PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: God's Pantry Food Bank

Mailing Address: 1685 Jaggie Fox Way, Lexington, KY 40511-1084

Street Address: 1685 Jaggie Fox Way, Lexington, KY 40511-1084

Phone: (859) 255 - 6592

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.godspantry.org

Agency Representative *(typically the Executive Director - Name, Title, Phone, Email)*:

Michael J. Halligan, Chief Executive Officer, (859) 288-5311, MHalligan@godspantry.org

Person Completing Application *(Name, Title, Phone, Email):*

Kristin Ingwell-Goode, Corp. & Fdn. Rel. Officer, (859) 288-5328, Kristin@godspantry.org

Program Information

Name of program for which funds are being requested: **Fayette County Pantry Program**

Total Funding Amount Requested: $ **318,767**

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.

Food insecurity exists in every zip code of Fayette County. In every part of our community someone, or a whole family of someones, is unable to buy, borrow, or access enough food for every member of their household to sustain a healthy life.

Of the 321,951 Lexington residents, Feeding America's 2017 Map the Meal Gap indicates 15.3% are food insecure under normal circumstances. This means at some point—perhaps monthly, perhaps three times annually—49,259 members of our community do not have enough food for themselves or others in their home.

God's Pantry Food Bank (GPFB) has operated the Fayette County Pantry Program (FCPP) since 1955. It was started by one woman responding to hunger. In its typical form, the FCPP is a coordinated network of organizations and individuals working to provide a week's worth of groceries to anyone in Lexington who needs food. Hunger and crisis are not limited to one population. A family reeling from a job loss may need help once; a senior citizen on a fixed income may need help every month. The FCPP exists to fill that need every week of the year.

Every year GPFB estimates how many families will need help. Every year we surpass that estimate. This isn't good news. The fact that 24,816 Lexington families needed help last year is sobering. We estimate at least 2,400 families per month will need a pantry visit in FY21-22. Costs for fuel, medical care, and rent are rising; wages aren't keeping up. Food remains non-negotiable.

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 solution to food insecurity is food access. GPFB provides food access to Lexington residents by operating four food pantries that between them, offer 29 sessions weekly. Each session can accommodate 30 clients. The pantries are housed in partner organizations (churches or nonprofits) and staffed by volunteers during afternoon and evening hours to give everyone the opportunity to receive service.

A unit of service is a pantry visit. A representative of a household may visit a pantry up to one time per month and should receive enough food to make a week's worth of meals for everyone in the home. In FY2019 that food totaled 2,089,896 pounds or 1,741,580 meals for Lexington families. We anticipate at minimum, 24,000 pantry visits in FY21-22. In reality, the effects of COVID-19 will mean our clients recover last from this crisis and need for this program will likely remain elevated well beyond July 2020.

When clients arrive, they sign in and are greeted by volunteers who assist them as they move through the pantry. Each category of food is labeled and signs indicate how many items they may choose, based on household size. In FY19, recipients took home an average of 84 pounds of food per visit. Clients are encouraged to choose items their family will enjoy, as they would in a grocery store.

The food we provide is nutritious by design. Every family has access to canned fruits and vegetables, fresh produce, canned soup, grains, milk, meat, and other proteins (peanut butter, beans).

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.)

To receive food from one of the pantries operated by GPFB, a client must be a resident of Fayette County and have a referral from one of our 271 partner agencies. We rely on these referring agencies to assess need so we can focus on sourcing and distributing food.

Our top referring agency is Community Action Council (CAC). This is also the first place we recommend to new clients. At CAC they will meet with an intake specialist who determines potential resource gaps beyond food such as utility, rent, or child care assistance.

The next four largest referring agencies are:The Nest, Lexington Rescue Mission, Veteran's Administration, Fayette County Public Schools (At least one staff member at every school may make a referral).

Once an initial referral takes place, a client may call directly and make an appointment to visit a pantry up to one time per month for one year before requiring another referral from an agency. Pantry appointment calls are accepted from 9 a.m.-noon and 1-3 p.m. every weekday. During those calls, the client chooses the pantry location, day, and time they would like to visit. They have a three-day window from that point to visit the pantry.

While at a pantry, clients are expected to be courteous and respectful to volunteers and other clients. We expect that families or individuals who seek help have a need. Anyone may receive service at a pantry regardless of citizenship, ethnicity, religious views, or other defining characteristic.

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.

All GPFB pantries in Lexington follow a Model Pantry Standard. The points outlined are the industry standard and are endorsed by Feeding America, the nation's food bank network.

