PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: The Nathaniel Mission

Mailing Address: 1109 Versailles Rd. Suite 400, Lexington, KY 40508

Street Address: 1109 Versailles Rd. Suite 400, Lexington, KY 40508

Phone: (859) 255 - 0062

Is your Agency registered with the IRS as a 501(c)3 organization? ☑ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Silver Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

Note: Agencies must have a Silver Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.

Website Address: www.nathanielmission.com

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:
Daniel Baer, Executive Director, 859-255-0062, dbaer@nathanielmission.com

Person Completing Application *(Name, Title, Phone, Email):*
Meghan Talley, Program Director, 859-255-0062, mtalley@nathanielmission.com

Program Information

Name of program for which funds are being requested: **The Nutritional Assistance Programs**

Total Funding Amount Requested: $ **86,273**

RFP #5-2020 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

5.1 Program Proposal & Design

5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement 15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

According to Feeding America's recent data, 15.6% of Fayette County (FC) residents experience food insecurity. Nathaniel Mission's (NM) target efforts are the communities along the Versailles Road Corridor (VRC), but all FC residents qualify. Of the clients who come to NM, 4 in 5 attend to address food insecurity issues. Driving down Versailles Road, one would encounter a diverse community with significant needs economically. Looking at the closest elementary school income guidelines for free/reduced lunch, 88% of Cardinal Valley and 93% of Harrison students qualify (second highest percentage in all of FC).

Through a recent in-house survey, 80% of clients mentioned participating in God's Pantry's food program and/or federal aid such as SNAP benefits, yet clients still lack enough resources to adequately provide enough food for their households with 11% of clients served accessing the Mission Market food pantry 3 out of every 4 months. Healthy diet is a concern for 70% of clients who have identified health issues.

These neighbors face obstacles in transportation, language, and community-connectedness that would otherwise allow them to find alternative resources in other parts of Lexington. These communities need significant resources and support, and NM Nutritional Assistance programs target this particular issue our clients face. NM's Nutritional Assistance programs are aimed at addressing these issues in food insecurity, nutritional access and learning, and impacting daily healthy choices. In partnership with God's Pantry, GleanKY, and other organizations, NM is proud to be a central hub for VRCs food insecurity solutions.

5.1.2 Service Delivery Model 15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each "unit of service" you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

The Nutritional Assistance Programs include a number of opportunities for clients to receive holistic care in addressing their needs:

- Our Mission Market, open 3 days/week, is client-centered, offering choices of fresh, canned, dry, pre-prepared, and frozen foods to clients on a 1/month basis. This last year on average we served 246 households per month, making up 408 individuals, and monthly 25% of clients were assisted for the first time.
- Our Lunch & Learn services, presented 2/month, offers a hot, nutritious meal and nutritional or health-related training, information, or workshops with an average of 52 participants/month.
- Our Senior Commodities partnership with God's Pantry supplements basic food resources for those 60 and older. Monthly there are 25 boxes available and over 45 seniors have accessed this resource this year.
- Throughout the week, healthy food options for breakfast and lunch are available, free of charge, for clients who participate in our Day Shelter or who arrive at NM for other classes, clinics, or programs.

In addition, throughout the year NM offers an intense focus on food insecurity and wellness issues through educational programs such as cooking and nutrition classes and diabetes support groups.

For many along the VRC, the closest supermarket/grocery is over a mile away. With transportation being limited, these various programs provide walking-distance access to fresh and shelf stable nutritious food, to the knowledge and skills to make changes in their daily health choices, and to resources that lesen the chronic experience of food insecurity.

5.1.3 Client Eligibility and Requirements **5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay $30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

The Nutritional Assistance Programs are open to all residents of FC, with particular outreach to residents of the VRC (Cardinal Valley, Gardenside, Bennett Ave., Speigle Heights, Irishtown, etc.). For all programs clients must complete an intake form. During this process, clients are asked about demographic information, income, and other assistance that their household receives, but this does not hinder their eligibility for any of our programs.

