

**CITY OF DAVIS  
2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**PART ONE:**

**Organization Name:** Short Term Emergency Aid Committee (STEAC)

**Name:** Liane Moody

**Title:** Executive Director

**Phone:** 530-758-8435

**Mailing Address:** 1712 Picasso Ave. Ste. D, Davis, CA 95618

**Email Address:** lmoody@steac.org

**PART TWO:**

**Proposed Project Location:** STEAC Food Pantry 642 Hawthorn Lane Davis, CA 95616

If the project is a capital project, an economic development activity or a target area project, include a copy of the map showing the project areas boundaries, the census tracts/block groups (ct/bg) and the low/mod percentage in each ct/bg.)

**Total Proposal Request:** \$10,000     **Minimum Request:** \$7,000

**CDBG Eligible Category:** Public Service  
(See List A in Application Packet)

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

**City Council Identified Critical Needs:** (See List C in Application Packet)

- 1) Food distribution, congregate meals, home-delivered meals to homebound individuals
- 2) Services for Homeless Persons

**Beneficiary Information:**

**1067**            Total number of **unduplicated** beneficiaries in proposed project  
**396**            Number of **unduplicated** beneficiaries in program to be served with **CDBG** funds  
**100%**        Percentage of the **CDBG** beneficiaries with low/moderate income  
**\$25.20**       Cost (\$) per **CDBG** beneficiary (CDBG Request/# of units of service/CDBG Beneficiaries)  
**Individual Grocery Pack (15 meals, \$1.68/meal)** Unit of service to determine cost per beneficiary  
(meal, grocery bag, kit, hour, day/night, week, etc) (Public Services Only)

## 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

### PART THREE: Scope of Proposal

#### a. Need/Target Group (Describe the need for the activity and the group being served)

The Short Term Emergency Aid Committee (STEAC) has provided food to low income families and individuals in Davis for over 50 years. Our programs are designed to support low-income families and individuals whose wages are too low to allow any room in the budget for the everyday financial emergencies we all face such as a car repair or lost work hours due to sickness. These families often struggle to provide enough food and must make sacrifices to meet all their basic needs. Recent findings published in the Nutrition Journal find that the COVID-19 pandemic exacerbated food insecurity, especially in families with children. Nearly 15% of U.S. households and nearly 18% of households with children reported food insecurity early in the pandemic. This compares with roughly 11% of households being food insecure pre-pandemic and represents a 36% increase in families struggling to put food on the table. Locally in 2022, STEAC's Feeding the Hungry Program provided service over 10,000 times (duplicated) including serving 5,000 children. That is roughly double the number children served prior to the pandemic in 2019. These elevated levels reflect the economic impact of the pandemic as well as increased gas and food prices and cost of living expenses faced by low-income residents of Davis. STEAC's Food Pantry provides nutritious food and eases the financial burden month to month for families who make poverty level wages. However, STEAC is also subject to the increases in prices and has experienced a decrease in food donations. CDBG funds would help defray rising food prices and provide groceries to 396 (unduplicated) individuals.

#### b. Project Description/Benefit (Activity Summary: Describe the activities of the proposed budget and benefit)

STEAC's Food Pantry is located in a modular building behind St. Martin's Episcopal Church. STEAC Food Pantry clients receive groceries with the equivalent of 5 days of food (15 meals) for each person in their family. Clients come to STEAC by referral from social service agencies that screen them on family size and income. We strive to provide nutritious food that we would feed our own families. In addition to the shelf stable, nutritionally dense foods that help those with extreme hunger satisfy their caloric requirements, we supply our clients with fresh produce, meat, eggs, and dairy (as available). Special packs are packed for those who are homeless and lack complete cooking facilities as well as for seniors and school children to fight food insecurity over the weekend. To the extent possible, food packs for all programs are customized specific to the client's cultural and nutrition needs. Our food committee regularly reviews our packing list to make improvements to better meet the needs of our clients. In response to the pandemic and senior-related transportation/vulnerability issues, STEAC created our Delivery Program which, using COVID-safe protocols, delivers food to low-income seniors and those who struggle to reach our food pantry at up to four different sites once a month. These efforts take considerably more staff and volunteer time and administrative efforts than prior to the pandemic.

