

## PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the first day of July, 2016, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the COMMONWEALTH OF KENTUCKY created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, **Greenhouse17, Inc.** with offices located at 4400 Briar Hill Road, Lexington, Kentucky 40516, (hereinafter "Organization").

### WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period beginning on **July 1, 2016**, and continuing for a period of twelve (12) months from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay Organization the sum of **One Hundred and Ninety-Seven Thousand, Five Hundred and Eighty Dollars (\$197,580)** for the services required by this Agreement, said services being more particularly described in the Addendum attached hereto and incorporated herein by reference, one-fourth (1/4<sup>th</sup>) of which shall be payable in July 2016 or shortly thereafter upon receipt of an invoice, with one-fourth (1/4<sup>th</sup>) payable each quarter thereafter upon submission of a quarterly financial report and invoice, and a detailed quarterly program report. **Quarterly financial reports, invoices, and detailed program reports shall be submitted by October 14<sup>th</sup>, 2016, January 13<sup>th</sup>, 2017**

**and April 14<sup>th</sup>, 2017. A year-end program report shall be submitted by July 14<sup>th</sup>, 2017.**

Both reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

3. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

4. Organization shall perform all duties and services included in the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in the Addendum and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on the Organization's violation of any such laws, ordinances or regulations.

5. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current

tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

6. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in the addendum attached hereto.

7. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

8. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

9. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, shall promote equal employment through a positive, continuing program

of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

10. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

11. This instrument, and the Addendum \*(Description of the specific uses of funds allocated by program name(s) and details of the expected client and agency outcomes) incorporated herein, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

12. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.

B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in “riskless” investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the “prudent man” investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

13. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

For Government:

Lexington-Fayette Urban County Gov.  
200 East Main Street  
Lexington, Kentucky 40507

Attn: Chris Ford, Commissioner  
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington,  
Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

GREENHOUSE17, INC

BY: \_\_\_\_\_  
Jim Gray, Mayor

BY: \_\_\_\_\_  
Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Clerk of the Urban  
County Council

\* The addendum referenced in items 4 and 11 must be attached to this document  
and approved prior to the start of fiscal year payments.

# Addendum

**Agency:** GreenHouse17, Inc.

**Program Name:** Emergency Shelter

**LFUCG Emergency Shelter Program FY17 Funding:** \$120,000

**Program Summary:** GreenHouse17 is an advocacy agency committed to ending intimate partner abuse. As the state-designated primary provider of services for victims of intimate partner violence in Lexington/Fayette County (per KRS 209.160b and 922 KAR 5:040 and 5:050), we operate a 32-bed emergency shelter for adult victims and their dependent children. Our provision of emergency shelter includes concomitant trauma-informed services that specifically respond to the safety, healing, and sufficiency needs of intimate partner abuse victims. Our emergency shelter program model responds to the stages experienced by victims of intimate partner abuse following shelter intake.

Need for intake to emergency shelter is self-initiated by victims of intimate partner abuse. Specially certified crisis counselors and advocates determine eligibility for emergency shelter intake per Category 4 of the Final Rule Defining Homeless in the McKinney-Vento Homeless Assistance Act: individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member. The victim must sign a statement that s/he is homeless because of fleeing, or attempting to flee, domestic violence or dating violence and has not identified a subsequent residence and lacks the resources or support networks.

Initial interventions following emergency shelter intake meet the basic needs (food, medicines, transportation, etc.) and develop strategies to maintain safety for themselves and their children. Age-appropriate services for dependent children in shelter including safety planning, support groups, therapy referrals, play activities, and homework assistance to mitigate effects of exposure to abuse. As victims establish safety and legal protections, programming focus shifts to physical and emotional healing approaches. Certified domestic violence advocates help victims to identify and respond to barriers to maintaining safety and establishing self-sufficiency, such as transportation, medical needs, child care, legal representation, etc.

An average of 15 weekly shelter-based support groups provide victims with the opportunity to share their stories, learn from others' experiences, and begin to re-imagine their violence-free future. After healing progress has begun, shelter residents are connected to supportive housing, job skills training, and economic justice options in preparation for exit from the emergency shelter.

