

SCOPE OF SERVICES

**CITY OF DAVIS
2006-2007 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

Organization Name: Food Bank of Yolo County

Street Address: 1244 Fortna Avenue, Woodland, CA 95776
Mailing Address: 1244 Fortna Avenue, Woodland, CA 95776
E-mail Address: josem@foodbankyc.org
Phone Number: 530/668-0690
Fax Number: 530/668-8530

Contact: Jose Martinez Address: 1244 Fortna Avenue, Woodland, CA 95776 Phone: 530/668-0690

Total Proposal Request: **\$ 10,167.00**

X On-going Support

CDBG Eligible Category: Public Service

National Objective Compliance/Low and Mod Benefit: Area Benefit

City Council Identified Critical Needs: (See List C)

1) Hunger Prevention

PUBLIC SERVICE X

Beneficiary Information:

10,155 Total number of beneficiaries in program (2005 figure)

8,000 Number of beneficiaries in program to be served with **CDBG** funds

100% Percentage of the **CDBG** beneficiaries with low/moderate income

\$1.27 Cost (\$) per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

a. Need

“The average length of time that homeless individuals had gone without food was five days, but some reported having gone up to 20 days without food.” (2005 Yolo County Homeless Survey, Davis Enterprise 1/18/06). The most recent homeless survey revealed an increase last year in the county of 42 homeless individuals (from 829 to 871); however an increase 17 homeless individuals in Davis (from 121 to 148) represents 40% of the overall increase. This survey does not include those at risk of homelessness.

The diversity of Davis includes the community of need. Low income Davis residents, like other low income California residents, struggle with stagnant wages against increased costs of housing, utilities, transportation, and insurance/medical expenses. The California Budget Project (CBP) estimates that in order to cover the basic expenses (not including any retirement savings), a California residents (single, with no children) needs to earn at least \$12.44 per hour; this would double for a family of four (two adults, two children) with one adult working. The median house price in Yolo County rose 16% in 2005 to \$420,000; in Davis the median price rose 19% to \$559,000. Homeownership clearly out of reach from those earning less than the CBP projections, leaves low income residents at the mercy of rising rental rates. As other costs continue to escalate, the first place households cut back is the food budget, by eating less expensive (and less nutritional) foods, and by eating smaller or fewer meals.

In 2005, the Food Bank provided over 100,000 pounds of food to a dozen Davis client agencies through the Enough to Eat Program (ETE), who in turn, reported serving 10,153 Davis residents, including 4,418 children.

b. Benefit

The Food Bank is committed to providing food to low income Davis residents through direct distribution and through a dozen Davis agencies, as well as countywide agencies Davis residents can access. Only the Food Bank has the facilities capable of handling over 2 million pounds annually, enabling us to leverage funds to purchase, receive, sort, store and distribute commodities at minimal costs. The majority of the commodities provided to nonprofit agencies through ETE are at no charge or at a nominal “shared maintenance” fee. Through large group food purchases, individual client agencies can further stretch their budgets to provide more or better services to their current clientele, or expand their current services to more clientele. This is critical to the survival of agencies in an atmosphere of reduced government funding, as well the redirection of individual charitable donations (hurricane relief). Large group purchases are only possible through a collaboration of individual agencies with the Food Bank.

In economically depressed economic times, area food closets more frequently utilized by very low income individuals or families at risk of homelessness. Recognizing this, the Food Bank sets aside certain higher nutritional commodities (i.e. peanut butter, tuna, macaroni & cheese) only for food closets. This provides higher nutritional items to agencies whose clients may otherwise exist on cheaper, less nutritional food in order to make ends meet. We survey agencies to in an effort to ensure that food purchases better meet the needs of their clients.

In addition to ETE which distributes commodities to agencies, there are three distribution programs which low-income Davis residents can receive food assistance: the Emergency Food Assistance Program (EFAP), a monthly distribution of federal commodities, the Moveable Market (MM), a monthly distribution of fresh produce to families with pre-kindergarten children, and Friday’s Table (FT) a weekly distribution on Fridays. All combined, thousands of low income Davis residents received approximately 150,000 pounds of food from the Food Bank in 2005.

c. Other Resources and Collaboration

The Food Bank by its very nature is a collaborative agency, providing 70 nonprofits in Yolo County with a variety of commodities at no or minimal costs. The ETE program was developed in the early 1990's at the request of many nonprofit social service agencies throughout Yolo County who found the high cost of food purchases to be consuming excessive amounts of their budgets.

