

CITY OF DAVIS
2002-2003 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: Short Term Emergency Aid Committee

Street Address: 512 Fifth St. (Food Closet)
Mailing Address: P.O.Box 1047 Davis, CA 95617
E-mail Address: steac@mother.com
Phone Number: (530) 758-8435
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(Be sure to list the best contact to get information to the organization as quickly as possible.)

Total Proposal Request: \$ 11,580

(Check one) On-going Support New Project

CDBG Eligible Category: Public Service– Food for low-income households
(See List A)

National Objective Compliance/Low and Mod Benefit: Limited Clientele
(See List B)

City Council Identified Critical Needs: (See List C)

- 1) Hunger Prevention Services
- 2) _____
- 3) _____

PUBLIC SERVICE NON-PUBLIC SERVICE

Beneficiary Information:

1600 Total number of beneficiaries in program
1600 Total number of beneficiaries in program served with CDBG funds
100% Percentage of the CDBG beneficiaries with low/moderate income
\$ 7.23 Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

a. Need

Davis is home to a number of low-income individuals and families who are at risk of hunger and malnutrition. The ability to pay for food is shaped by the household resources and the cost of other household expenses especially housing and utilities. More households are seeking food at the STEAC food closet. We expect the need for food will continue to increase over the next few months. A profile of food closet service appears below in Table 1.

Table 1: Services in STEAC Food Closet FY1999-00 through Current FY

	FY 1999-00	FY 2000-01	FY 2001-02 7/01-12/31	% change from last yr. in same period.
Visits to the closet (Household average 2 visits/year)	943	859	622	40%
Persons served	1,151	1,242	809	30%
% Adults	58%	53%	53%	
% Children	42%	47%	47%	
Total Meals Distributed	35,505	38,610	26,760	72%

b. Benefit

100% of services in the STEAC Food Closet go to low and very low-income households. The purpose of the closet is to prevent hunger in Davis. The closet ensures that households with emergencies have a place to go for food that is free and available by appointment every day of the year. **The closet helps to sustain basic nutrition for families with children.** This CDBG grant helps ensure that nutritional foods are always available especially protein, calcium and iron sources needed by growing children. **The closet serves a variety of needs.** STEAC volunteers stock nutritionally sound foods and items for persons with special needs such as diabetes and HIV.

c. Other Resources and Collaboration

Food drives provide at least 80% of the total food distributed at the closet. Five major food drives, for non-perishable items during the year, produce over 60,000 pounds of food. **Monetary donations** from Davis residents and businesses provide dollars for administration, record keeping, supplies, insurance, phone and utilities for the food closet and the Holiday Adopt- A -Family. **Volunteers** are the heart and strength of the STEAC Food Closet. About 25 regular food closet volunteers pack, purchase, and organize the food. Another 40 volunteers work from their own homes and answer the access line calls. In addition 200 occasional volunteers collect and sort food from food drives during the year. Over 8,000 hours of service are donated every year to STEAC food programs.

STEAC collaborates with the Food Bank of Yolo County to store food for STEAC and provide a source of inexpensive food for the closet. We hand out information on **other meal programs** to all visitors to the closet. **The City of Davis** provides the land on where our Food Closet sits, has assisted with funds for its repair, and maintains the surrounding properties. **Community groups and businesses** help with funding, publicity, waste removal, and many other activities. **Other social service agencies** make the referrals and help us to connect with hungry households. This network of referrals includes the Davis Resource Center, Salvation Army, Yolo County Social Services, Davis Police Department, Yolo County Care Continuum and many others.

d. Organizational Capacity

STEAC is a 501 (c) (3) not-for-profit organization founded in 1967. We provide short-term assistance to Yolo County families and individuals with incomes at or below the poverty level. STEAC provides material aid (e.g., food, clothing, furniture) and/or financial help (e.g., rent, utilities, transportation). Last year, FY 99-00, STEAC served households with 3,800 adults and 4,400 children and provided \$182,000 in financial assistance. STEAC has a very diversified financial base ensuring that the loss of one funding source will not jeopardize programs. STEAC employs a part time executive director (.75 FTE) to do fundraising, and oversee day to day management of programs and volunteers, an office manager (.5 FTE) to provide consistent administrative support to programs and a fiscal manager (.50 FTE) to do all bookkeeping and management of grant funds. One hundred and fifty regular volunteers and nearly and five hundred occasional volunteers do most of work of the organization.

