

2008-2009 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/)

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, Executive Director Address: same Phone: 530/668-0690

(Be sure to list the **best contact** to get information to the organization as quickly as possible.)

Total Proposal Request: \$8,000.00

(Check one) On-going Support New Project

CDBG Eligible Category: Public Service
(See List A)

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

City Council Identified Critical Needs: (See List C)

Basic Human Needs, Hunger Prevention Services

PUBLIC SERVICE NON-PUBLIC SERVICE

Beneficiary Information:

6,500 Total number of beneficiaries in program

6,500 Number of beneficiaries in program to be served with **CDBG** funds

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

\$1.23 Cost (\$) per **CDBG** beneficiary (CDBG Request/CDBG Beneficiaries)

PROJECT NARRATIVE – FOOD BANK OF YOLO COUNTY – ENOUGH TO EAT PROGRAM

a. **Need** - On January 30, 2007, the Yolo County Homeless and Poverty Action Coalition surveyed the number of homeless individuals in Yolo County, and found 829 homeless individuals in the county, a drop of less than 10% of 2006's 899 (up from 871 the previous year). This does not include those at risk of homelessness. We are still awaiting the figures from the more recent count of homeless individuals.

Davis' diversity includes the community of need. In 2007, the California Budget Project (CBP) estimated in order to cover basic expenses (not including retirement savings), a California residents (single, with no children) needs to earn at least \$13.26 an hour; this doubles for a family of four (two adults, two children) with one adult working. In 2008, the average asking house price in Yolo County is \$500,000-\$525,000; however, Davis has the largest average asking price (\$654,911 - \$655,860) of any incorporated area in Yolo County (Trulia Real Estate search). This leaves homeownership beyond the reach of many low-income Davis residents, making them dependent upon rental market. Low-income Davis residents, and others throughout the state, struggle with stagnant wages against increased costs of housing, gasoline, heating, and insurance/medical expenses. The same CBP survey revealed Yolo County residents allotting between 17% to 32% of their monthly income to housing and utilities; this would be more for Davis. As costs 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.

b. **Benefit** - The Food Bank provides 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 Enough to Eat Program (ETE) are at no charge or at a nominal "shared maintenance" fee. Through the Food Bank's 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. 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, and have a meat (and other item specific) purchase program.

The Food Bank served the community of need in Davis in 2007 with 32,500 pounds of USDA commodities through the Emergency Food Assistance Program (EFAP), over 42,500 pounds of food to Davis agencies through the Enough to Eat Program serving over 6,800 individuals (not unduplicated), and 2,000 pounds of fresh produce to over 200 (average monthly) low-income Davis families with preschool children. These figures are not inclusive of that distributed through Friday's Table (FT) (we do not track demographics) nor of assistance provided to the Davis Migrant Farmworker Camp through the above mentioned programs as well as the Rural Food Delivery Program (RFD).

c. **Other Resources and Collaboration** - The Food Bank by its very nature is a collaborative agency, providing dozens of 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. Our food purchase program enables all agencies, large and small, to participate and share equally in lower cost

otherwise not achievable for their individual agency.

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, farmers markets, farms, packing houses and other forms of agribusiness. Nearly 250 volunteers provided the Food Bank with 4,600 hours of service last year; this includes a number of Davis residents as well as UC Davis students. 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 continues to collaborate with the Yolo County Department of Health, providing a countywide nutrition/health education program serving families with children birth to 5 years. We are also members of the Yolo County Homeless and Poverty Action Coalition and 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 dozens of non-profit agencies and school programs, EFAP serves 22 sites, RFD serves 11 sites, and MM serves 15 sites throughout the county. Warehouses are equipped with one walk-in refrigerator, three 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 250 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 2008-09, we anticipate serving 6,500 individuals (not unduplicated) based upon figures for the past two years. 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 typically does not get donated (peanut butter, tuna, other high protein foods).

b. **Target Group** – The Food Bank serves Davis agencies whose clients include the needy, frail, disabled, elderly, and youth (see Attachment C list of Partner Agencies), and project serving approximately 6,500 Davis residents. This figure is not unduplicated; some of our agencies have a transitory population (Davis Community Meals & Shelter, Short Term Aid Committee), while others have a more permanent resident population (Pine Tree Gardens – East and West, Summer House Davis). Due to the unusual indirect service nature of our role, we are dependent upon agencies reporting to us the number of clients served monthly. Not all agencies submit monthly reports timely, so the number of persons served may actually be higher (although not necessarily not unduplicated), as the figures are generated from data on hand.

