies and guidance for finding and making the most of resources in their community. VABIR also helps with guidance and provides direct support for transportation (bus passes, help with low-cost bikes), telephone costs (cell phones and minutes on a temporary basis for job search), and assistance with child care. Also, to help with transportation and other daily expenses, the Foodbank and CEFS provide students with a \$50 weekly bonus/stipend (based on attendance) and a \$200 bonus that they receive upon successful completion of the 13-week session. 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, the level of training and certifications (including ServSafe certification and bartender certification) that graduates receive, and—beginning in 2013 as approved by the CCV Office of External Programs audit—the opportunity for participants to graduate with 9 college-level credits.

CVOEO's Financial Futures Program services include low income microenterprise development, and matched savings accounts to help people buy a home, finance self-employment or fund post-secondary education. Financial capability training evolved from 23 years of counseling clients pursuing self-employment about basic money skills, and from 12 years of offering financial classes to those enrolled in matched savings accounts, called Individual Development Accounts.

2. Innovation

a. What new programs and/or services will be provided as a result of CDBG assistance?

As a result of CDBG assistance unemployed and underemployed Burlington residents will receive culinary job training that includes extensive financial education as well as college credits.

b. How will existing programs and/or services be expanded as a result of CDBG assistance? Use actual numbers to demonstrate expansion.

We will be expanding our scope of work by mobilizing our CKA participants as well as community volunteers to produce and package more food to be distributed to people at risk of hunger. We will provide an additional 10,000 ready made meals to people receiving groceries, 20,000 portions of food to soup kitchen guests, and 30 low income Vermonters will receive culinary job training with critical financial education as well as college credits. In addition, more than 85% of our participants will receive jobs.

c. Are there other programs in the community that address similar issues? Yes No If Yes, how is this proposal different?

This culinary job training program is unique in that it feeds hungry Vermonters, is offered to men and women, provides college credits and life skills lessons including financial literacy.

II. Proposed Outcomes

1. How will this project/program impact individuals and 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 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. By supporting this proposal the City will ensure that opportunities will be made for people living in poverty by providing job readiness and financial literacy and essential hunger relief.

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

The goals of the program include operating three, 13 week class sessions of Community Kitchen Academy reaching 30 people with 60% residing in Burlington. The 30,000 portions of food they will make through the year will be distributed through the soup kitchen and grocery distribution programs (food shelf and homebound delivery) to the 12,000 people served. More than twenty participants will receive jobs.

III. 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 activities fit exactly with the Food Shelf's vision by feeding people and cultivating opportunities.

2. How long has your agency been in operation?

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.

3. What programs and services do you offer?

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.

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 Academy 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 Academy 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 Acedemy 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.

4. 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 Narrative.

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
CKA classes	Chef Instructor	Teach culinary job training course	40	2%
CKA oversight/providing food to CEFS guests	Senior Chef Instructor	Oversee CKA and teach course	40	1.5%
Financial Literacy	Financial Futures fee for service	Teach financial literacy	5	N/A

5. Explain how your agency has the capacity to carry out the proposed activity (i.e., staff qualifications and years of experience related to this type of activity, etc.)

Operations Director Brian Dermody has over 20 years of management in commercial dining services as the Director of Dining Services for Johnson State College, Suny Plattsburgh, and extensive work with Aramark and Sodexo. Chef Instructor Jamie Eisenberg was a Chef Instructor for New England Culinary Institute for 10 years and has extensive experience in the restaurant and food service industry. Rob Meehan, Food Shelf Director has worked in non-profit management for 20 years.

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

**7. Were the activities funded by these sources successfully completed? Yes No
If No, please explain:**

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

1. Will the program target any specific group of people? (check one below):

- Abused Children Elderly (62 years +) People with AIDS
 Battered Spouses Homeless Persons Illiterate Adults
 People with Severe Disabilities

2. For your proposed project, please estimate how the Burlington residents will break out into the following income categories. Use the Income Table at <http://www.burlingtonvt.gov/cedo/cdbg/2012-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 food to people in need	5601	5362	239		
CKA participants	20 students		20		

3. Explain how the target population is selected, qualified and monitored.

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 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.