Providing nutritious food to individuals and families in need week after week throughout the year requires leveraging the generous donations of Davis individuals with purchases of those items that must be kept fresh. STEAC relies on several community food drives throughout the year sponsored by local volunteer groups like the Boy Scouts, the Postal Workers, and local schools and churches. In addition, we run a program called the STEAC Food Project in which over 550 Davis residents have pledged to donate food six times a year. These volunteer organized activities provide STEAC with a stable source of donated non-perishable foods. However, these donations make up only 50% of the 176,000 lbs. of food STEAC distributes. The rest must be purchased. STEAC purchases food from the Yolo County Food Bank whenever possible to maximize our funds as well as in bulk from local commercial grocery stores and from the nonprofit Food Bank supplier, CalFood Logistics. Meals provided through our pantry and delivery program cost \$1.68/meal. When compared to Feeding America's estimate of the average price of a meal in Yolo County of \$3.30, STEAC provides an extremely cost efficient way of meeting the emergency food needs in Davis. The CDBG grant would provide STEAC with funds to purchase food to ensure nutritious groceries are distributed even as food prices are rising.

**c. Outreach** (Describe the outreach your organization will provide for the CDBG-funded project, as well as provide a list of the languages currently included in your organizational outreach)

In order to reach out to those needing food services in Davis, STEAC sends out informational mailings about the food pantry and other services in three languages: English, Spanish, and Chinese-Mandarin. Those include brochures distributed to local social service agencies including Yolo Food Bank, Empower Yolo, Davis Community Meals and Housing, and local schools. We actively recruit volunteers to work in our Food Pantry and conduct client screenings in those languages. We maintain contact information and current service information in the directories of public social service agencies including the services brochures and outreach cards distributed to homeless individuals by the City of Davis. STEAC volunteers regularly conduct training sessions to inform staff at public and nonprofit agencies on all STEAC services and how to refer clients. Prospective clients are also made aware of the food pantry services through our other programs including the STEAC Holiday Program that serves over 465 Davis families and STEAC's Food Packs for Kids program, which distributes weekend food packs every week to low income children in Davis Joint Unified Schools. STEAC publicizes its phone number in the telephone book and STEAC food pantry information is included on the website <http://steac.org> and on our social media accounts.

STEAC also conducts regular outreach to Davis residents to solicit food donations to offset costs in the Food Pantry. STEAC publishes articles in the local newspaper and on social media about upcoming drives, programs, and the food needs in the community. Our food drive coordinators reach out to Davis groups including civic groups, realtors, schools, boys and girl scout groups, and local businesses to sponsor food drives to benefit the food closet. The 550 individual members of the STEAC Food Project program receive email correspondence 6 times a year about the food needs in the community. Finally, brochures are available at the food closet for outside services that might benefit our clients such as VITA (volunteer income tax assistance), and Suicide Prevention contact cards.

**d. Organizational Capacity** (Summarize your organizational capacity for the proposed project)

STEAC is a California nonprofit corporation that was founded in 1967 and has earned tax-exempt status under Section 501(c)(3) of the IRS Code (Tax ID: 94-6138684). STEAC provides assistance in the form of material aid by distributing food, textbooks, bus passes, and gift cards for clothing and gas. Financial aid is provided for rent, utilities, job related programs, and bills for basic necessities to Yolo County families and individuals with incomes at or below the poverty level. In FY 2022-23 STEAC expects to receive approximately \$135,000 in grants from various government agencies and private foundations. In addition, STEAC sends out four annual appeal letters to solicit private donations from individuals as well as conducting regular social media fundraising campaigns. STEAC employs seven part-time staff members and contracts for technology and accounting support. Most of STEAC's work is done by over 100 active volunteers who work thousands of hours in our office and the food pantry. In 2021-22, STEAC provided services over 10,000 times to support over 5,800 (duplicated) local families. STEAC has been providing services to those in need in Yolo County for over 50 years.

**e. Partnerships and Other Resources** (List other agencies you collaborate with and indicate whether or not your proposed project is duplicative of other projects operated by local public or non-profit organizations)

To minimize duplication of services, STEAC's food pantry primarily serves Davis residents, as there are other food pantries in neighboring Yolo County cities. Unlike other hunger organizations that provide prepared meals or distributions of fruits and vegetables, STEAC's food pantry provides the only source of free, healthy, and substantial groceries in Davis that can last a family or individual 5 days or more. STEAC works closely with public and non-profit social service agencies such as Empower Yolo and Davis Community Meals and Housing who screen clients and refer them to STEAC for food and other services. As described previously, STEAC has extensive community support from over 2000 local individuals, organizations and businesses that donate food, clothing, volunteer time, and money to support STEAC's programs. Charitable donations from our donors pay for the administrative and other costs of purchasing, storing, and distributing food that are not covered by the CDBG grant. If granted, STEAC will continue to leverage CDBG Davis funds with private donations to meet rising prices and the growth in demand of our services.