For our Mission Market we require clients to have a valid ID proving they reside in FC. No further administrative burdens or red tape for families are placed upon the client in order to remove barriers to accessing food. Clients are required to maintain NM policies, rules, and behavioral expectations while in our facilities. Monthly reports and yearly recertifications keep cases up to date, allow accountability of data, and a clear understanding of the clients that are accessing services. For example, of clients who shared income information, 5% who accessed the market in the last year had a full-time job. NM is one of the only places in FC where there is an open door to receive food. Our goal is to sustain this philosophy until funding or capacity causes us to limit our offerings.

For Senior Commodities, a client must be at least 60 years-old, reside in FC, and have an income lower than 130 percent of the USDA poverty guidelines.

5.1.4 Evidence-Based/Best Practice **10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

When it comes to food distribution, NM uses Improving Health while Alleviating Hunger: Best Practices of Successful Hunger Relief Organization (2018, Rowland, Mayes, Faitak, Stephens, Long, McElfish) as a guidepost. These best practices include:

- Removing Stigma and Empowering Clients: Restoring dignity and respect for clients, our food pantry is branded as a “Market” to emphasize client-choice. Clients are able to choose their own food, rather than receiving standard, prepackaged food and choose only foods they want/need ensuring food clients can and will prepare.
- Incremental Steps to Increase Access to Healthy Food: Menus are developed in line with the USDA’s “My Plate” that provides a balanced and healthy diet using food substitution, which includes eliminating dessert and replacing it with fruit. Visual cues point out healthy and unhealthy items.
- Embracing Multiculturalism: see 5.3.3
- Collaboration is Key: see 5.3.2

The Nutritional Assistance programs are intentionally varied and address a multitude of facets surrounding food insecurity issues. Clients can also participate in complementary services aimed at resourcing our neighbors in the midst of the complex factors contributing to poverty, such as social worker consultation and case management, referrals to other organizations with supplemental resources, and classes targeting job readiness and financial wellness. The research indicates that this “center model” is the most effective approach to addressing the underlying causes of poverty and creating sustained food security (RTI composite research, 2014). NM is confident that our Nutritional Assistance programs make a marked difference in the lives of our clients.

5.2 Program Measures & Evaluation

5.2.1 Service Efficacy & Desired Outcomes **10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define "successful" completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

Our hope is to make a marked difference by offering critical opportunities to receive the necessary supplies to avoid hunger and nutritional deficiencies. Specifically, NM seeks to empower clients and provide safe and healthy offerings that encourage healthy choices.
With an environment of respect, not only do we hope to provide customer service that restores dignity by decreasing feelings of shame and discomfort, but also to involve client-voice in decisions such as items offered and workshop topics, as well as utilizing clients as volunteers. Through class and workshop offerings, our goal is for an increase of clients to actively and consistently participate, equipping them with the knowledge of health & wellness and impacting their daily choices and self-sufficiency.

By providing safe and healthy food, we seek to encourage healthy choices by developing a label system that identifies food to be eaten anytime, sometimes, or rarely. Informing clients, we hope to see an increase of clients choosing healthy items and decrease unhealthy items. Not only are we encouraging clients to take advantage of these initiatives, but also one-on-one consultations with our staff, who set unique goals with clients to begin to see change in their experiences of poverty, such as participating in financial wellness and job readiness classes.

Success for clients looks like moving from simply shopping in the Mission Market to receiving complementary assistance through other classes, training, and consultations (30% of clients) and as well as seeing a 25% increase of healthy choice and a decrease in unhealthy choices.

5.2.2 Client Empowerment & Community Impact **10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

A young hispanic mother with a toddler girl on her hip and Kindergartener holding her hand, enter NM in need not only of food, but a caring shoulder. Living with an acquaintance, struggling to find work, and desiring to live on her own, at NM she finds food, but also classes to help find a job and challenge her financial and connection to other resources in the community. Over the last 6 months, she has moved into her own place and is applying confidently for jobs.

The Nutritional Assistance programs have provided an access point for fresh produce when 57% of clients surveyed state that they never or rarely purchase produce because of transportation issues and the expense. Through our partnership with Food Chain, cooking demonstrations have been provided that have caused an increase in clients choosing frozen zoodles and diced squash.