A model pantry will do the following: Provide a space and culture that promotes respect and dignity for clients, offer service at least three days per week, provide five to seven days' worth of food to clients, allow clients to make food choices in pantries, follow food safety practices in line with local Health Department standards, offer a selection of nutritious product that meet USDA My Plate guidelines and include items from all the following categories: milk, protein, vegetables, fruits, and grains, and accurately record client information and visits.

We fulfill all of these recommendations but perhaps focus most on the ability for clients to choose the food they will take home. This provides a sense of dignity and control, reduces waste, and accommodates special diets.

We also follow these best practice recommendations: Maintain a Board of Directors, 501c3 status, a strategic plan, organization goals and objectives, a business plan, an annual budget, and appropriate stakeholder engagement.

Feeding America sets a national standard of service called the Meals Per Person in Need (MPIN). The total food poundage distributed per county is divided by the number of food insecure people in that area to reach a county's MPIN. Feeding America's minimum standard is 49 MPIN per county; Fayette County's current MPIN is 92.

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 clients face many obstacles on a daily basis. The last thing we want them to worry about is access to nutritious food. Our immediate goal is to help clients achieve food security.

Our service philosophy is that we want every Lexington resident to have enough food to provide healthy meals for every member of their household. If they are unable to do that on their own, our goal is to help. We want to eliminate obstacles to food security, whether for two months or as long as they need assistance.

GPFB has specific goals for the program. First, is to give a family enough food per pantry visit to create at least a week's worth of meals for every member of the household. In FY20 to date, 89% of clients achieved that goal. Another goal is the food they receive is nutritious and clients can select items from all the major food groups: fruits, vegetables, meat/protein, dairy, and grains. In that respect, if a client leaves with a full grocery cart to share with their family, we have achieved success.

GPFB's COVID-19 response demonstrates our ability be agile. The FCPP was temporarily restructured in March 2020 to rapidly respond to a dramatic 50% increase in need and the environment. Pre-packed boxes were assembled, distribution was moved outdoors, and more clients received food.

Success is a mix of providing a sense of hope to our clients, a personal touch at the pantry, and adequate food to feed their family.

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.)

Without proper nutrition, a person cannot survive. With a balanced diet, a person obtains fuel needed to accomplish tasks from building bones to regulating heartbeat. Without fuel, there is no energy, and only negative results, from headache and dizziness in the short term to significant health issues and even death in the long term.

This is elementary but fundamental to illustrate the work of the pantry program. We focus on one crucial thing: food. GPFB sources, acquires, and raises money to secure and distribute food.

Without food, getting out of bed may be difficult, so becoming a student, parent, caregiver, co-worker, or friend is nearly impossible. Moving a client from hungry to food secure makes it possible for them to hold a steady job, learn in school, care for others, and contribute to the community. In 2019, 14,316 unique people from 6,768 households received food from a pantry. This is 4.4% of Lexington residents, a clear indicator of the program's impact and value to the community.

The pantries provide food, but they also provide personal confirmation that someone cares when volunteers look recipients in the eye and offer to help.

The impact is more significant when we hear from recipients:
"It's hard to ask for help," said Brittany, a mother of three. "But you never know what could happen to put you in that situation. You go from the top of the heap to the bottom of the food chain. It's just amazing what a caring community we have."

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.**

GPFB collects three sets of data to assess the program and inform improvement.

The first is internal data, primarily the number of households served monthly and the poundage of food distributed. Those two data points indicate if clients are receiving the appropriate amount of food at each visit.

The second is subjective feedback from staff and pantry volunteers. These two groups of people are in the pantries daily and visually assess if there is enough food in each category to meet the need. We are able to respond very quickly to this feedback; a phone call can result in more food delivered within hours to a pantry in need of more produce, milk, or other items.

The third is data from one of two formal methods, Link2Feed and the Hunger in Fayette County Survey.

Mary Alice Daniels oversees the FCPP and uses the Link2Feed database daily. Link2Feed maintains all client records, appointments, and service history. This data shows short and long-term trends which inform food purchases, budgeting, and other quality adjustments. In 2021 we will undertake the Hunger in Fayette County Survey, the most in-depth data collection tool we have. The survey takes place at all four pantries and collects information from 400 clients. It will contain at least 20 questions, plus general demographic information, and solicits feedback on topics like respectful treatment at pantries and types of food available. That data will be evaluated and if necessary, used to adjust program services including pantry access and food selection.

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.