## PERFORMANCE MEASUREMENTS AND SCHEDULE

| <b>ACTIVITY</b><br>(What the program does to fulfill its mission) | <b>INDICATOR</b><br>(The direct products of program activities)<br><br><b>SERVICE #s</b> | <b>OUTCOME</b><br>(Benefits that result from the program)  | <b>COMPLETION DATE</b><br>(When the specific task is completed) |
|---|--|--|---|
| Distribute food to low-income Davis residents.                    | Distribute food to 396 individuals.  | Individuals and families experience less hunger and have more money to cover other basic necessities.  | 6/30/24   |
| Provide nutritious food   | Provide enough food for 5,940 meals.   | Health is improved by eating nutritious food.  | 6/30/24   |
| Coordinating Community Food Drives                                | Approximately 84,000 lbs. of food donated to STEAC's Food Closet.                        | Donated food frees up budget dollars to spend on perishable items, resulting in healthier food baskets | 6/30/24   |

**CITY OF DAVIS**  
**BUDGET SUMMARY FOR PROPOSED PROJECT**

| Program year 2023-24<br>Budget Category             | CDBG/HOME Portion  |                 |                       | Other Funds for Project (Non-CDBG/HOME) |               |               |                             |                     | Totals              |
|---|--------------------|-----------------|-----------------------|---|---------------|---------------|-----------------------------|---------------------|---------------------|
|   | Salaries & Wages   | Fringe Benefits | Total Salary + Fringe | Other Federal Funds                     | State Funds   | Local Funds   | Private Funds (List Source) | Other (List Source) |                     |
| Salaries/Wages (Specify each position)              |                    |                 |                       |   |               |               |                             |                     |                     |
| <b>Direct Service Personnel</b>                     |                    |                 |                       |   |               |               |                             |                     |                     |
| Food Program Intern                                 |                    |                 |                       | 2,400.00                                |               |               |                             |                     | \$2,400.00          |
|   |                    |                 | 0.00                  |   |               |               |                             |                     | \$0.00              |
| <b>Administrative Personnel</b>                     |                    |                 |                       |   |               |               |                             |                     |                     |
| Admin   |                    |                 | 0.00                  |   |               |               | 26,526.19                   |                     | \$26,526.19         |
|   |                    |                 | 0.00                  |   |               |               |                             |                     | \$0.00              |
|   |                    |                 | 0.00                  |   |               |               |                             |                     | \$0.00              |
| <b>TOTAL PERSONNEL BUDGET</b>                       | <b>\$0.00</b>      | <b>\$0.00</b>   | <b>\$0.00</b>         | <b>\$2,400.00</b>                       | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$26,526.19</b>          | <b>\$0.00</b>       | <b>\$28,926.19</b>  |
| Supplies and Equipment for Service Delivery         |                    |                 |                       |   |               |               |                             |                     |                     |
| <b>DIRECT SERVICE SUPPLIES AND EQUIPMENT BUDGET</b> |                    |                 |                       |   |               |               |                             |                     |                     |
| Office Rent   |                    |                 |                       |   |               |               | 2,595.45                    |                     | \$2,595.45          |
| Pantry Utilities                                    |                    |                 |                       |   |               |               | 5,000.00                    |                     | \$5,000.00          |
| Telephone/Internet                                  |                    |                 |                       |   |               |               | 1,715.74                    |                     | \$1,715.74          |
| Drive Food Packing Supplies                         |                    |                 |                       |   |               |               | 1,820.61                    |                     | \$1,820.61          |
| Project Supplies/Equipment                          |                    |                 |                       |   |               |               | 2,636.24                    |                     | \$2,636.24          |
| Printing  |                    |                 |                       |   |               |               | 291.30                      |                     | \$291.30            |
| Travel/Automobiles                                  |                    |                 |                       |   |               |               | 3,876.10                    |                     | \$3,876.10          |
| Maintenance & Repairs                               |                    |                 |                       |   |               |               | 2,548.85                    |                     | \$2,548.85          |
| Bags, Toilet paper, non-food for Distribution       |                    |                 |                       |   |               |               | 3,000.00                    |                     | \$3,000.00          |
| Postage   |                    |                 |                       |   |               |               | 230.95                      |                     | \$230.95            |
| Other Raw food                                      | 10,000.00          |                 |                       |   |               |               | 16,000.00                   |                     | \$26,000.00         |
| Other Warehouse Rent                                |                    |                 |                       |   |               |               | 12,600.00                   |                     | \$12,600.00         |
| <b>TOTAL DIRECT SERVICE BUDGET</b>                  | <b>\$10,000.00</b> | <b>\$0.00</b>   | <b>\$0.00</b>         | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$52,315.24</b>          | <b>\$0.00</b>       | <b>\$62,315.24</b>  |
| <b>ADMINISTRATIVE COST BUDGET</b>                   |                    |                 |                       |   |               |               |                             |                     |                     |
| Insurance   |                    |                 |                       |   |               |               | 4,000.00                    |                     | 4,000.00            |
| Utilities   |                    |                 |                       |   |               |               | 728.24                      |                     | 728.24              |
| Telephone   |                    |                 |                       |   |               |               |                             |                     | 0.00                |
| Client and Volunteer Software                       |                    |                 |                       |   |               |               | 5,461.82                    |                     | 5,461.82            |
| Other (Specify)                                     |                    |                 |                       |   |               |               |                             |                     | 0.00                |
| <b>TOTAL DIRECT COST BUDGET</b>                     | <b>\$0.00</b>      | <b>\$0.00</b>   | <b>\$0.00</b>         | <b>\$0.00</b>                           | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$10,190.06</b>          | <b>\$0.00</b>       | <b>\$10,190.06</b>  |
| <b>TOTAL PROJECT BUDGET</b>                         | <b>\$10,000.00</b> | <b>\$0.00</b>   | <b>\$10,000.00</b>    | <b>\$2,400.00</b>                       | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$89,031.49</b>          | <b>\$0.00</b>       | <b>\$101,431.49</b> |

