

## 2005-2006 CDBG APPLICATION WORKSHEETS AND INSTRUCTIONS

(Note: These worksheets contain instructions and notes to be used to complete the application, but should not be used as the application itself. Application forms are in Section 7 of this guideline, available on disk (upon request), and online at [www.cityofdavis.org/pcs/cdbg/](http://www.cityofdavis.org/pcs/cdbg/).)

### Organization Name: Food Bank of Yolo County

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

Contact: Jose Martinez (director) or Lupita Ochoa (assistant)  
Address: 1244 Fortna Ave., Woodland, CA 95776  
Phone: 530/668-0690

**Total Proposal Request: \$ 12,000**

On-going Support

**CDBG Eligible Category:** Public Service

**National Objective Compliance/Low and Mod Benefit:** Area Benefit

### City Council Identified Critical Needs:

1) Hunger Prevention

PUBLIC SERVICE

### Beneficiary Information:

7,947 Total number of beneficiaries in program

8,500 Number of beneficiaries in program to be served with **CDBG** funds

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

\$1.41 Cost per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

**FOOD BANK OF YOLO COUNTY - PROJECT NARRATIVE**

## **Need**

The recent homeless count (February 3, 2005) reported 829 homeless individuals in the county, a small drop from the previous year. However, Davis saw an increase of 2 to 121 individuals, about 15% of the total homeless population for the county. This count reflects only homeless, not those at risk of homelessness or other very-low and low income individuals in Davis who utilize the Food Bank or Food Bank client agencies. Unemployment for the county is reported as 5.3% (2003, the most recent data).

Food Bank of Yolo County has benefited in the past years from CDBG funding through the City of Davis for the purchase, storage, and distribution of food commodities to a dozen client agencies in Davis, (see Attachment C for list). These agencies provide a variety of services including serving meals (Davis Community Meals, Davis Senior Center) and operating food closets (the Short Term Emergency Aid Committee – STEAC). In 2004, the Food Bank distributed 90,000 pounds of food to Davis client agencies. These agencies reported serving 8,000 Davis residents, 45% of whom are children. (Note: the percentage of children is nearly double what agencies reported in 2002). These 2004 figures are not inclusive of the 103,000 pounds of food to countywide agencies whose services are accessible to Davis residents (see Attachment C for list).

The above figures are also exclusive of the monthly Food Bank distribution of U.S. Department of Agriculture (USDA) commodities directly to very low income individuals and families at three sites in Davis and one immediately outside of Davis (see Attachment C for sites). In 2004, the Food Bank served some 600 Davis residents monthly in its distribution of 55,000 pounds of federal commodities. That poundage includes Food Bank supplements to the federal distributions.

The Food Bank has two new programs further serving Davis low-income residents. Since this past January, the Food Bank's Moveable Market is in Davis monthly at Davis Orchard Park, distributing 8 pound bags of fresh produce along with nutrition education to low income families. With 24 Davis families participating, it is the largest of the Moveable Market's distribution sites in the county. It is very new and the number of participating families is likely to increase since it is specifically located where census tract data documented a number of residents living at or well below the federal poverty line. The Moveable Market fills a critical gap, as much of the food distributed by agencies or through the USDA commodities programs are nearly entirely nonperishable items. Fresh produce is central to maintaining a healthy balanced diet.

Friday's Table has been operating since April, 2004. This program distributes an average of 2,400 pounds each week from the Food Bank Warehouse to any agency or individual. The commodities are perishable items still good at the point of distribution, but would likely be rotten by the following week (and then be donated to local hog farmers as spoilage). This weekly distribution has been a safety net for these individuals, as some client agencies distribute food once a month or on an emergency only basis.

## **Benefit**

The Food Bank is committed to providing food to low income Davis residents through direct distribution and through Davis client agencies. As previously outlined, the Food Bank provides commodities to Davis low income residents through four different avenues, three of them involving distribution directly to individuals (USDA commodities, Moveable Market, Friday's Table) and three taking place in Davis (USDA commodities, Moveable Market, and Davis client agencies). Assistance varies from fresh produce (Moveable Market,

Friday’s Table), to those with longer shelf lives (USDA commodities) to prepared meals (client agencies such as Davis Community Meals, Davis Senior Center). Between these four avenues, 8,700 Davis low income residents received well over 150,000 pounds of food from the Food Bank. Thanks to Friday’s Table, there is weekly relief for those who may have already exhausted other avenues for relief and still experience food crisis.

The benefit of the Food Bank is that it 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. 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 toward tsunami disaster relief. However, large group purchases are only possible through a collaboration of individual agencies with the Food Bank providing storage.

