



## PROJECT NARRATIVE

**a. Need:** With the loss of federal shelter grants to Yolo County, including Davis based organizations, the need for Food Bank support to Davis agencies serving the most vulnerable population is expected to increase. As an Hunger Prevention Service, the Food Bank provides food to eight Davis agencies through our Enough to Eat Program (ETE): Davis Community Meals, The Short Term Emergency Aid Committee (STEAC), Yolo County Care Continuum, Progress Ranch, Pine Tree Gardens East and West, Families First, Inc., Summer House – Davis and the National Youth Sports Program at UC Davis. We also provide food at the Davis Senior Center and to county-based organizations that reach Davis residents including Cache Creek Lodge, Woodland Youth Services, Yolo Connections, Yolo County Foster Family Association, Yolo Employment Services, Elderly Nutrition, Migrant Education, American Red Cross and the Salvation Army.

Most Davis agencies acquiring food provide regular meals, some as often as three each day. The agencies report the number of people served each month through Monthly Food Provider Summaries. These figures are the basis for this proposal. In the calendar year 2003, 12,850 Davis residents (not inclusive of school sites or the Davis Senior Center) were reported to have sought food assistance through the Davis-based agencies listed above, or an average of 1,071 Davis residents each month. Once a month through our Emergency Food Assistance Program (EFAP), the Food Bank distributes United States Department of Agriculture (USDA) commodities directly to very-low income families and individuals at three sites in Davis, serving 4,929 very low-income Davis residents (2,538 households) in calendar year 2003. These commodities are supplemented with food donations received throughout the year. Overall, the Food Bank's efforts touched the lives of nearly 18,000 Davis residents in 2003. We anticipate an 18% to 20% increase in need countywide in the next fiscal year with a similar increase of need in Davis.

**b. Benefit:** The Food Bank is the only agency in Yolo County that has the capacity to handle over 2 million pounds of food and distribute it throughout the county. The Food Bank is able to acquire up to 5.5 pounds of food for every dollar through its affiliation with America Second Harvest. This network also brings national and regional donations to the county. The Food Bank is the only agency able to spearhead group purchases, such as the minimum purchase of 5,000 pounds of chicken. Our infrastructure allows us to buy and store large quantities of food for other agencies.

While the average cost per pound for food in retail stores is about \$2 we have taken a nominal value of \$1 per pound of food to estimate the value of Food Bank service to Davis residents at more than \$180,000 (combined ETE and EFAP programs). Countywide the value of our service was over \$2,000,000 in 2003. With a budget of \$356,700, the Food Bank will provide more than 2 million pounds of food for the hungry in fiscal year 2004-2005; average cost being 18 cents a pound.

Every quality pound of food goes to the needy including the elderly, the mentally and physically ill, disabled, working poor, infants and children. Any non-profit 501(c)3 agency serving the homeless, very low and low income is eligible to acquire food at our facility. Agencies served by the Food Bank report saving as much as \$1,500 a month by acquiring food at our facility. With the money saved, agencies can enhance programs for which they are established.

The Food Bank has broken ground on a cleaning and sorting room paid for by specific private grants. This will enable the Food Bank to more efficiently handle produce, bread and other processed food that arrives damaged or unpresentable. The product will be cleaned, dried and repackaged for a better shelf life and be more attractive to consumers. This will not only allow the Food Bank to offer more salvageable product to agencies and individuals, but in a (smaller) portion more easily stored and utilized. As it allows us to handle fresh produce, we are able to offer healthier products to clients as opposed to the canned produce which tends to be higher in sodium or sugars. This room will be also available to other agencies receiving donated produce and products.

**c. Other Resources and Collaboration:**

2002-03 budget

Public Support	\$ 84,000	23.05%
Government Grants	191,157	52.46%
Special Events	24,200	6.64%
Enough to Eat fees	43,000	11.8%
Woodland United Way	10,000	2.74%
Family Trust Grant	10,500	2.88%
Other	1,545	0.42%
<b>TOTAL:</b>	<b>\$364,402</b>	<b>100%</b>

**Volunteers:** Volunteers contribute an average of 75-100 hours a week, more than 5,000 hours annually. The value of their services is more than \$30,000 a year based on the current minimum wage. Volunteers assisting in warehouse operation directly reduce cost of food received by participating Davis agencies.

