

CITY OF DAVIS
2004-2005 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Organization Name: Short Term Emergency Aid Committee (STEAC)

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Total Proposal Request: \$15,000
(Check one) On-going Support New Project

CDBG Eligibility Category: Public Services – 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) Homeless Prevention Services
- 3)

PUBLIC SERVICE NON-PUBLIC SERVICE

Beneficiary Information:

1,660 Total number of beneficiaries in program.
1,100 Total number of beneficiaries in program served with CDBG funds
100 Percent of CDBG beneficiaries with low/moderate income
\$10 Cost per CDBG beneficiary (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE

a. Need

There continues to be a number of low-income residents in Davis who are at risk of hunger and malnutrition as is evident by the number of individuals and families seeking food from the STEAC food closet:

Table 1: Food Closet FY 2001-02 through FY 2004-05 (1)

	FY 2001-02	FY 2002-03	FY 2004-05
Persons served, (duplicated)	3,433	3,457	3,630
Persons served, (unduplicated)	1,459	1,581	1,660
Percent Adults	53%	53%	53%
Percent Children	47%	47%	47%
Total Meals Distributed	51,495(2)	51,855(2)	54,447(2)

(1) Frequency of service numbers were generated from STEAC's client database

(2) Based on providing 15 meals for each person served (duplicated)

As Table 1 indicates, STEAC's food closet served 89 fewer families in FY 2002-03 compared to the previous year. Other data, however, shows that the size of the families increased, especially those with six or more children. In FY 2004-05, STEAC is projecting a 5 percent growth in demand for food, and the trend toward larger families to continue. The food closet service meets two of the city's critical needs – hunger prevention and homeless prevention. It fills critical needs of those who are hungry, including a number of homeless who visit the closet. By providing free food, individuals and families have more money to spend for rent and utilities, which are critical to their remaining in their homes and not becoming homeless.

b. Benefit

All services of the STEAC food closet are provided to low and very low-income households. The purpose of the closet is to prevent hunger in Davis. With CDBG funding, STEAC will provide meals to 1,100 individuals out of the total of 1,660 total meals expected to be distributed from the closet in FY 2004-05. The cost per CDBG beneficiary is \$10, which is significantly lower than purchasing food at a grocery store. The closet ensures that the hungry can get free food once a month every day of the year. For clients, the closet provides three meals a day for five days.

c. Other Resources and Collaboration

OTHER RESOURCES -- Five major food drives provide over 60,000 pounds of non-perishable items per year or about 80 percent of the total food distributed from the closet. Monetary donations raised from STEAC's 4,000 "friends," businesses, churches and civic organizations provide revenue for administration, record keeping, supplies, insurance, phone, utilities and truck expenses for the food closet and management of the Holiday Adopt-A-Family Program, which provided food for 380 families in 2003. STEAC uses the CDBG funds to leverage other CDBG funds for homeless prevention work from Yolo County. **VOLUNTEERS** -- About 25 regular food closet volunteers pack, purchase and organize the food. Another 40 volunteers work from their own homes to 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's food programs. **COLLABORATION** -- STEAC collaborates with the Food Bank of Yolo County to store food and provide a source of inexpensive food for the closet. The food closet is located on land provided by the City of Davis. Community groups and businesses help with funding, publicity, waste removal and many other activities. Many other social service agencies provide the referrals for those using the food closet. STEAC is an active member of the Homeless Coalition of Yolo County.

d. Organizational Capacity

STEAC is a California nonprofit corporation that was founded in 1967 that has earned tax-exempt status under Section 501(c)(3) of the IRS Code and provides assistance in the form of material aid (food, clothing, furniture) and/or short-term financial help (rent, utilities, transportation) to Yolo County families and individuals with incomes at or below the poverty level. In FY 2002-03, STEAC received \$314,527 from various government and United Way grants. STEAC has one paid part-time staff member, the executive director, and the organization contracts for accounting, an independent audit and database services. STEAC's administrative overhead being less than 5 percent.

SCOPE OF SERVICES

a. Project Description

STEAC's food closet is the only facility of its kind in the City of Davis that provides a free source of food for the hungry every day of the year.

Food is available to all individuals and families with incomes at or below the poverty level. Customers gain access by first contacting other agencies and organizations for a referral. The referring agency then calls STEAC's telephone hot line, which is staffed with volunteers who take calls from 8.a.m. to 10 p.m. daily. The volunteers set an appointment for the person or family to meet with a STEAC volunteer food packer. At each visit, the food closet customers are given wholesome food with adequate calories and nutritional content to provide five days worth of meals per household according to family size. Whenever appropriate and possible, the standard list of food items is adjusted to meet special dietary needs.

Customers may call on their own, 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. 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 between free meals provided by other groups.

