

2009-2010 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** – The 2007, homeless count in Yolo County Homeless and Poverty Action Coalition found 829 homeless individuals in the county. However, this does not include those at risk of homelessness. Poverty statistics for Davis can be challenging; census data is difficult to interpret as it includes U.C. Davis students economically dependent upon their parents. However, we do know that Davis’ diversity includes the community of need, as just over 1,250 children are eligible for free and reduced meals in Davis schools (California Department of Education).

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. Low-income Davis residents, and others throughout the state, struggle with stagnant wages against increased costs of food, insurance/medical expenses, and other necessities. 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 nutritional foods.

The CBP study was published prior to the peak of gasoline at \$4.50 a gallon and the full impact of the crash of the housing market was felt. While the housing crash has made houses more affordable to purchase, this does not greatly impact the ability of residents to obtain houses. With the drying up of the lending market and the instability of jobs, homeownership is still out of the reach of many. The greatest impact of the housing crash has been in the local economy. Many of the working poor are (were) employed in the housing and construction sector, as construction workers, landscapers, pool contractors or maintenance, and housecleaners. Those fortunate to have jobs in the service, retail, or even banking sectors have also been victims of the economy as local large retailers and small banks have closed or are on the brink of closing. Unemployment for Yolo County is 9.8%, higher than the latest state average of 9.3%. As we have seen with the layoffs in the technology sector, not even middle class residents are immune from the downturn in the current economy.

The Food Bank tracks the number of clients served monthly by partner agencies. Emergency food pantries throughout the county have spiked to their highest number beginning in October and continuing into December 2008 (we are presently collecting January 2009 numbers). Seasonal spikes normally occur in the spring or summer when migrant farmworkers have arrived and the crop is not fully underway. However, our internal numbers do support what is reported to be happening statewide and nationally in terms of the economy and employment.

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 experienced a decline of food donations of 35% last year. We assume that our partner agencies we supply have felt a similar impact. This results in more funds being dedicated to food purchase, which is where the Food Bank is critical. Our ability to purchase in bulk enables us to negotiate a lower price and pass that savings on to our partner agencies who, individually, would be unable to negotiate such a large purchase and subsequent savings.

The Food Bank served the community of need in Davis in 2007-08 cycle with over 42,00 pounds of USDA commodities through the Emergency Food Assistance Program (EFAP), 45,000 pounds of food to Davis agencies through the Enough to Eat Program serving over 6,600 individuals (not unduplicated), and 3,100 pounds of fresh produce to approximately 275 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. Hundreds of volunteers provided the Food Bank with over 5,500 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 19 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), board of directors, and hundreds of 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 2009-10, we anticipate serving 6,500 individuals (not unduplicated) based upon figures for the past two years. 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, it 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 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	423	2,132	2,555
C. Consultant/Contract Services			
TOTAL PERSONNEL BUDGET	3,952	19,895	23,847
D. Rent	1,461	8,424	9,885
E. Utilities	840	2,976	3,816
F. Maintenance	425	1,490	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	4,048	21,115	25,163
TOTAL PROJECT BUDGET	8,000	41,010	49,010

*** 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
2009 BOARD OF DIRECTORS

Dirk Brazil, Treasurer
Davis, Yolo County Administrator
Length of service: new member
Term out: 3/31/09

Shelley Muller, President
Woodland, Court Reporter
Length of service: 13 years
Term out: 3/31/10

Tom Richardson
Woodland, PG&E District Manager
Length of service: new member
Term out: 3/31/10

Cass Sylvia, Secretary
Davis, Public Guardian, Yolo County
Length of service: 9 years
Term out: 3/31/10

Ute Turner, Vice-President
Woodland, Vice-President of Business Development, First Northern Bank of Woodland
Length of service: 4 years
Term out: 3/31/09

**ATTACHMENT B
FOOD BANK OF YOLO COUNTY
OPERATING BUDGET FY 2008-09**

Revenue & Support	2008-09
Gov't Grants	\$174,616
Donations	\$280,500
Special Events	\$2,977
Corporate Gifts	\$20,000
Other Grants	\$66,720
Food Purchase Fee	\$50,000
ETE Fees	\$45,375
Interest	\$9,870
Total Revenue & Support	\$650,058

Expenses	
Personnel	\$308,629
Subcontracts	\$6,684
Rent	\$40,200
Professional Fees	\$12,075
Insurance (NAIC)	\$12,169
Utilities	\$18,740
Maintenance	\$17,426
Supplies	\$11,774
Community Relations	\$12,885
Printing	\$500
Reimbursements	\$2,750
Events	\$2,500
Grants Food Purchase	\$37,900
Food Sales Program	\$45,000
Staff Development	\$1,000
Direct Mail Campaign	\$52,500
Contingency Reserves Ops	
Total Expenses	\$650,058

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

Davis Moveable Market Site:

Moore Village