The benefit must also be qualitative as well as quantitative. 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 agency clients who may otherwise be existing 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.

**Other Resources and Collaboration**

2004-05 Budget:

Public Support	95000	23%
Government Grants	209500	51%
Special Events	6270	2%
Enough to Eat fees	46740	11%
Woodland United Way	10000	2%
Family Trust Grant	10500	2%
Rumsey Fund	10000	2%
EFAP (grant for vehicle)	24000	6%
Other	1644	1%
<b>Total</b>	<b>\$413654</b>	

As the Food Bank serves all of Yolo County, we receive funds from all levels of government. We 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. 810 Food Bank volunteers gave 7200 hours of service in 2004, providing a service of more than \$120,000. Such savings allows us to dedicate more funds for food purchases of items we cannot get donated.

Food is picked up at UC Davis cafeterias twice a week and delivered to agencies or to the Food Bank freezer

for later distribution. We also receive commodities from individual vendors at the Davis Farmers Market.

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 11,000 pounds of food from the 2004 food drive consumed over a dozen pallets requiring over four pallet racks of warehouse space.

The Food Bank continues to collaborate with the Yolo County Department of Health (Families Commission, Proposition 10), in 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, the Chambers of Commerce, and the California Association of Food Banks.

**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 12,000-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. Our Enough to Eat program (ETE) serves a combined 70 non-profit agencies and school programs. The USDA Emergency Food Assistance Program (EFAP) serves 22 sites. 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, program manager, 9 staff members (6 FTEs), 10 member board of directors, and over 810 volunteers work to make the Food Bank meet its mission.

**SCOPE OF SERVICES**

**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. Based upon the 2004 figures and 10% growth, this would be no less than 100,000 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). Again, assistance needs to be both qualitative and quantitative.

Funding will also assist in the Food Bank's direct distribution to low income Davis residents; in the Moveable Market's distribution of 8 pound bags of fresh produce (Davis Orchard Park) and in supplementing the USDA commodities distribution in Davis (Davis Senior Center, Davis Retirement/Shasta Drive, Davisville Apartments).

If given a nominal value of \$1.50 per pound, the Food Bank supplied \$135,000 worth of food to Davis agencies who reported serving 8,000 residents with \$12,000 of CDBG funding. This does not include food that was provided to countywide agencies (another \$154,500) which may also serve Davis residents. Nor does these amounts reflect the supplementing of the USDA commodities by the Food Bank. While these figures represent the imputed value of the food, they certainly do not reflect the fractional cost (if any) to the agencies.

### **Target Group**

In 2004 in Davis, agencies reported serving 8,000 individuals in 2004, USDA commodities were received by 600 residents, and the Moveable Market served 24 families. This total of approximately 8700 individuals may contain some duplicated numbers, it does not include Davis residents served through countywide agencies nor those served through Friday's Table.

### **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. The two new programs in 2004, the Moveable Market and Friday's Table, demonstrate the willingness to try new innovative ideas to further serve our clientele. In 2004, the Food Bank also established a community garden in the housing project in Winters, providing resources and nutrition education information.

Those wishing to help the Food Bank can assist with the USDA Commodities 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 Yolo Employment Services as well as other client agencies (Cache Creek Lodge, 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 (fronting the cost of the purchase). The USDA Commodities distribution dates for Davis are noticed in the Davis Enterprise. The distribution dates for the Moveable Market are sent to families signed up through the Families Commission/Proposition 10 Get Ready Program.

Food Bank supporters receive bi-annual newsletter informing them of Food Bank programs, services, and activities. Individual and business advertisements in the newsletter defray the cost of production. For those not receiving the newsletter, the Food Bank keeps its visibility in the community through its presence at community events, and press releases and thank you letters to our local newspapers. The nature of 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.

We appreciate your consideration of our application for funding.

## PERFORMANCE SCHEDULE

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

#### List Activity

Provide food to agencies  
 Moveable Market – 8 lb bags of fresh produce  
 Supplement USDA Commodities  
 Postal Food Drive - food storage for STEAC  
 UC Davis Food Recovery  
 Food gleaning at Davis Markets  
 Group purchases

#### Completion Date

Tuesday-Friday, 8:30 a.m. to 3:00 p.m., year round  
 Once a month, year round  
 Once a month, year round as surplus allows  
 May & December food drives, year round storage  
 Tuesday & Friday food pickup, year round  
 Monday – Friday, year round  
 As opportunities arise throughout the year