GPFB has operated Fayette County's largest pantry program in some form since 1955. The current format with four pantries has been in place since 2014. Responsibility for the FCPP falls under two departments: Programs and Operations.

The Programs Department handles all aspects of the client and volunteer experience. Danielle Bozarth is the Programs and Partner Services Director and has been with GPFB since 1995. She eliminates barriers for the FCPP, troubleshoots, and assists with long-term strategy.

Pantry scheduling, volunteer training and management, procedures, and partner agency relationships, are directly overseen by Mary Alice Daniels, Programs Community Developer. She has been in her current role since 2014. She is a licensed certified social worker and worked previously at LFUCG in Youth Services. She has overseen growth in the program and implemented a new database to provide a better experience for clients and for volunteers.

Food in the pantries is a combination of donated and purchased product. The Operations Department oversees all aspects of purchasing, acquiring, tracking, and distributing food from all sources. Elisa Shannon recently joined the Food Bank as Operations Director. Her background is in the food industry and she has 15 years of experience in food banking and emergency food access. Elisa oversees FCPP logistics with help from Britt Hensley, Warehouse Manager, and Peter Paterson, Food Procurement Officer. Pantry drivers Brandon McClure, Nick Phillips, Allen Prigge and warehouse staff also assist. This team handles, food ordering, deliveries, and stocking at each site daily before pantries open.

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.

The success of the Fayette County Pantry Program absolutely depends on successful partnerships. All four pantry facilities are hosted by organizations with whom GPFB holds a current written agreement. Pantries are staffed by volunteers. GPFB accepts referrals to visit a pantry from 271 other organizations—churches, schools, social service partners, healthcare providers, etc.—to ensure cooperation and a comprehensive response to our community's need for food access.

The standard food banking model is for the food bank to focus on sourcing food and to then partner with other nonprofits for distribution. Beyond the FCPP, GPFB distributes food through 48 other Lexington agencies that operate shelters for men, women, and children, soup kitchens, group homes, and meals for the homebound. Those agencies accessed and distributed 2,312,258 pounds of food to Lexington residents.

Beyond the FCPP, GPFB operates 76 other programs in Fayette County such as the Commodity Supplemental Food, BackPack, Kids Cafe, and School Pantry programs that make food available to senior citizens and children. In total GPFB infused 5,469,939 pounds of food into Fayette County in 2019. All of this work is geared toward providing food security and nutritional access to Lexington residents.

The GPFB board, volunteers, and donors support the FCPP and all our programs at many levels. We do not have committed gifts for the FCPP in FY2021 yet, but we understand that our work is fundamentally crucial to food security in this community—and the viability of other nonprofits—and deserves to be funded accordingly.

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?

The FCPP is designed to be available to and accessible by all potential participants, from the number of referring agencies to the facilities that house pantries. We know clients have every kind of mobility challenge, from physical access to transportation. Pantries are in accessible buildings with nearby parking and they are on bus routes. None of the pantries require stairs to enter and all have seating.

Pantry hours are designed to accommodate different work and life schedules. All four pantries are open for at least 90 minutes Monday through Friday. Pantries offer evening sessions. In the last three years we have increased service to once monthly per family and each session's capacity to 30 in response to demand.

Once a client arrives, we use a system of colored shapes to indicate how many items they may choose so we can communicate without reading or speaking English. This has helped immensely with clients who speak other languages or who are hearing impaired. We also offer a one-page welcome and overview to our clients in English, Spanish, and Swahili.

When requests for help jumped by 50% due to COVID-19 job losses, we reworked the system to pre-packed boxes of food available via a drive-through process and served more than 275 families daily through a program designed for 180. While we hope this situation is temporary, this is a perfect example of GPFB making every effort to respond to persons impacted by economic distress. It is what we have done well for 65 years.

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 **God's Pantry Food Bank**

Program Name **Fayette County Pantry Program**

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)		0		
Part-Time	27	182,769	127,938	54,831
Total Salaries		182,769	127,938	54,831
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	37,608	26,325	11,283
list details	Occpancy, technology, office supplies, project supplies, postage, insurance.			
5. Operating Expenses	$	64,615	45,231	19,384
list details	Professional services, dues, other promotional (including direct mail, printing), bank fees, warehouse supplies, transportation (fuel), mileage.			
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	170,391	119,273	51,118
list details	Food purchases including all categories of product.			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	455,383	318,767	136,616

Cost per Program Participant: $ 19

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)*: Kristin Ingwell Goode

Title: Corporation and Foundation Relationships Officer **Date**: 4/2/20