Food Closet CDBG Performance Efficiency

In FY 2003-2004, STEAC requested \$11,580 in CDBG funding in order to serve food to 1,600 Davis residents at the food closet. At the end of that fiscal year, STEAC served 1,581 persons and spent \$17,129 on the work of the closet. While the number of clients served declined slightly, the size of the families served grew larger. Since the food allotment is tailored to family size, the amount of food disbursed grew. In addition, the volunteers at the food closet have had to purchase more food from our discount vendors, such as the Food Bank of Yolo County, and from commercial sources. These purchase costs have increased since STEAC can no longer buy food at a big discount from the State Market Grocery Store, which ceased its operation in Davis. The amount of food that has been donated from food drives has remained about the same.

In FY 2003-03, STEAC lost some \$50,000 in public agency grant funding that would have been used to pay for support for cash assistance programs to help clients with rental assistance, to provide emergency housing vouchers, first month's rent and with utility assistance. Because of this shortfall, STEAC has had to increase its fundraising efforts and divert funds that would have normally been available for purchases for the food closet.

What the CDBG Grant will be used for:

STEAC is requesting a grant of \$15,000 for FY 2004-05 to provide the 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 a discount food that is critical for a balanced diet that is not donated in sufficient quantities. These foods include peanut butter, dried milk, oil and such perishable items as margarine, eggs, bread, yogurt 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 2004-05, STEAC anticipates providing food to about 1,660 individuals, a total of 54,447 meals. The CDBG grant will pay for meals for 1,100 persons. Based on experience, STEAC can expect that about 20 percent of the households served will need food three or more times during the year.

The CDBG grant will also pay for a portion of the cost of utilities, insurance, telephone, the telephone access line and transportation – all necessary for the safe storage and distribution of the food. The telephone access line ensures that those in need of food can be served every day of the year.

b. Target Group

STEAC targets families and individuals who have incomes below 50 percent of median (very low designation) HUD income guidelines for Yolo County. Most individuals and families are residents of the Davis community. Some food closet beneficiaries are homeless, have mental illnesses or physical disabilities. Many are on some type of assistance program for which the amount of food stamps provided would occasionally fall short of their needs. A profile of households served in FY 2002-03 appears 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%	
Family Size Frequencies				
# in Family	1	2-3	4-5	6+
In 2002-03	360	282	302	132
In 2003-04	507	346	340	110

c. Outreach

Outreach to inform those in the community of the food closet service is performed in the following ways:

STEAC ACCESS LINE -- The STEAC access line number is listed in the telephone book and in directories of social service agencies and organizations in the area. Brochures and fliers that include information about services and the phone number are distributed from the STEAC office.

FOOD CLOSET -- At the food closet, volunteers distribute information about other food programs and social service support programs to clients. STEAC continues to develop information material in Spanish and English for distribution to agencies, such as the Food Bank of Yolo County, Davis Resource Center, Yolo County Social Services, Migrant Education, subsidized apartment houses, Yolo County Library, the Davis Schools and via many other groups.

HOLIDAY PROGRAM -- Prospective clients are made aware of the food closet services at the holiday program.

WEB SITE -- STEAC is in the process of redesigning its web site (<http://www.dcn.davis.ca.us/~steac>), including greatly expanding its section on informing users about services that are available. After it is completed, STEAC volunteers will work on marketing the site to potential users of the food closet.

COMMUNITY GROUPS -- Through mailings and personal contact, STEAC continues to inform churches, community groups and Yolo County social services agencies about the food closet services.

NEW STEAC NEWSLETTER -- In early 2004, STEAC will begin publishing a new quarterly newsletter, which will include information about the food closet and be distributed to individuals, community groups and public agencies.

STEAC continues to support the work of its Referral Agency Team, whose volunteer members work to enhance these relationships and ensure access for our customers.

TIMELINE

Work Plan:

<u>List Activity</u>	<u>Completion Date</u>
<u>Work Plan</u> (Identify activities and completion dates)	
<u>List Activity</u>	
Purchases of food for food closet	Monthly 7/1/04-11/30/04
Distribution of food to clients	Daily 7/1/04-11/30/04
Payment of operations line items (insurance, telephone, utilities)	As billed 7/1/003-6/31/05

**CITY OF DAVIS
COMMUNITY DEVELOPMENTBLOCK GRANT PROGRAM**

BUDGET SUMMARY FOR PROPOSED PROJECT

Budget Category	Proposed Budget	Other Sources	Total
A. Salaries and Wages	0	1,960	1,960
B. Fringe Benefits	0	136	136
C. Consulting/Contracting Services	0	0	0
D. Donated labor (@\$10/hour)		80,000	80,000
TOTAL PERSONNEL BUDGET	0	82,096	82,096
E. Office Rent	NA	NA	NA
F. Utilities	800	3,600	4,400
G. Telephone: Access line and closet phone	1,500	3,600	5,100
H. Office Supplies	0	250	250
I. Equipment	0	0	0
J. Printing/Duplication	0	100	100
K. Travel/Conferences	0	0	0
L. Other (Specify)			
Audit	100	4,500	4,600
Food (Purchases)	12,000	8,000	20,000
Food (In kind donations)	NA	200,000	200,000
Insurance	600	3,780	4,380
TOTAL NON-PERSONNEL BUDGET	15,000	223,830	238,830
TOTAL PROJECT BUDGET	15,000	305,926	320,926