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.

4. How do you ensure that 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.

5. 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 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.

CVOEO Executive Director Jan Demers and Board member Chris Straub attended a year long program in cultural diversity.

V. Budget / Financial Feasibility

1. Project Budget

Line Item	CDBG Funds	Other	Total
Chef Instructor	\$7000	\$37,642	\$ 44,642
Senior Chef Instructor	\$3200	\$46,844	\$50,044
Financial Literacy trainings	\$1800	\$0	\$1,800
	\$12000	\$84,486	\$96,486

2. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$ 12,000	\$ 17,351	\$ 30,000
State (specify)				
Housing and Homeless			1,001,746	915,407
Nutrition Programs			19,738	19,738
Energy			1,666,183	2,527,435
Employment and Training			45,565	59,774
State Head Start			3,430	-
IDA			21,686	18,1824
VT Ctr for Crime Victim Srvs			138,446	115,422
			18,621	-
Federal (specify)				
HHS			7,661,714	6,200,731
HUD			441,550	501,565
USDA			149,356	152,305
Justice			401,290	258,348
Treasury			50,000	49,000
Labor			102,604	-
SBA	4,118	105,000	21,829	118,454
United Way			248,026	169,923
Private (specify)				
Donations			1,024,026	1,064,424
Foundations	60,785	111,637	530,066	359,312
Corporate	60,000	25,000	267,210	172,050
Program Income				
Weatherization			502,391	547,893
Rental			5,030	4,500
Other (specify)				
In-kind-food			1,912,851	1,873,878
In-kind-Volunteer			1,927,108	1,887,845
In-kind-Space			1,366,111	1,338,277
City of Burlington			20,370	20,370
Interest			10,050	1,650

Total	\$ 124,903	\$ 253,637	\$ 19,574,348	\$ 18,407,125
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3. Of the total project cost, what percentage will be financed with CDBG?

$$\frac{\$12,000}{\text{CDBG Funding}} \div \frac{\$253,637}{\text{Total Project Cost}} = \underline{\underline{.04}}\%$$

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

$$\frac{\$12,000}{\text{CDBG Funding}} \div \frac{5621}{\text{\# Proposed Beneficiaries}} = \underline{\underline{\$2.13}} \text{ Cost Per Person}$$

5. 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.

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.

6. Describe your use of community resources. Include any resources not listed in your budget.

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.

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.

7. Has your organization experienced any significant changes in funding levels during the past year? Yes No

If Yes, please explain.

We have seen a decrease in The Emergency Food Assistance Program in the amount of more than 550,000 pounds of food. This is a dramatic change in operations and impacts our budget in a sever way.

8. 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.

VI. Community Support / Participation

1. What other organizations or key individuals (if any) have given support to this project?

There are literally dozens of organizations and thousands of individuals who support the Chittenden Emergency Food Shelf. For the purposes of this proposal, the Vermont Foodbank, VABIR, Reach Up, Sodexo, and more support Community Kitchen Academy including CCV Office of External Programs who granted accreditation to the program.

2. How are the community or program participants involved in decision-making and/or 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.

VII. Readiness to Implement

1. Is the project ready to begin on July 1, 2013 and be completed by June 30, 2014?

Yes No

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

2. List any conditions (i.e., obtaining permits, availability of other funding, etc.) that may affect your ability to begin or complete this project.

VIII. Impact / Evaluation

1. Describe how this project will effectively measure outcomes.

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.

2. What strategies will you implement to collect the data necessary to analyze your results?

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

3. How are clients better off as a result of your program?

People receive food, jobs, college credits, certifications.

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 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.

2. Provide evidence of long-term support for this project.

Support of this proposal supports the work of the Food Shelf. For more than 35 years, our community has made it a priority to ensure that no one goes without enough food in Chittenden County. The Vermont Foodbank and The Chittenden Emergency Food Shelf agree that Community Kitchen Academy directly addresses the root causes of hunger.

3. If CDBG funding ends, will the project be 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.