PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Lexington Gay Services Organization (dba Pride Community Services Org.)

Mailing Address: 389 Waller Avenue, Suite 100, Lexington, KY 40504

Street Address: 389 Waller Avenue, Suite 100, Lexington, KY 40504

Phone: (859) 253 - 3233

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.pcsoky.org

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

Carmen Wampler-Collins, Executive Director, (859) 797-8352 ext. 1, carmen@pcsoky.org

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

Carmen Wampler-Collins, Executive Director, (859) 797-8352 ext. 1, carmen@pcsoky.org

Program Information

Name of program for which funds are being requested: **PCSO Food Programs - People's Pantry and SIP**

Total Funding Amount Requested: $ **30,450**

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.

Feeding America's "Map the Meal Gap 2019" states there are 48,330 people who are food insecure in Fayette County. A problem for all populations, food insecurity is disproportionately an issue for lesbian, gay, bisexual, and/or transgender (LGBT) people. 34% of this population in Kentucky is food insecure as opposed to 17% of the non-LGBT population (LGBT Demographic Data Interactive, January 2019, The Williams Institute). Seniors also face struggles with hunger. Feeding America's "Hunger Among Adults, 2017" and "The State of Senior Hunger, 2017" found Kentucky had the highest rate in the nation of food insecurity in adults from 50-59 and a higher rate in adults 60+ (8.4%) than the national average (7.4%).

PCSO's food programs are open to anyone experiencing food insecurity in Fayette County, but they target LGBT and LGBT senior populations. The majority of those served will be low-income, but some will be moderate-income clients, some of the almost 16,000 people in the county who are food insecure but don't income-qualify for SNAP or other programs. These populations are underserved and at-risk with obstacles to obtaining food resources through traditional means. While Fayette County has a network of food pantries and meal providers that distribute food from the local food bank, our clients face obstacles such as discrimination, fear of discrimination, and lack of physical access from traditional sources. By providing nutritious free food in a space that is safe, accessible, and familiar to the LGBT and elderly LGBT community, we are able to better reach these populations.

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.

We will expand our People's Market food pantry to serve more clients with a better mix of nutritious foods. By creating a dedicated space for the pantry, adding cold and dry storage, increasing staff dedicated to the program, and increasing the amount of food we are able to receive we will be able to provide our clients with weekly visits to the People's Market where they will be able to select foods to fill a box for their family. As a part of this program, we will provide educational workshops that will allow clients to sample and learn nutritious recipes using ingredients from the market. We will hold one 60-minute workshop each quarter. Program staff will also meet with program participants to refer them to other resources that might help meet their needs with food insecurity and other issues. Brochures and pamphlets are available on diverse resources at the Pride Center where the pantry is located. Staff may also help participants fill out applications for SNAP or other nutrition programs.

The other component of our food program is our monthly Seasoned Independent People (SIP) dinners which are hosted by our 50+ LGBTQ+ group. The PCSO provides the main dish and basics for this free dinner and attendees are invited to bring a dish to share, though it is not required. While these dinners are focused on adults over 50 all ages attend creating an intergenerational environment where often isolated community members can find social connection while sharing a meal. We will hold one 3-hour long dinner every month.

These services will address the needs of food insecure people, particularly those who are LGBT and/or elderly by providing regular access to free nutritious food in an environment that is safe, affirming, and free from stigma.

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.)

For the food pantry, clients must provide name, address, phone number, and/or email address. They must also indicate that they have a need for food. This can be for a one-time, periodic, or ongoing need. Clients are limited to one visit per week to pick up staples and groceries. However, they may drop in for prepared foods such as pizzas and wrapped sandwiches as we have them available.

For both the pantry and the SIP dinner program, clients must follow the rules of the Pride Center such as our Code of Conduct which includes treating others with respect, not damaging property, no violence, no firearms, and respecting confidentiality of other clients and visitors.

We hope that having access to nutritious foods will improve our clients physical and mental health and quality of life and allow them to become more connected and involved in our community, but we have no requirements for activities or further participation. We will ask clients to voluntarily complete participant surveys so we can evaluate our programs.

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.

Our service approach is based on a choice pantry promising practices model that includes utilizing a local food bank for the majority of food donations, working with partners in the community to provide other donations, focusing on raising cash donations rather than product donations from individuals, providing clients with as much choice of food as possible, limiting intake and screening questions, allowing clients to decide how much food they need, providing a variety of foods including healthy choices, providing referrals to additional resources for food and other needs and assisting with applications, providing education around how to prepare and use foods, allowing clients to visit the pantry frequently, delivering services other than food assistance, and keeping the pantry open on evenings and/or weekends. This model for best practices is reflected in the work of End Hunger in America at endhungerinamerica.org and FoodShare in Connecticut at site.foodshare.org.