**Program Results and Effectiveness:**

*Outputs for 7/1/2016 through 6/30/2017*

Number of Beds Available: 32

Number of Unduplicated People Served: 200

*Outcomes and Targets for 7/1/2016 through 6/30/2017*

<b>Outcome</b>	<b>Target Number</b>	<b>Target Days/Percentage</b>
Average Length of Stay	N/A	80 Days
Number and % Who Exited and Returned Within 12 Months	5	2.5%
Number and % Who Exited and Had Obtained a Job and/or Increased Income Upon Exit	12	6%
Number and % of Residents who Exited the Program to Permanent Housing	34	17%



# Addendum

**Agency:** GreenHouse17, Inc.

**Program Name:** Trauma-Informed Farm Program

**LFUCG Extended Social Resource Grant Program FY17 Funding:** \$20,250

**Program Summary:** GreenHouse17, the state-designated provider of intimate partner abuse services in Fayette County, operates a Trauma-Informed Farm Program from the 40-acre rural property surrounding its emergency shelter. A 5,760 sq. ft. garden and four hoop houses are used to grow vegetables, fruits, and greens to prepare meals in our shelter and sell to the community. Two additional plots are used to grow seasonal flowers also marketed to the public. Flowers and produce also are used to make “Handmade by Survivor” products in the commercial kitchen on the property.

Our farm program complements traditional victims services (e.g. safe shelter, legal advocacy) by improving health and self-sufficiency of intimate partner abuse victims and their dependent children following crisis intervention. Three full-time staff deliver farm programming and manage farm operations with supervision and administrative support from six additional full-time staff. Program goals include the following: 1.) Provide nature-based healing for adult victims and their children; 2.) Provide nutritional snacks and meals for adult victims and their children, while improving understanding of health benefits of nutritious food choices; and 3.) Empower adult victims with access to self-sufficiency solutions including job training, micro-business experience, and work stipend opportunities.

Our farm operates 7 days a week, every day of the year. Our farm program will serve at least 500 adult victims and their children during the two-year funding term. The program is the recipient of the national Mary Byron Project Celebrating Solutions Award, Kentucky Nonprofit Network Innovation Award, and the Center for Nonprofit Excellence Social Innovation Award.

**Long-Term Program Goals:** To provide agriculture-based support services to meet the healing and self-sufficiency needs of intimate partner abuse victims and their dependent children as they rebuild their lives as survivors.

ACTIVITIES	OUTPUTS	OUTCOMES
Prepare daily field-to-table meal and snack options for adults and children in shelter.	250 adult and child victims of domestic violence annually (500 over two-year grant term.)	<b>Adults and children will have access to nutritious meal options featuring field-to-table produce.</b>
Plan and facilitate bi-weekly farm-based support groups for adult victims in shelter.	100 adult victims of domestic violence in emergency shelter annually (200 over two-year grant term.)	<b>Adults residing in shelter more than one week will participate in activities that encourage nature-based healing.</b>
Plan and facilitate regular health-based demonstrations and discussions related to nutrition and well-being.	50 adults and children in emergency shelter annually (100 over two-year grant term.)	<b>Adults and children residing in shelter for more than six weeks will improve understanding of health benefits of good nutrition.</b>
Plan for and provide supervision, training, and assistance for job stipend participants.	35 adult victims of domestic violence in emergency shelter annually (70 over two-year grant term.)	<b>Adults participating in the farm stipend will acquire at least one workplace skill.</b>
Assist farm stipend participants with job search and placement related to agricultural and production skills.	10 adult victims of domestic violence (20 over two-year grant term.)	<b>Adult victims of domestic violence abuse will experience increased job placement opportunities because of farm stipend participation.</b>

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Preparation and consumption of field-to-table meals in shelter.	Log of shelter meals prepared.	100%	Monthly and quarterly statistics compiled by staff and reported to the Kentucky Domestic Violence Association and LFUCG.
Participation in farm-based support groups and activities.	Group sign in sheets; case notes, electronic database entry.	100%	Monthly and quarterly statistics compiled by staff and reported to the Kentucky Domestic Violence Association and LFUCG.
Farm stipend participation; reporting to farm on time; showing good judgment; willingness to learn new skills;	Discussion with farm advocate; weekly case notes; electronic database entry.	100%	Monthly and quarterly statistics compiled by staff and reported to the Kentucky Domestic Violence Association and LFUCG.
Making food and self-care decisions; choosing healthy snacks over other options; making connection to healthy food and healing after abuse	Weekly case notes; survey of shelter residents	100%	Monthly and quarterly statistics compiled by staff and reported to the Kentucky Domestic Violence Association and LFUCG.
Preparation of resumes reflecting work experience on farm during stipend project; responding to reference requests for applications made	Case notes	100%	Monthly and quarterly statistics compiled by staff and reported to the Kentucky Domestic Violence Association and LFUCG.

# Addendum

**Agency:** GreenHouse17, Inc., Lead Agency  
Bluegrass Rape Crisis Center, Inc., Collaborating Agency

**Program Name:** Green Dot Lexington

**LFUCG Extended Social Resource Grant Program FY17 Funding:** \$50,330

**Program Summary:** Green Dot Lexington is a five-year, comprehensive, research-based program to prevent power-based personal violence (intimate partner abuse, rape, sexual assault, stalking, harassment, etc.) in Lexington-Fayette County.