**Collaboration:**

- The Food Bank stores food and makes special purchases for agencies throughout the year. In 2003, the Food Bank stored an average of more than 12 pallets of food items for STEAC. The warehouse area provided is between 200-300 square feet; the Food Bank provides the pallets and pallet racking as well, increasing STEAC's storage capacity.
- The Food Bank made a group purchase of nearly 5,500 pounds of chicken in the 2003-2004 cycle, saving agencies, including Davis agencies, nearly \$15,000 as it was purchased at 39 cents per pound instead of the retail cost of \$2.99 per pound. We also provided the freezer space for the chicken at no cost for agencies without sufficient freezer space, including DCM and Pine Tree Gardens.
- The HIV/AIDS food program is a collaboration with STEAC, the Food Bank, John Pierce Food Closet, Communicare and the Woodland Food Closet, providing supplemental groceries to low and very-low income individuals diagnosed with HIV or AIDS, as well as to their families.
- Our collaboration with the Yolo County Department of Health, providing a countywide nutrition/health education program serving families with children birth to 5 years, is funded through Proposition 10, Families Commission. A mobile education unit travels throughout the county.
- We are part of the Homeless Coalition, which conducts a Continuum of Care process each year. Gaps in services for the homeless are identified and priorities are established for the Homeless Coordinator, a position funded by Davis, Woodland, Winters and Yolo County CDBG/CSBG funding. Through the HC, collaborative funding and programs are sought and obtained.
- 

**d. Organizational Capacity:** Established in 1971 as the Yolo County Coalition Against Hunger, the Food Bank of Yolo County has grown from a backyard gleaning operation in Davis to a 15,000-square-foot warehouse agency. In 2003 the Food Bank distributed over 2 million pounds of food in Yolo County. The Enough to Eat program (ETE) serves 44 non-profit agencies and 20 school programs. The USDA Emergency Food Assistance Program (EFAP) serves 22 sites. Warehouses are equipped with one walk-in refrigerator, two walk-in freezers, two forklifts, a van, a refrigerated van a flatbed truck and a covered truck. Two program directors and an active 10-member board of directors oversees the operations. Volunteers aid our current staff of 9 part-time persons or five FTE.

## SCOPE OF SERVICES

### **a. Project Description** (Activity Summary: Describe the activities of the proposed budget)

Donated and purchased foods at the Food Bank are available to non-profit agencies in Davis that serve low-income clients. Agencies acquire food weekly. In calendar year 2003, Davis residents consumed 9% or 180,000 pounds of food handled through the Food Bank (100,000 through ETE and 80,000 through EFAP). Food Bank staff also delivers food once a month through the EFAP program.

- At least 120,000 pounds of food will be distributed through ETE to agencies in Davis. (There is no limit on the maximum amount of food agencies can acquire. The estimated amount is based on past ETE demand plus a 20% increase).
- Food is picked up at UC Davis cafeterias twice a week and delivered to agencies or to the Food Bank freezer for later distribution.
- Coordination of the HIV/AIDS low-income patient food distribution program will continue in Davis in cooperation with STEAC.
- Use of Food Bank warehouse space by Davis agencies, particularly STEAC, for food sorting and storage, will be augmented through this funding.
- EFAP distributions at the Davis Senior Center, Davis Retirement on Shasta Drive and Davisville Apartments on Kennedy Place, will be supplemented with local and regional donations.

**b. Target Group:** We estimate that as many as 1,500 Davis residents will seek food assistance each month at the agencies supported by the Food Bank and direct EFAP distribution sites. More than 23% will be children. The ethnic breakdown, based on previous years' statistics are: American Indian/Alaskan Native (also Hispanic) 1.5%; Asian (also Hispanic) 2%; African American (also Hispanic) 11%; White (also Hispanic) 68%; American Indian/White (also Hispanic) 16%; Other 1.5%. People served through countywide agencies, not based in Davis, are not included in these figures.

**c. Outreach** The Food Bank circulates a quarterly newsletter to more than 2,300 residents and businesses throughout Yolo County. Press releases, editorials and news interviews are made regularly with local media. A monthly announcement of USDA Commodity distribution sites and times is published in the Davis Enterprise. The Food Bank coordinates with local, state and federal agencies to glean, recover and distribute food. Food Bank staff meets with agency representatives regularly to discuss new and ongoing needs. Participation in the Homeless Coalition and cooperation in the Continuum of Care results in expansion of existing programs to reach identified needs and develop new programs.