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

**All applicants are requested to submit a copy of their organization's Operating Budget.**

**2022-23 STEAC BUDGET**

**EXPENSES**

Revised Oct 2022

|  | 22-23 Budget         |
|--|----------------------|
| <b>Direct Client Financial Expense</b> |                      |
| Education                              | \$ 22,500.00         |
| Eviction Prevention                    | \$ 181,560.00        |
| First Month Rent                       | \$ 47,100.00         |
| Family Expense/Legal Documents         | \$ 16,000.00         |
| Job Training                           | \$ 1,000.00          |
| Bill Pay/Utilities                     | \$ 45,000.00         |
| <b>Total</b>                           | <b>\$ 313,160.00</b> |
| <b>Material Expense</b>                |                      |
| Non Food for Food Closet               | \$ 3,000.00          |
| HP Gift Cards                          | \$ 14,094.00         |
| Food                                   | \$ 41,000.00         |
| Suit up for Success                    | \$ 10,000.00         |
| Family Expense/Transportation          | \$ 84,000.00         |
| <b>Total</b>                           | <b>\$ 152,094.00</b> |
| <b>DIRECT CLIENT EXPENSE TOTAL</b>     | <b>\$ 465,254.00</b> |

**INCOME**

|                             | 22-23 Budget           |
|-----------------------------|------------------------|
| <b>Public Grants</b>        | <b>\$ 35,586.00</b>    |
| <b>Private Grants</b>       | <b>\$ 100,000.00</b>   |
| <b>Direct Donations</b>     | <b>\$ 550,000.00</b>   |
| <b>Donated Goods</b>        | <b>\$ 3,600.00</b>     |
| <b>Interest</b>             | <b>\$ 250.00</b>       |
| <b>TOTAL PROGRAM INCOME</b> | <b>\$ 689,436.00</b>   |
| <b>NET</b>                  | <b>\$ (111,701.00)</b> |
| <b>Funds from Reserve</b>   | <b>\$ 111,701.00</b>   |
|                             | <b>0.00</b>            |

|   |                      |
|---|----------------------|
| <b>Salary and Wages</b>                 |                      |
| Executive Director                      | \$ 58,261.00         |
| Office Manager                          | \$ 43,294.00         |
| Communications & Program Support        | \$ 37,440.00         |
| Grants                                  | \$ 21,978.00         |
| Kids Pack Program Coordination          | \$ 10,812.00         |
| Bookkeeping                             | \$ 4,968.00          |
| Program Intern Salary                   | \$ 4,000.00          |
| <b>Total</b>                            | <b>\$ 180,753.00</b> |
| <b>Payroll Taxes</b>                    | <b>\$ 15,040.00</b>  |
| <b>Consultant and Contract Services</b> |                      |
| IT/Database Support                     | \$ 7,800.00          |
| Website Redesign                        | \$ 15,000.00         |
| Professional Development                | \$ 2,500.00          |
| <b>Total</b>                            | <b>\$ 25,300.00</b>  |
| <b>PERSONNEL TOTAL</b>                  | <b>\$ 221,093.00</b> |