Green Dot Lexington's Lead Agency, GreenHouse17, is a Lexington-based regional organization committed to ending intimate partner abuse in families and the community. Bluegrass Rape Crisis Center (BRCC), the program's Collaborating Agency, is a Lexington-based regional organization that advocates for individuals affected by sexual violence and human trafficking. GreenHouse17 will provide office space and supervision for a new hire Green Dot Lexington Prevention Coordinator, as well as general program and fiscal oversight. Staff at both agencies will introduce the strategy to the community-at-large, build community-wide intolerance for violence, and perform the following activities to prevent violence from happening:

- Engage "Thought-Leaders" in the target neighborhoods to serve on the Green Dot Lexington steering committee.
- Determine target community regions and subgroups to launch Green Dot Lexington strategy.
- Train "Early Adopters" in target community subgroups to become certified bystanders prepared to safely intervene in situations that may lead to violence.
- Assist "Certified Bystanders" with persuasion techniques to influence people in their circles of influence to adopt attitude of intolerance to violence.
- Persuade the community-at-large to assume attitude of intolerance for violence in our community.
- Inspire community-at-large to take green dot actions in the prevention of violent occurrences.

We estimate more than 21,450 will implement at least one green dot in the Lexington/Fayette County community during the two-year funding term.

**Long-Term Program Goals:** To eradicate power-based personal violence in Lexington-Fayette County, Kentucky.

ACTIVITIES	OUTPUTS	OUTCOMES
Identification, engagement, and training of thought leaders from diverse sectors and backgrounds.	At least 2 community subgroups of focus will be identified and engaged by September in each year in the funding term. (4 subgroups over the two-year funding term.)	<b>Thought-Leaders will demonstrate increased personal commitment to preventing power-based personal violence in their subgroup.</b>
Identification of Early Adopters; delivery of one-day Bystander Training events; tracking of pre- and post-testing of bystanders.	At least 100 Early Adopters in community subgroups will be trained as Bystanders during each year of the funding term. (200 Early Adopters over the two-year funding term.)	<b>Early Adopters trained as Bystanders will exhibit improved understanding of safe intervention strategies to prevent violence from happening.</b>
On-going communication and support with trained Bystanders; distribution of advertising and publicity; reporting and tracking of performed green dots.	At least 750 Green Dots will be performed by Bystanders during each year of the funding term. (1500 Green Dots over the two-year funding term.)	<b>Acts of violence intervention will decrease occurrences of power-based personal violence in identified community subgroup.</b>
Preparation of unique and passionate Overview Talks; scheduling and delivery of Overview Talks; tracking of pre- and post-testing of talk participants.	An average of 500 residents of Lexington-Fayette County will receive Overview Talks during each year of the funding term. (1,000 residents during the two-year funding term.)	<b>Community-at-large will exhibit improved understanding of their role in violence prevention and be inspired to participate in the goal of eradicating power-based personal violence in Lexington-Fayette County.</b>
Design, distribution, and publicity related to community-wide Action Events; tracking of green dots performed during Action Events.	At least 10,000 Green Dot will be performed during Action Events during each year of the funding term. (20,000 Green Dots over the two-year funding term.)	<b>Individual citizens of Lexington-Fayette County will exhibit increased intolerance of power-based personal violence and improved commitment to the solution.</b>

INDICATOR	MEASUREMENT TOOL/APPROACH	SAMPLING STRATEGY & SIZE	FREQUENCY & SCHEDULE OF DATA COLLECTION
Commitment to possibility of power-based personal violence.	Surveys and pre- and post-testing of identified "Thought-Leaders" in the community.	100% of Thought Leaders	Quarterly surveys; bi-annual pre- and post-testing.
Development of safe intervention strategies and skills to prevent power-based personal violence.	Pre- and post-testing of Early Adopters trained as Bystanders.	100% of Bystanders	Before and after each Bystander training event.
Shifts in attitudes of intolerance for power-based personal violence.	Surveys of target community groups.	Simple Random Survey of 500 members of subgroup community.	Bi-annually during each year of the funding term.
Willingness to take concrete and specific actions to prevent power-based personal violence.	Pre- and Post-testing of Overview Talk Participants	Simple Random testing of 500 Overview Talk Participants	Following randomly selected talks until testing quota is met.
Implementation of green dot actions that prevent power-based personal violence from happening.	Simple count of reported green dots performed.	100% of reported green dots	On-going and perpetual count of green dots reported via social media hash tags, submitted through confidential email, etc.