SCOPE OF SERVICES

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

The Davis Food Closet is dedicated to serving Davis residents. (Less than 2% of customers at the food closet are persons residing outside the Davis city limits). It is the only facility of its kind in Davis, and the only free source of food for the hungry that is available every day of the year.

Any day of the year a family facing hunger can receive services at the food closet. STEAC's access line volunteers take calls from 8.a.m. to 10 p.m. every day. This volunteer then sets an appointment for the family with a STEAC volunteer food packer. At each visit, Davis Food Closet customers are given wholesome food with adequate calories and nutritional content to provide about five days worth of meals per household according to family size. Whenever appropriate and possible, the standard list of food items given to a family is adjusted to meet special dietary needs.

In general, to qualify for assistance from the STEAC Food Closet, potential customers are referred by an approved agency. They may call on their own behalf, but after being served once, they are asked to get a referral if they should need food again. Visits to the Food Closet are limited to one time per month; exceptions are made for hardship cases. Many families prefer the flexibility of obtaining food at the Food Closet, the quantity given compared to other food programs, and the anonymity of the Food Closet. The Food Closet is also available to homeless persons. STEAC works closely with other meal programs and the Davis Community Shelter to ensure that homeless persons' need for basic food is met. Individuals need food from the Food Closet to fill the gap in food between the free meals provided by other groups.

What the CDBG Grant will be used for:

STEAC is requesting a grant of \$11,580 for FY 2002 -2003 to continue our emergency food program which serves very low income Davis community members who are vulnerable to hunger and malnutrition. The CDBG grant will be used to purchase (at discount) **food** critical to a balanced diet that are not donated in sufficient quantities. These important foods include peanut butter, dried milk, and oil as well as such perishable items as margarine, eggs, and meat. These will serve to increase the overall variety and wholesomeness of the food for the children and adults who need the Food Closet. In 2001-02, STEAC anticipates providing food to about 1600 individuals with a total of 55,000 meals. Based on experience, STEAC can expect that about 40% of the 1200 households served will need food 2 or more times during the year.

The CDBG grant will also pay for **a portion of the cost of utilities, insurance, telephone, and the access line** necessary for the safe storage and distribution of the food. The access line ensures that those in need of food can be served every day of the year. Costs for our access line have increased by 50% in the last year due to changes and consolidations in local phone answering services. The Food Closet telephone is important for coordination with people needing food and for the safety of volunteers working at the Food Closet.

b. Target Group

STEAC targets families and individuals who have incomes below 50% of median (very low designation, HUD income guidelines for Yolo County). Most individuals and families are residents of the Davis community. A few may be transients just passing through town. Some Food Closet beneficiaries are homeless, have mental illnesses or physical disabilities. Many are on some type of assistance program (TANF, General Assistance, SSI) for whom the amount of food stamps provided will occasionally fall short of their needs. This year we have seen a rise in both demand for services and in family size. A profile of households served in FY 2000-01 and the first quarter of 2001-02 appears below in Table 2.