Our classes and programs provide safe space for clients to express their struggles with healthy eating while experiencing techniques and receiving tools to address those issues. Tony, a neighbor who walks to the Mission most days, specifically signed up for a cooking class, because he wanted to learn how to prepare the food he was receiving.

Our central belief is that addressing food insecurity or healthy choices alone is insufficient, resulting in programs tied directly to other classes and clinics giving further support and resourcing. By addressing some of the systemic factors leading to food insecurity or poor nutrition, NM aims to break cycles of dysfunction and instability.

5.2.3 Data Assessment & Quality Improvement **10 Points**

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Seeking to empower clients and to provide safe and healthy offerings that encourage healthy choices will be monitored in several different ways. All clients who participate in Nutritional Assistance programs will complete an intake form that collects basic demographic information for households as well as financial and supplementary assistance information. This will be verified yearly starting in August.

Satisfaction surveys will be completed by all clients who attend Mission Market and Senior Commodities during the months of September and March, which is an average of 246 households per month. By tracking client satisfaction, experiences in food insecurity, sharing concerns, and willingness to take additional health & wellness steps, we can assess our environment of dignity and empowerment. To document the effectiveness of the healthy labeling system, volunteers conduct bag audits (recording every food item selected by clients with its label) at pre-intervention (July & August) and 3 month post-intervention (October & November) in order to determine an increase in healthy choices.

In addition, we track participation in Nutritional Assistance workshops and classes. Not only is active and consistent participation recorded, but also pre- and post-tests gage the knowledge learned and surveys demonstrate the impact on daily health choices.
With assistance and attendance records, the percentage of clients who receive Mission Market and Senior Commodities and engage in other complementary services can be determined. We will evaluate data to determine areas needing improvement, which will direct objectives pointing to outcomes and program improvement to be implemented in the month of June each year.

5.3 Capacity & Sustainability

5.3.1 Staff Qualifications & Experience **5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Program Director, Meghan Talley – over a decade of experience directing similar efforts at The Nathaniel Mission and in other non-profit settings. Meghan brings dedication, visionary leadership, and compassion to The Nathaniel Mission's Nutritional Assistance Programs. She oversees staff and volunteer performance, coordinates strategic partnerships, and provides hands-on leadership where applicable.

Poverty Intervention & Prevention Coordinator, Stephanie Martinez – bilingual in English and Spanish, Stephanie's skills ensure that our services are available and accessible for Spanish Speakers. She provides longevity of vision, rapport with clients, a wealth of knowledge in resourcing and support, and the dedicated focus on achieving stated goals for the programs. She is directly responsible for development of educational programs such as: Lunch & Learn, Health & Wellness Classes, and Diabetes Support Group. This development involves community partnerships, volunteer recruitment, client recruitment, curriculum, and food preparation as needed.

Office Administrator, Pauline Samuels Acosta – bilingual in English and Spanish, Pauline's skills ensure that our services are available and accessible Spanish Speakers. Managing details, Pauline ensures that volunteers pick up food at local stores (Target, Kroger, Starbucks), maintaining the organization, cleaning of the pantry and kitchen, ensuring food safety protocols are followed, preparing food as needed, and placing orders through four different vendors.

5.3.2 Partnership & Resource Leverage **5 Points**

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

NM works in collaboration with many other organizations in the Lexington area to meet the needs of our clients. Partnerships include: Glean KY, providing fresh produce weekly from local grocery stores and farmers. Food Chain, providing frozen processed local produce such as zoodles, soups, vegetables. God's Pantry Meal Connect, which opens the door for rescued food donations from stores such as Kroger, Target, Walmart, and Big Lots, as well as prepared meals from restaurants and catering businesses. God's Pantry, Commodity Supplemental Food Program, managing administrative tasks and delivery of Kentucky Department of Agriculture senior commodities. God's Pantry Co-Op, providing the lowest price of specific non-perishable, such as vegetables, fruit, & whole grain pasta. Feeding America National Office, invited NM, one of two agencies, to provide voice in a three-day focus group. Save-A-Lot, free delivery of additional non-perishables orders. Dollar Tree, providing household items purchased directly from the store. Community agencies such as FC UK extension office, the health department, REACH, and other educational professionals for our educational classes.