## PERFORMANCE MEASUREMENTS

ACTIVITY (What the program does to fulfill its mission)	INDICATOR (The direct products of program activities)	OUTCOME (Benefits that result from the program)
Provide food to agencies at nor or minimal costs (currently 90,000lb)	Agencies able to stretch budgets to fund other services or expand services.	Agencies to provide more food or services to clients or more clients with food & better services.
Moveable Market - distribute 8 lb bags of fresh produce monthly (currently to 24 families)	Fresh nutritional food not other wise available through relief type programs.	Better balanced healthy diets for low income households.
Supplement USDA Commodities (currently to 600 families)	Households able to eat more/better and stretch budgets further.	More money available to household (rent, medication, emergencies)
Pick up USPS food drive for STEAC & store at Food Bank (11,000 lbs. in 2004)	Enables STEAC to be the recipient of food drive, alleviating food purchases.	STEAC able to provide more or better service to clients or to more clients.
Prepared food pick up from UCD cafeterias 2x/week & deliver to agencies or refrigerate at Food Bank	Provides prepared meals to agencies with limited facilities. Refrigeration ensures meal integrity.	More prepared meals available to those without kitchen facilities (homeless) or unable to cook (disabled or seniors).
Food gleaning at Davis Markets by volunteers	Greater variety of food available to agencies & individuals.	Better balanced diets for low income households..
Group purchases of large quantities & storage at Food Bank	Foods available at very low cost otherwise unable to get donated or too costly to purchase (meats)	Better balanced diets for low income households, less expense to households

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

***BUDGET SUMMARY FOR PROPOSED PROJECT\****

<b>Budget Category</b>	<b>Proposed Project “CDBG Portion”</b>	<b>Other Sources</b>	<b>Total</b>
A. Salaries and Wages	5,000	12,600	17,600
B. Fringe Benefits	600	570	1,170
<b>TOTAL PERSONNEL BUDGET</b>	<b>5,600</b>	<b>13,170</b>	<b>18,770</b>
D. Rent	2,000	6,095	8,095
E. Utilities	1,120	2,020	3,140
F. Maintenance	600	1,000	1,600
G. Printing/Duplication	200	—	200
H. Mileage	140	95	235
I. Insurance	400	945	1,345
J. Audit	—	475	475
K. Food purchases	1,940	4,200	6,140
<b>TOTAL NON-PERSONNEL BUDGET</b>	<b>6,400</b>	<b>14,830</b>	<b>21,230</b>
<b>TOTAL PROJECT BUDGET</b>	<b>12,000</b>	<b>28,000</b>	<b>40,000</b>

***NEW REQUIREMENTS:*** All applicants are requested to submit a copy of their organizations Operating Budget (Attachment B).

**FOOD BANK BOARD OF DIRECTORS (ATTACHMENT A)**

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

Katie Stille  
Davis  
Marketing Director, Nugget Markets

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

**FOOD BANK OF YOLO COUNTY – OPERATING BUDGET (ATTACHMENT B)**

**Revenue & Support** (revised January, 2005)

Government Grants	209,500
Donations	65,000
Special Events	6,270
Corporate Gifts	30,000
Other Grants	20,000
Receivables	12,400
Food Purchase Sales	5,000
Food Purchase Fees	500
ETE Fees	41,240
Interest	644
Equipment	34,000
Misc.	1,000
<b>Total Revenue &amp; Support</b>	<b>425,554</b>

**Expenses**

Personnel	240,850
Rent	28,200
Professional Fees	10,842
Bank/Card Fees	232
State Fee	20
Insurance	13,367
Utilities	10,344
Maintenance	16,895
Office Supplies	9,000
Community Relations	2,035
Printing	13,075
Telephones	5,374
Special Events	2,500
Purchase Program Food Distributed	41,860
NonFood Essential	1,000
Staff Development	1,000
Travel Mileage Reimbursements	4,000
Tenant Improvements	500
Contingency Reserves Operations	(9,540)
Equipment	34,000
<b>Total Expenses</b>	<b>425,554</b>

**FOOD BANK OF YOLO COUNTY - DAVIS CLIENT AGENCIES & DAVIS DISTRIBUTION SITES**  
**(ATTACHMENT C)**

Davis Client 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 (not within city boundaries)

Davis Moveable Market Site:

Davis Orchard Park

Yolo County Client Agencies:

American Red Cross  
Cache Creek Lodge  
California Human Development Corporation  
CAL Learn  
Family Resource Center  
Hands Together  
Migrant Education  
Salvation Army  
Sexual Assault/Domestic Violence Center  
Yolo County Foster Family Association  
Yolo Employment Services  
Yolo YMCA