Table 2: Household Profile: Davis Food Closet

Income	All households are below 50% of median income	90% of households are below 30% of median income
Household Composition	Children 47%	Adults 53%
Ethnic Composition	Ethnic /Minority Background 49%	Non-minority background and undeclared 51%
Family Status	Families with children (1&2 parent) 59%	Adult Single and Couple Households 41%

c. Outreach

The Food Closet is a main contact point with local households who are in need. Our closet volunteers hand out information about other food programs and social service support programs to our clients. This year we provided materials about the Food Closet to be handed out on site at the monthly Food Bank distributions. We continue to develop materials (in Spanish and English) for handouts to be distributed by the other agencies and at other community sites. These agencies include: Food Bank of Yolo County, Davis Resource Center, Yolo County Social Services, Migrant Education, subsidized apartment houses, Yolo County Library, the Davis Schools and many other groups. We are particularly concerned with outreach into the Spanish speaking community. This year we met early with migrant services to ensure local seasonal residents are aware of our services.

The STEAC access line number is listed in the telephone book and in directories of social service agencies in the area. We give out a brochure that informs the general public about our work. In addition, STEAC has a web site: www.mother.com/stead/ and e-mail: steac@mother.com. STEAC will continue to expand outreach to the community, meeting with churches, other Yolo County social service agencies, and local community groups to explain STEAC services and how they may be accessed. Most recently STEAC volunteers have formed a Referral Agency Team to enhance these relationships and ensure access for our customers.

TIMELINE

Work Plan (Identify activities and completion dates)

<u>List Activity</u>	<u>Completion Date</u>
Purchases of food for food closet	Monthly 7/1/02-5/31/03
Distribution of Food to clients	Daily 7/1/02-6/30/03
Payment of Operations line items (insurance, telephone, utilities)	Monthly as billed 7/1/02-6/30/03

Expense Schedule

1st quarter, food purchases, estimate	\$2000	Sept. 30, 2002
2nd quarter, food purchases, estimate	\$2000	Dec., 31, 2002
3rd quarter, food purchases, estimate	\$2000	March 31, 2003
4th quarter, food purchases, estimate	\$2000	June 30, 2003

All operational expenses will be paid as they are incurred.

Insurance	July 2002
License	December 2002
Utilities and Telephone	Monthly

CITY OF DAVIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
BUDGET SUMMARY
FOOD CLOSET PROGRAM BUDGET

Budget Category	Proposed Project	Other sources	Total
A. Salaries and Wages (office assistant) &		\$6,500	6,500
(B) Fringe Benefits		\$ 80,000	\$80,000
Donated labor @\$10/hr (volunteers)			
C. Consultant/Contract Services		0	0
TOTAL PERSONNEL BUDGET		\$6,500	\$6,500
<i>Total donated labor</i>		\$ 80,000	\$ 80,000
D. Office rent	N/A		
E. Utilities	800	150	950
F. Telephone: Access line & Closet Phone	2000	250	2,250
G. Office supplies	00	250	250
H. Equipment	0	500	500
I. Printing/Duplication	N/A	100	100
J. Travel/Conferences	N/A		
K. Other (specify)			
Audit	100	700	800
HCD Renewal	80	0	80
Food (purchased)	8,000	7,000	15,000
Food (in-kind donations)	0	60,000	60,000
Insurance ^a	600	0	600
Maintenance	0	1,000	1,000
TOTAL NON-PERSONNEL BUDGET	\$11,580	\$9,950	\$21,530
<i>Total donated food</i>		60,000	60,000
TOTAL PROJECT BUDGET	\$11,580	\$16,450	\$28,030 ^b
<i>Including donated food, and labor</i>		\$156,450	168,030

^a The insurance, audit, and access line amounts represent a pro-rated portion of the actual cost to STEAC.

^b The cost of meals per person was figured using this budgeted amount divided by the anticipated number of beneficiaries receiving food at \$.52/ meal .

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BUDGET SUMMARY*

Budget Category	Proposed Project	Other Sources	Total
A. Salaries and Wages			
B. Fringe Benefits			
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET			
D. Office Rent			
E. Utilities			
F. Telephone			
G. Office Supplies			
H. Equipment			
I. Printing/Duplication			
J. Travel/Conferences			
K. Other (Specify)			
TOTAL NON-PERSONNEL BUDGET			
TOTAL PROJECT BUDGET			

* Please revise this form and annotate budget items as needed