Though evidence-based, promising practices are limited for LGBT-targeted food programs a 2019 study of food insecurity among transgender and gender nonconforming (TGNC) people found that they were less likely than the general population to use local food pantries, especially those run by faith-based organizations out of fear of experiencing discrimination. One recommendation from the study was for local food banks to work with LGBT organizations to distribute food to the community. (Russomanno J, Patterson JG, Jabson JM (2019) Food insecurity among transgender and gender nonconforming individuals in the Southeast United States: a qualitative study, Transgender Health 4:1, 89–99, DOI: 10.1089/trgh.2018.0024.)

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?

We hope to help clients have access to the quantity of nutritional foods they need to support their physical health and to remove hunger and the threat of hunger from the factors that impact their mental health. We will set goals with clients to attempt to permanently solve their obstacles to having food. This will be different for each client. For some it may mean helping them to sign up for SNAP or other resources, for others it may mean assisting with a search for employment, and for still others it may mean ensuring the client continues to have access to our pantry by providing delivery or transportation options. Our service philosophy is a holistic approach to meeting the needs of LGBT people and their families, friends and allies. We recognize that providing access to food is only one small piece of ending hunger in our community. Providing a safe space, individual and community connection, and access to other programs and resources while providing food gives us the opportunity to have a greater impact on those we serve. A "successful" completion of services will mean that a client is no longer struggling with food insecurity. For some that will mean they achieve greater financial stability and no longer need to access our food programs. For others it will mean that they continue to access our pantry, but have their food needs met, and feel like a valued member of our community participating in programs beyond the food pantry. We anticipate that 90% of program participants, at least 90 people, will meet this criteria for success.

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.)

These services will help to meet the basic and essential needs of low- and moderate-income, LGBT, and senior Fayette County residents. Having access to nutritional food will improve the health of those served. It will also free participants from the stress of worrying about how they will eat, improving mental health, and relationships with others. Time and energy that would have been consumed by hunger or trying to figure out how to access food can be used to participate in other meaningful activities including community and civic engagement. As a client's basic needs are met they have more opportunities to connect with others and to contribute to the community. Many of our clients who participate in our food programs end up volunteering, participating in social events at the Center, or finding other ways to give back. In all of our programs, we strive to make people feel like they are a part of the community that is larger than themselves. Ultimately as clients basic needs are met, they are able go contribute to a stronger, healthier community.

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.**

We will know if our services have been effective when a minimum of 90% of our 100 anticipated program participants have had positive outcomes as a result of having used our food programs. We will survey all participants every 6 months by phone, email, or letter to assess how participating in our food program has impacted their lives. Questions will include objective ratings on a numbered scale for status of health, status of mental health, feeling of connection to the community, interaction with the community, and level of access to needed food both before and after accessing the program. We will also include more subjective open-ended questions asking participants how the programs have impacted them and to provide suggestions on how programs could be improved.

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.

Food Programs Manager - This will be a new 20 hours per week part-time position. Position will require experience with customer service, nonprofit program management, and/or volunteer management. Skills in food handling, nutrition education, and/or event management will be preferred. This position will be responsible for learning all procedures involved in running the food pantry, carrying out all daily operations to keep the pantry open, meeting with clients to provide referrals to other resources, coordinating community nutrition and cooking workshops, and coordinating monthly SIP dinners.

AmeriCorps Vista Pride Center Coordinator, Grasien Connor currently has primary responsibility for managing and operating the food pantry. He has helped to develop a policy and procedures manual for the pantry and will train the Food Programs Manager to take over the expanded pantry operations as he focuses more on general Pride Center operations. He will continue to work with the Food Programs Manager to help with referrals and volunteer recruitment. Before joining the PCSO, Grasien was the primary organizer of Brandenburg Pride.

Executive Director, Carmen Wampler-Collins is responsible for oversight and evaluation of all day-to-day operations of the PCSO Pride Center including the food programs. She will spend approximately 15% of her time on the direct operation of the food programs providing supervision, outreach, and evaluation. Carmen has 20 years of experience in nonprofit program development, fundraising, program evaluation, and executive management. Prior to joining the PCSO she operated her own consulting business for nonprofit development and fundraising and spent 5 years in nonprofit affordable housing as a Development and Programs Director.