|   |                      |
|---|----------------------|
| <b>Accounting/Professional Fees</b>     | <b>\$ 9,000.00</b>   |
| <b>Automobile/Transportation</b>        | <b>\$ 4,670.00</b>   |
| <b>Bank and Credit Fees</b>             | <b>\$ 5,500.00</b>   |
| <b>Dues and Software Subscriptions</b>  | <b>\$ 15,000.00</b>  |
| <b>Equipment</b>                        | <b>\$ 7,240.00</b>   |
| <b>Fundraising</b>                      | <b>\$ 7,000.00</b>   |
| Fundraising Printing                    | \$ 7,000.00          |
| Fundraising Events                      |                      |
| <b>Insurance</b>                        | <b>\$ 9,000.00</b>   |
| <b>Licenses, Permits &amp; Gov Fees</b> | <b>\$ 1,000.00</b>   |
| <b>Maintenance and Repairs</b>          | <b>\$ 7,000.00</b>   |
| <b>Occupancy (Rent)</b>                 | <b>\$ 26,728.00</b>  |
| Warehouse Rent                          | \$ 12,600.00         |
| Condo Fees                              | \$ 7,128.00          |
| Office Utilities                        | \$ 2,000.00          |
| Pantry Utilities                        | \$ 5,000.00          |
| <b>Postage and Delivery</b>             | <b>\$ 1,200.00</b>   |
| <b>Printing (Office)</b>                | <b>\$ 800.00</b>     |
| <b>Property Taxes</b>                   | <b>\$ 340.00</b>     |
| <b>Supplies</b>                         | <b>\$ 5,000.00</b>   |
| <b>Telephone/Internet</b>               | <b>\$ 4,712.00</b>   |
| <b>Volunteer</b>                        | <b>\$ 10,600.00</b>  |
| Volunteer Other                         | \$ 3,600.00          |
| Volunteer Education Speaker Fees        | \$ 4,000.00          |
| Volunteer Appreciation Event            | \$ 3,000.00          |
| <b>TOTAL ADMIN EXPENSES</b>             | <b>\$ 114,790.00</b> |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 801,137.00</b> |

## STEAC Roster - Board of Directors – INTERNAL USE ONLY

| Name                       | Start Date        | Term End     | Address                                  | Home Phone   | Cell Phone                   | E-mail  | Position                 |
|----------------------------|-------------------|--------------|--|--------------|------------------------------|---|--------------------------|
| <b>BOARD OF DIRECTORS</b>  |                   |              |  |              |                              |   |                          |
| Debra Denton               | June 2014         | 2022         | 2270 La Mesa Ct.<br>Davis, 95618         |              | 530-219-5089                 | expresso1931@gmail.com                            | President                |
| Jana Tuton<br>Will Benware | 2000<br>2010      | 2023<br>2023 | 909 Miller Dr.<br>Davis, 95616           | 530-756-3449 | 530-219-9573<br>530-304-1690 | jana.tuton@sbcglobal.net<br>wabenware@ucdavis.edu | Vice President<br>Member |
| Kim Eichorn                | September<br>2014 | 2022         | 631 Rutgers St.<br>Davis, 95616          |              | 530-304-4947                 | keichorn@golyon.com                               | Secretary                |
| Marshall Miller            | 2000              | 2022         | 3901 Vistosa Ct.<br>Davis, 95618         | 530-756-7021 | 530-220-0175                 | marshmiller@sbcglobal.net                         | Treasurer                |
| Wayne Eckert               | October<br>2016   | 2022         | 3813 Ascada Pl.<br>Davis, 95618          | 530-757-1202 | 530-400-6497                 | W9eckert@gmail.com                                | Member                   |
| Betty<br>Elasowich         | May 2018          | 2023         | 1107 4 <sup>th</sup> St.<br>Davis, 95616 |              | 530-902-0474                 | bettyelasowich@gmail.com                          | Member                   |
| Meg Gurley                 | Jan 2021          | 2022         | 1129 Pamplona Ave<br>Davis, CA 95616     |              | 203-464-2484                 | margrettagurley@gmail.com                         | Member                   |
| Lorin Kalisky              | May 2019          | 2023         | 1207 Drexel Dr.<br>Davis, 95616          |              | 415-860-7550                 | lkalisky@gmail.com                                | Member                   |
| Vivian Plank               | May 2021          | 2022         | 1807 Olvera Dr.<br>Woodland, 95776       | 530-666-6671 | 530-400-4657                 | vplank@udcpas.com                                 | Member                   |

**Short Term Emergency Aid Committee**  
 1712 Picasso Ave. Suite D, Davis, CA. 95618  
 530-758-8435 (office) ~ 530-758-8521 (fax) ~ 530-758-3116 (food closet)  
 General Email: [steac@steac.org](mailto:steac@steac.org) ~ Web: <http://www.steac.org>