## TIMELINE

### **Work Plan** (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
1. Provide food to agencies	Year round Tuesday-Friday 8:30 a.m. to 3:00 p.m.
2. HIV/AIDS food distribution	2 <sup>nd</sup> and 4 <sup>th</sup> Thursdays of each month
3. Postal Food Drive for STEAC	May and December – Food drives and sorting Year Round – Storage
4. UCD Food Recovery	Pickup food year round Tuesday and Friday
5. Food gleaning at Davis Markets	Monday – Friday year round by volunteers Saturday for Davis Farmers Market
6. Group purchases	As opportunities arise throughout the year
7. Supplement USDA Commodities	When excess donations are received.

**City of Davis  
Community Development Block Grant Program  
Budget Summary**

<b>Budget Category</b>	<b>Proposed Project</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages	\$ 5,000.00	\$ 14,386.00	\$ 19,386.60
B. Fringe Benefits	\$ 390.00	\$ 501.00	\$ 890.40
C. Consultant/Contract Services	-0-	\$ 696.00	\$ 696.00
<b>TOTAL PERSONNEL BUDGET</b>	<b>\$ 5,390.00</b>	<b>\$ 15,583.00</b>	<b>\$ 20,973.00</b>
D. Office Rent	\$ 2,000.00	\$ 1,132.91	\$ 3,132.91
E. Utilities	\$ 1,117.00	\$ 6.10	\$ 1,123.10
F. Telephone	-0-	\$ 399.63	\$ 399.63
G. Office Supplies	-0-	\$ 854.26	\$ 854.26
H. Maintenance	\$ 700.00	\$ 36.45	\$ 736.45
I. Printing/Duplication	\$ 253.00	\$ 702.79	\$ 955.79
J. Travel -- gas	\$ 140.00	\$ 469.73	\$ 609.73
K. Food purchases	\$ 2,000.00	\$ 5,166.94	\$ 7166.94
L. Non-food purchases	-0-	\$ 458.00	\$ 458.00
M. Insurance	\$ 400.00	\$ 1,982.22	\$ 2382.22
N. Capital Improvements	-0-	\$ 440.00	\$ 440.00
O. Other (bank fees, state tax, etc)	-0-	\$ 188.21	\$ 188.21
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>\$ 6,610.00</b>	<b>\$11,837.24</b>	<b>\$ 18447.24</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$12,000.00</b>	<b>\$27,420.18</b>	<b>\$39,420.18</b>

- *Please revise this form and annotate budget items as needed.*

**NEW REQUIREMENTS:** All applicants are requested to submit a copy of their organizations 2002-2003 Year-End Operating Budget and a copy of their 2003-2004 (Current) Operating Budget and a copy of their proposed 2004-2005 Operating Budget.

**Estimated 2004-2005 Operating Budget**  
**(NOT yet approved by the Food Bank Board)**  
**July 1, 2004 to June 30, 2005**

<b><u>Income</u></b>	
EFAP	75,000
Enough to Eat	45,000
Donations	85,000
Special Events (Fundraising)	25,000
CDBG Davis	12,000
CDBG Woodland	28,000
CSBG Yolo County	33,500
EFSP	16,000
Woodland United Way	12,500
Family Preservation	1,250
CNN Grant	12,500
Other Grants	10,500
Interest	450
<b>Total Income</b>	<b>\$356,700</b>

<b><u>Expenses</u></b>	
Salaries	180,000
P/R Tax	20,000
Worker's Compensation Ins.	15,000
Employee Medical	3,000
Rent	28,500
Professional Fees	5,000
Bank & Card Fees	250
State Fees	100
Insurance	13,500
Water & Garbage	1,500
Utilities	9,500
Maintenance	6,000
Auto Expense	6,250
Office Supplies	6,500
Community Relations	1,250
Printing	7,500
Telephone	3,750
Special Events Costs	2,750
Food Purchases	45,000
Memberships/subscriptions	1,000
Conferences	350
<b>Total Expenses</b>	<b>\$356,700</b>