# Addendum

**Agency:** GreenHouse17, Inc., Lead Agency  
Faith Feeds of Kentucky, Inc. dba GleanKY, Collaborating Agency  
Seedleaf, Collaborating Agency

**Program Name:** Lexington Food Processing Collective

**LFUCG Extended Social Resource Grant Program FY17 Funding:** \$7,000

**Program Summary:** The Lexington Food Processing Collective is a new multi-agency collaborative program to provide community-based workshops that build skills related to processing of seasonal vegetables gleaned from area resources. The program's target audiences include victims of domestic violence and low-income families. Skills-building workshops to build skills related to the processing, preservation, and preparation of gleaned produce will be conducted each year. Each workshop will be followed by the service of a meal prepared using produce the participants have processed during the workshops. Participants will also retain a portion of the prepared produce for use in future meal preparations after the workshops, and the remaining produce prepared during workshops will be distributed to nonprofit organizations to feed families in need in Fayette County. The program – inclusive of gleaning, processing workshops, and sharing of processed and prepared/preserved food – will occur once per month during the two-year funding term. At least 800 Fayette County residents will participate in the program as workshop participants and/or recipients of donated processed produce to be distributed by partnering organizations.

Specific services to be provided by members of the Lexington Food Processing Collective include:

- GreenHouse17 is a regional Lexington-based agency committed to ending intimate partner abuse in families and our community . GreenHouse17 will function as the lead fiscal and reporting agency for the collaborative program and assist with program participant referrals. GreenHouse17 recently opened a commercial kitchen on the farm property surrounding organization emergency shelter in Fayette County. This facility will serve as the location for a portion of the workshop events, and residents living in the agency's emergency shelter will be invited to participate in the program. Additionally, scraps from produce processed during the workshops will be composted on our property for use as a soil conditioner and fertilizer on the farm surrounding our emergency shelter.
- Seedleaf is a Lexington-based organization that nourishes communities by growing, cooking, sharing, and recycling food. Seedleaf maintains sixteen community gardens to improve healthy food access. This agency will assist with program participant referrals, contribute expertise in facilitation workshops related to food preparation and preservation, and coordinate compost of food scraps following each workshop.
- GleanKY is a regional Lexington-based association that alleviates hunger by gleaning excess food from area farms and grocery stores and distributing the food to people and organizations in need. GleanKY will collect and contribute produce to be processed and preserved during the workshops. Additionally, this agency will assist with program participant referrals and lead the distribution of prepared produce to area nonprofit organization and food banks.

**Long-Term Program Goals:** For low-income families in Lexington-Fayette to have access to fresh food and know how to process and prepare it.

<b>ACTIVITIES</b>	<b>OUTPUTS</b>	<b>OUTCOMES</b>
Outreach to area nonprofits to establish referrals to the program; development of workshop calendar dates, times, and locations.	Partnerships with at least 15 Lexington-Fayette social service organizations inclusive of collaborating agencies over the two-year term.	Program participants will experience improved access to fresh, healthy food options.
Partnership building with food processing professionals and event marketing for monthly workshops. Development of pre- and post-test workshop tools.	Partnerships with at least 10 food processing professionals in addition to professionals represented by collaborative over the two-year term.	Program participants will improve skills related to processing, preservation, and preparation of healthy foods.
Monthly gleaning at area groceries and farms to collect fresh food for the program's workshops. Delivery of gleaned produced to workshop sites.	Gleaning activities of 12 farms or grocery locations in the area (24 over the two years.)	Program participants will increase understanding of connection between fresh food preparation and consumption and overall health.
Facilitation of monthly skills building workshops related to processing, preservation, and preparation of fresh food. Compilation of pre- and post- testing results.	Facilitation of at least 12 skills building workshops each year (24 over the two-year term.)	Program participants will report improved community connections with area nonprofit organizations providing related social services.
Monthly delivery of excess processed fresh food to partner recipient agencies in the area; distribution of shared food by partner agencies.	Delivery of 12 lots of processed fresh food to at least three partner organizations each year for distribution to low-income families (24 over the two-year term.)	Program participants will develop at least one new marketable job skills related to food industry.

<b>INDICATOR</b>	<b>MEASUREMENT TOOL/APPROACH</b>	<b>SAMPLING STRATEGY &amp; SIZE</b>	<b>FREQUENCY &amp; SCHEDULE OF DATA COLLECTION</b>
Demonstrated and self-identified food processing and preservation skills	Observations during workshops; pre- and post- tests administered during each workshop	100%	Before and after each skills building workshop
Demonstrated and self-identified preservation and storage of fresh food skills	Observations during workshops; pre- and post- tests administered during each workshop	100%	Before and after each skills building workshop
Willingness to integrate additional fresh food in daily meals	Pre- and post- tests administered during each workshop	100%	Before and after each skills building workshop
Number of program participants receiving shared processed food.	Distribution count by partner agencies	100%	Distribution reports to be submitted by partner agencies within two weeks of each monthly delivery.