These formalized partnerships provide a wealth of goods for our clients to receive and allow NM to offer its programs without charge to our neighbors. Local congregations, families, and groups provide the essential volunteer support to our Nutritional Assistance programs. Many churches in Lexington provide active support, in addition to Kentucky Work recipients, Senior Community Service Employment Program.. Funding for our programs also is supported by our connections to these congregations and groups.

5.3.3 Outreach & Inclusion Strategy **15 Points**

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community?

Demographics of the VRC are very diverse. 72% of Cardinal Valley Elementary School students are Hispanic, indicating in part our need to communicate with all neighbors. We have intentionally hired our Poverty Intervention & Prevention Coordinator, who is fluent in Spanish and an Office Administrator who is Hispanic and fluent in Spanish. These staff members bridge this gap with our neighbors, as well as translating documents in order to ensure that our clients understand our services. If a client speaks another language, our partnership with Access Language Solutions provides translation over the phone or through appointment.

For individuals with physical disabilities, our campus and buildings can easily be accessed without physical barriers. Seniors who are homebound can give authority to family or friends to shop the Market or pick up Senior Commodities on their behalf.

We regularly interact with clients who have mental and emotional disabilities. Staff and volunteers are trained in a trauma-informed approach which realizes the widespread impact of trauma and understands potential paths for recovery, recognizes the signs and symptoms of trauma, and integrates this knowledge into procedures and practices, so that NM is able to effectively meet the needs of all clients.

All staff members have received civil rights training. Program spaces display the "Justice for All Poster", which informs clients on how to file a complaint. Every participant must receive fair and equitable treatment without regard to race, color, national origin, sex, age, or disability.

6.0 Program Budget Summary Form Instructions

Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. *(Including total amount of ESR grant request.)* **The Program Budget will be the same for both FY21 and FY22; there will be no increases in award for Year 2 of the grant.**

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

This section provides a summary of the total proposed Program Budget for FY 2021. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2021 program expenditures.

Total Program Budget

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

ESR Grant Funding Request

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

Non-LFUCG Program Funding

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

Staff Salaries – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

Consultant Services – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

Space/Facilities – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

Scholarships/Stipends – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

Operating Expenses – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

Other – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

PROGRAM BUDGET SUMMARY

Agency Name **The Nathaniel Mission**

Program Name **The Nutritional Assistance Programs**

FY 2021 (July 1, 2020--June 30, 2021) Total Program Budget

	# of Employees:	Column A Total Program Budget [= B+C]	Column B ESR Grant Funding Request	Column C Non-ESR Program Funding [A-B]
1. Staff Salaries for Program				
Full-Time (FTE)	1	45,000	15,000	30,000
Part-Time	2	47,500	15,625	31,875
Total Salaries		92,500	30,625	61,875
3. Consultant Services	$	0	0	0
list details				
4. Space/Facilities	$	25,296	12,648	12,648
list details	50% of building cost. Costs associated with facility mortgage, utilities, supplies, etc. have been totaled for the year and then divided by the percentage of the overall space used by The Nutritional Assistance Programs (commercial kitchen, Mission Market, food storage, offices, and classrooms), or 50% of the total square feet.			
5. Operating Expenses	$	30,000	30,000	0
list details	Non-pershiable food for Mission Market, food for meals, cooking supplies, kitchen equipment, mileage based delivery reimbrusement.			
6. Scholarships / Stipends	$	12,000	12,000	0
list details - numbers & amounts	Ktichen Manager - $1,000 per month			
7. Other	$	1,000	1,000	0
list details	Client Database			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	160,796	86,273	74,523

Cost per Program Participant: $ 5.41

I understand that this document in its entirety is incorporated into my grant Agreement with the Lexington-Fayette Urban County Government.

Authorized Representative *(typed name)*: Daniel Baer

Title: Executive Director **Date**: 04/02/2020