In the discussion of figures and data, is worth noting that some of the Davis based agencies we serve are agencies not funded through the City of Davis CDBG funding, and other partner agencies are countywide agencies not headquartered in Davis, yet whose services are available to Davis residents.

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; the newest Davis site at the Owendale Communities is open evening hours. 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. Our website (www.foodbankyc.org) enables 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

(Prepare a Work Plan for implementation/completion of the services and activities identified in the Scope of Services)

Work Plan (Identify activities and completion dates)

List Activity

Completion Date

- 1) Provide food to agencies
- 2) Group purchases

- 1) Tuesday-Friday, 8:30 a.m. to 3:00 p.m., year round
- 2) As opportunities arise throughout the year

PERFORMANCE MEASUREMENTS

(List major activities, the direct product/service numbers for each activity and the direct outcome/benefit of the activity.)

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 or more Davis agencies receive food, and, in turn, assist approximately 6,500 Davis residents (not unduplicated).	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.
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 seldom donated.	Foods available at very low cost otherwise typically not 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	3,529	17,763	21,292
B. Fringe Benefits	424	2,123	2,556
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	3,953	19,895	23,848
D. Rent	1,461	8,424	9,885
E. Utilities	840	2,976	3,816
F. Maintenance	424	1,491	1,915
G. Printing/Duplication	142	80	222
H. Mileage	142	175	317
I. Insurance	281	1,344	1,625
J. Audit	—	594	594
K. Food purchases	757	6,032	6,789
TOTAL NON-PERSONNEL BUDGET	4,047	21,116	25,163
TOTAL PROJECT BUDGET	8,000	41,011	49,011

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

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

ATTACHMENT A
FOOD BANK OF YOLO COUNTY
BOARD OF DIRECTORS

Norman Callaway
Woodland
Methodist Minister, Retired

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

Simon Dryer
Davis
Business owner

William L. Marble
Woodland
Dentist

Shelley Muller, President
Woodland
Court Reporter

Cass Sylvia, Secretary
Davis
Public Guardian, Yolo County

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

Erik Vink, Treasurer
Davis
Program Director, non-profit

**ATTACHMENT B
FOOD BANK OF YOLO COUNTY
OPERATING BUDGET FY 2007-08**

	Budget 2007-2008
Revenue & Support	
Donations	\$244,500
Food Sales	\$27,500
ETE Fees	\$45,375
Special Events	\$31,335
Government Grants	\$186,866
Other Grants	\$24,204
Corporate Gifts	\$15,000
Interest	\$7,500
Total Rev & Support	\$582,280
Expenses	
Wages	\$313,037
SubContracts	\$6,684
Professional Fees	\$14,217
Supplies	\$11,774
Fundraising	\$52,500
Special Events	\$12,835
Utilities	\$19,006
Maintenance	\$22,238
Printing	\$500
Community Relations	\$7,810
Auto	\$2,500
Expense/Reimbursemts	
Food Purchase	\$72,250
Staff Development	\$1,000
Insurance	\$15,329
Rent	\$30,600
Contingency Reserves	
Total Expenses	\$582,280

The fundraising consists of the fall Oktoberfest/Halloween, and a year round direct mail campaign. While expenses are for the foregoing are under fundraising, the income under special events only reflects the Oktoberfest/Hallowwen event. The income generated by the direct mail campaign is included in donations.

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

Davis ETE Partner Agencies:

Communicare Health Center
Community Housing Opportunities Corporation
Davis Community Meals & Shelter
Davis Senior Center
Davis Senior Housing, Eleanor Roosevelt Circle
Families First, Inc.
National Youth Sports Program
Nasau Boni Qurau Fiji Mission, Inc.
Pine Tree Gardens East/West
Progress Ranch Treatment Services for Children
Short Term Emergency Aid Committee
Summer House Davis
Yolo County Care Continuum – Davis RCC & Farmhouse Sites

Davis USDA Commodities Distribution Sites:

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

Davis Moveable Market Site:

Terracina Apartments