We receive funds from all levels of government, and benefit from of a variety of private sector support: United Way, private grant foundations, corporate sponsorship, local business, tribal, church, school and individual support. We are the beneficiary of local food drives and fundraisers and receive donated commodities from local stores, bakeries, food merchandisers (coffee shops), farmers markets, farms, packing houses and other forms of agribusiness. Nearly 2,000 volunteers provided the Food Bank with thousands of hours of service last year. These volunteer hours translate into thousands of dollars in savings of personnel costs enabling us to dedicate more funds for food purchases of food typically not donated.

The Food Bank picks up the commodities from the Davis Postal Carrier Food Drive for the Short Term Emergency Aid Committee (STEAC). STEAC volunteers use Food Bank facilities to sort and box the items. The Food Bank then palletizes the boxes and stores them. The 20,000 pounds of food from the 2005 food drive consumed over a ten pallets of warehouse space. As the success of the food drive may vary from year to year, it underscores the importance of the ETE program to supplement any shortfall.

The Food Bank continues to collaborate with the Yolo County Department of Health, the Families Commission, First 5, and the Get Ready Program, providing a countywide nutrition/health education program serving families with children birth to 5 years. We are a member of the Yolo County Homeless Coalition, as well as the California Association of Food Banks.

d. Organizational Capacity - List of the Board of Directors (Attachment A)

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. The Food Bank is the only agency in Yolo County with the facilities capable of handling over 2 million pounds annually. ETE serves a combined 70 non-profit agencies and school programs, EFAP serves 22 sites and MM serves 13 sites throughout the county. Warehouses are equipped with one walk-in refrigerator, two walk-in freezers, a cleaning and sorting room, two forklifts, a van, a refrigerated van, a flatbed truck, and a pickup truck. An executive director, operations manager, 10 staff members (6 FTEs), 10 member board of directors, and nearly 2,000 volunteers work to make the Food Bank meet its mission.

SCOPE OF SERVICES

a. Project Description CDBG funding from the City of Davis will be used as it has in the past to purchase food by the Food Bank and make those commodities (along with donated commodities) available to non-profit agencies in Davis that serve low-income clients. For 2006, it would be no less than 80,000 pounds of commodities. Agencies acquire food weekly and there is no maximum limit on poundage. Funding is particularly critical in purchasing higher nutritional food items the Food Bank cannot get donated (peanut butter, tuna, other high protein foods).

If given a nominal value of \$1.50 per pound, the Food Bank supplied \$150,000 worth of food in 2005 to Davis agencies who reported serving over 10,000 residents with CDBG funding. This does not include food that was provided to countywide agencies who also serve Davis residents.

b. Target Group

In 2005, Davis agencies reported serving 10,155 persons (not unduplicated). USDA commodities were received by over 150 low income Davis households monthly (unduplicated), and the Moveable Market serves on average 25 low income Davis families with pre-K children. These figures do not include Davis residents served through countywide agencies nor those served through Friday's Table.

c. Outreach

The Food Bank analyzes its programs to understand how better serve to the hungry and to let those in need know of our services. We emphasize healthy eating in our outreach and give priority to nutritional quality in our purchases.

Those wishing to help the Food Bank can assist with the EFAP distribution, in the warehouse, in the office, or on special projects. Physical or developmental limitations have not inhibited the Food Bank from accepting volunteer help. We enjoy a very good relationship with Community Employment Services as well as other partner agencies, such as Cache Creek Lodge or group homes, whose clients may benefit from volunteering at the Food Bank.

In terms of communication, the Food Bank faxes agencies a weekly inventory it has available for distribution. Likewise, the Food Bank surveys agencies to learn of their needs or where the agencies could use savings. If opportunities arise for group purchases, the Food Bank communicates and coordinates purchase with interested agencies. The EFAP distribution dates for Davis are noticed in the Davis Enterprise. MM communicates its distributions with schools as low-income students may have a pre-K sibling in their household.

Our mission keeps us in very regular contact with local government, social service agencies (government and non-government), non-profits agencies, churches, schools, food providers, farmers and other businesses. In 2005, we developed a website (www.foodbankyc.org) for people to look us up on the Internet and learn about our organization.

We appreciate your consideration of our application for continued funding.