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.

Our programs support our community's comprehensive response by working to eliminate food insecurity among underserved and at-risk populations that experience barriers to using traditional food pantries. We have served the LGBT+ community in Central Kentucky for 43 years and have earned the trust of our community in creating safe and effective services that meet their needs. Our food pantry program began because Brandless.com wanted to make a donation of food product to God's Pantry, but wanted to ensure it was targeted to the LGBT community. They called us to see if we could make that happen. We did, and in our discussion about how we had been informally feeding our community for a long time, they encouraged us to come on as a partner in their Meal Connect program. We started with one tiny weekly delivery and that has grown to a regular pantry with God's Pantry as our primary partner. We have recently reached out to GleanKY to find out about becoming a partner and have been contacted by an LGBT CSA in Richmond who would like us to distribute produce to our community. In addition, PCSO is a part of a strong network of organizations that share referrals and services including AVOLKY, Bluegrass Black Pride, Kentucky Black Pride, Ampersand, New VISTA, SAGE of the Bluegrass (for LGBT+ Elders), UK LGBT+ services, Center for Families for Children, the Veterans Administration and many more. Our board members are critical in getting the word out about our programs and providing financial support. Volunteers are a key part of the food programs, because we need to pick up food from multiple vendors we have developed strong relationships with volunteers to help with this. In addition to food donors, we have utilized an AmeriCorps Service Member primarily funded through NCNS to develop the infrastructure and get the food pantry program off the ground. An intern who is a graduate student in UK's School of Social Work has also helped to develop the program. PCSO has also solicited and received private donations for the food programs in addition to unrestricted funds we have allocated.

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?

It is a priority of our organization to ensure diversity, inclusion, equity, and a sense of belonging throughout the organization from our programming and policies to our staff and board. We translate our print materials into Spanish and maintain contacts with interpreters to translate in person or to translate materials into other languages as needed. We conduct outreach and collaborate on projects with organizations that serve other minority communities including Foundation for Latin American and Latin Culture and Arts (FLACA), Bluegrass Black Pride, and Kentucky Black Pride among others. Our Pride Center is accessible to those with wheelchairs or other mobility tools and we let clients know that we will make other reasonable accommodations as needed. We have two board members who are disability activists and work with other board members to ensure programming is as accessible as possible. Outreach into the LGBTQ+ community overlaps with outreach to communities impacted by poverty and economic distress. We primarily advertise our programs in LinQ magazine which is distributed to 40 area businesses and emailed to 2,000 people and on social media. Our food program notices on social media are shared widely by other organizations that serve minority and low-income communities.

We follow all state and federal non-discrimination practices in programming, employment, and other operations. We operate in and have connections to a very diverse cross-section of the greater community ensuring information about our programs get distributed to a diverse population.

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 **Lexington Gay Services Organization (dba Pride Commu**

Program Name **PCSO Food Programs- People's Market and SIP Dinner**

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	0	0	0
Part-Time	2	20,850	20,850	0
Total Salaries		20,850	20,850	0
3. Consultant Services	$	1,200	0	1,200
list details	Licensed contractor to build wall in current facility with appropriate electricity, venting, and new door and to paint room to provide a dedicated space for the pantry. Based on quote from contractor. Private donations will fund this cost.			
4. Space/Facilities	$	2,400	2,400	0
list details	Rent -$1,680 - based on 20% of total facility space. Total rent is $8,400 per year. $8,400 X.20 = $1680 Utilities - $720 - based on 20% of total facility space. Total utilities for water, gas, electric, internet and phone is $3,600 per year $3,600 X .20 = $720			
5. Operating Expenses	$	61,740	7,200	54,540
list details	$53,040 - Donated food from God's Pantry - in kind valued at $1.70 per pound X min 600 lbs per week; $1,500 - Food for monthly intergenerational dinners - cash donations, based on expenses for past 12 months; $2,000- Freezer, shelves, and storage supplies based on quotes - ESR request; $5,200 to purchase food through God's Pantry and other sources			
6. Scholarships / Stipends	$	1,020	0	1,020
list details - numbers & amounts	$1,020 - 20% of AmeriCorps Vista time for 5 months paid by AmeriCorps and PCSO operating income. Full stipend $12,227.			
7. Other	$	0	0	0
list details	Not applicable.			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	87,210	30,450	56,760

Cost per Program Participant: $ 872

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)*: Carmen Wampler-Collins

Title: Executive Director **Date**: 04/01/2020