PERFORMANCE SCHEDULE

Work Plan (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
Provide food to agencies	Tuesday-Friday, 8:30 a.m. to 3:00 p.m., year round
Postal Food Drive/ STEAC food storage	May & December food drives, year round storage
Group purchases	As opportunities arise throughout the year

PERFORMANCE MEASUREMENTS

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities) Service #s	OUTCOME (Benefits that result from the program)
ETE - Provide food to agencies at no or minimal costs.	A dozen Davis agencies will collectively receive 80,000 lbs of food or more, and, in turn, assist approximately 8,000 Davis residents.	Agencies able to stretch budgets to fund other services or expand services, providing more food or services to clients or more clients with food & better services.
Pick up USPS food drive for STEAC & store at Food Bank.	Weigh STEAC poundage after sorting & boxing (storage approximately 2,000 lb per pallet)	Enable STEAC to be the recipient of the food drive, alleviating food purchases. STEAC able to provide more or better service to clients or to more clients.
Group purchases at wholesale prices of large quantities.	As purchase opportunities arise, contact Davis agencies to see of interest in participating. Purchases will focus on higher nutritional foods sought by agencies but unable to get donated.	Foods available at very low cost otherwise unable to get donated or too costly to purchase at retail, e.g. meats. Better balanced diets for low income households, less expense to households.

**CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*BUDGET SUMMARY FOR PROPOSED PROJECT**

Budget Category	Proposed Project “CDBG Portion”	Other Sources	Total
A. Salaries and Wages	4,237	17,763	22,000
B. Fringe Benefits (12%)	509	954	1,463
C. Consultant/Contract Services			
<i>TOTAL PERSONNEL BUDGET</i>	4,746	18,717	23,463
D. Rent	1,694	8,424	10,118
E. Utilities	949	2,976	3,925
F. Maintenance	509	1,491	2,000
G. Printing/Duplication	170	80	250
H. Mileage	119	175	294
I. Insurance	337	1,344	1,681
J. Audit	—	594	594
K. Food purchases	1,643	6,032	7,675
<i>TOTAL NON-PERSONNEL BUDGET</i>	5,421	21,116	26,537
TOTAL PROJECT BUDGET	10,167	39,833	50,000

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

NEW REQUIREMENTS: All applicants are requested to submit a copy of their organization’s Operating Budget.

Operating Budget – Attachment B

ATTACHMENT A
FOOD BANK OF YOLO COUNTY
BOARD OF DIRECTORS

Norman Callaway, Vice-President
Woodland
Methodist Minister, Retired

Ann del Castillo
Woodland
Inventory Control Manager, Cache Creek Indian Casino

Don Hutchison
Woodland
Owner, wholesale foods

William L. Marble, Treasurer
Woodland
Dentist

Shelley Muller, Secretary
Woodland
Court Reporter

Olga Nevarez
Woodland
Principal, Cache Creek High School

Mark Soeth
Davis
President & CEO, The Dentists Insurance Company

Cass Sylvia, President
Davis
Public Guardian, Yolo County

Ute Turner
Woodland
Vice-President of Business Development, First Northern Bank of Woodland

Erik Vink
Davis
Program Director, non-profit

**ATTACHMENT B
FOOD BANK OF YOLO COUNTY
OPERATING BUDGET FY 2006-07**

Revenue & Support	
Government Grants	\$ 204,038
Donations	\$ 169,913
Special Events	\$ 6,500
Corporate Gifts	\$ 45,000
Other Grants	\$ 62,123
Receivables	\$ 24,850
Food Purchase Fee	\$ 10,000
ETE Fees	\$ 50,000
Interest	\$ 700
Total Revenue & Support	\$ 573,124
Expenses	
Personnel	\$ 300,138
Rent	\$ 30,600
Professional Fees	\$ 10,642
Bank/Card Fees	\$ 252
Insurance	\$ 13,367
Utilities	\$ 10,344
Maintenance	\$ 15,065
Office Supplies	\$ 7,000
Community Relations	\$ 12,135
Printing	\$ 7,500
Telephones	\$ 3,693
Special Events	\$ 5,000
Fundraising	\$ 74,358
Food Purchased Distributed	\$ 48,200
NonFood Essential	\$ 1,000
Staff Development	\$ 1,000
Travel Mileage Reimbursement	\$ 2,780
Tenant Improvements	\$ 50
Contingency Reserves Operations	
Moveable Market Van	\$ 30,000
Total Expenses	\$ 573,124

ATTACHMENT C
FOOD BANK OF YOLO COUNTY
DAVIS PARTNER AGENCIES & DAVIS DISTRIBUTION SITES

Davis Partner Agencies:

CalPIRG-UC Davis
Communicare Health Center
Community Housing Opportunities Corporation
Davis Community Meals & Shelter
Davis Senior Center
Families First, Inc.
National Youth Sports Program
Pine Tree Gardens East/West
Progress Ranch Treatment Services for Children
Short Term Emergency Aid Committee
Summer House
Yolo County Care Continuum

Davis USDA Commodities Distribution Sites:

Davis Retirement Village
Davis Senior Center
Davisville Apartments
Davis Migrant Camp (April-September) (not within city boundaries)

Davis Moveable Market Site:

Davis Orchard Park