PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Lexington Rescue Mission

Mailing Address: P.O. Box 1050, Lexington, KY 40588

Street Address: 444 Glen Arvin Avenue, Lexington, KY 40508

Phone: (859) 381 - 9600

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.lexingtonrescue.org

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

Jim Connell, Executive Director, (859) 948-4576, jim@lexingtonrescue.org

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

Kim Livesay, Director of Development, (859) 381-9600, ext. 227, kim@lexingtonrescue.org

Program Information

Name of program for which funds are being requested: **Food Service**

Total Funding Amount Requested: $ **30,000**

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 2017 report, 15.8% of Fayette County residents have limited or uncertain access to enough food. This problem is particularly pronounced in the area where our Outreach Center is located (in the Georgetown Street corridor), which is classified as a food desert by the USDA. A food desert is an area where a fifth of the population lives below the poverty line, and where there isn't a supermarket within one mile. Our neighborhood has a poverty rate of 48.8%, more than double that of Fayette County's rate of 18.6%.

Lexington Rescue Mission is one mile from the Hope Center and Salvation Army, and because of this proximity, many shelter residents depend on our breakfasts, lunches and social services when they leave the shelters during the day. Additionally, many of our guests are unsheltered homeless, sleeping on the streets, in tents, or in vehicles. Because homeless guests don't have a place to store food or prepare meals, they don't benefit from food pantries, but rely upon public meals. Additionally, because they lack an address, their SNAP benefits often get cut off and must be reinstated.

Our meals are open to anyone who is food insecure, but most who rely on our meals are those who live in poverty in our neighborhood or are homeless. According to a Snapshot Survey of all our guests in February 2020, 71% of our meal guests either had lost their public benefits or never had them, and 50% of our guests are homeless.

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.

Lexington Rescue Mission provides meals to anyone who is hungry. Our Outreach Center offers meals Monday-Saturday, including coffee and baked goods from 9 a.m. to 12 p.m. and a hot, nutritious lunch from 12 to 1 p.m. We also provide bread, fruit, and vegetables for guests to take with them. Additionally, we provide food to residents in our transitional homes. Each meal is a unit of service. In 2019, we served 48,344 meals, a 6% increase over the previous year (45,631). The ESR funds will give enable us to continue to expand our food service to those in need.

People often come to the Mission initially for a meal and stay for our walk-in hours, where staff assist them with basic needs and help them take steps out of poverty. Walk-in hours are Tuesday, Wednesday, and Thursday from 1 to 3 p.m. During that time, guests meet with a social worker who assists with their needs, including clothing, toiletries, bus passes, IDs, housing, employment, etc. The social worker helps immediately with the needs the Mission can meet and connects clients to other programs to meet additional needs. These resources help clients increase their income, obtain housing, and access benefits, thus improving their food security.

In 2019, 1,588 people came to walk-in hours for assistance and 1,059 were new clients. Of those new clients, 329 (31%) heard about walk-ins through our meals (the majority were referred by family, friends, or neighbors). Last year, 94% of all guests' acute needs were met.

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.)

There are no eligibility requirements for people to participate in our food services. Everyone is welcomed. However, we do expect people not to bring alcohol, drugs, or weapons into our building and to not make claims of harm on themselves or others.

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.

Lexington Rescue Mission has implemented both the short-term and medium-term strategies outlined in "Evidence-Based Strategies to Build Community Food Security" published in the Journal of the American Dietetic Association (McMullum, Desjardins, Kraak, Ladipo, & Costello, 2005). These strategies include:

1) Counsel clients to maximize access to existing programs providing food and nutrition assistance, social services, and job training. We commonly assist guests with accessing food during walk-in hours. Last year, our staff made 276 God's Pantry referrals for 199 people, and gave 167 people bags of groceries when they were ineligible for God's Pantry or needed emergency food assistance. Additionally, during walk-in hours, our staff provided 1,059 people clothing vouchers to Goodwill, 903 people with hygiene supplies, 58 people with transportation (bus passes, Greyhound tickets, and fuel cards), and conducted 202 housing assessments using the VI-SPDAT so we could place these clients in our Homeless Intervention Program, and, as eligible, on Lexington's Coordinated Entry list for permanent housing. Furthermore, we connected 237 people to our job training and placement services and 17 people to our transitional housing.
2) Identify food quality and price inequities in low-income neighborhoods. As mentioned above, our neighborhood is in a food desert with no grocery store. There is one convenience store that carries high-calorie snacks, a very limited supply of non-perishable food, energy drinks, soft drinks, and alcohol.
3) Connect emergency food programs with local urban agricultural projects. See answer to Question 5.3.2
4) Create multi-sector partnerships and networks. Again, see answer to Question 5.3.2

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?

The Lexington Rescue Mission helps clients improve their food security. Our service philosophy is to alleviate hunger by providing nutritious meals while addressing the underlying causes that contribute to food insecurity in our community such as a lack of sufficient income and lack of stable housing.

In the short-term, clients will successfully complete services if they report better access to nutritious food after coming to the Mission. In a survey conducted of 362 clients in February 2020, 26% of clients said that before coming to the Mission they always had access to nutritious food, 34% said they regularly had access to nutritious food, and 40% said they had a hard time accessing nutritious food. After coming to the Mission, 33% of these clients said they always had access to nutritious food, 45% said they regularly had access, and 22% said they had a hard time accessing nutritious food.

Our long-term objective is that clients will receive a meal and connect to additional assistance at Lexington Rescue Mission, including social services, job training and placement, or housing. As mentioned above, 1,588 people came to walk-in hours for social services last year, including 1,059 new clients, many of whom learned about our services at a meal. From walk-in hours, 202 people were assessed and placed on the Coordinated Entry list for housing, 237 clients were connected to employment services, 17 to our transitional housing, six to our re-entry services and 45 households were moved into permanent housing through our Homeless Intervention Program.

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.)

Providing access to healthy and fresh meals to anyone who is hungry is a meaningful way to meet an immediate need while also introducing guests to the other services that can help ensure long-term food security. As an entry point into the Lexington Rescue Mission, meals are more than just a gateway to other services; they are also an opportunity to build relationships that encourage positive life changes and, ultimately, provide hope for the future.

Scott is one client who found hope at the Mission. His cousin occasionally let him stay in his attic, but other than that, Scott had been homeless for years. On really cold nights he would walk for hours trying to stay warm. Scott started coming to the Mission for meals and stayed for walk-in hours to learn about other ways we could help him. We were able to provide clothing and other necessities, and we were also able to help Scott move into permanent housing. Today, Scott is living independently and has found purpose in serving others; he now volunteers twice a week at the Mission to do clients' laundry for them.

Furthermore, people who live in the neighborhood and are food insecure also benefit from the Mission's meals. For years, Charlie, who is elderly and nearly blind, has walked to the Mission almost every day for lunch. In addition to being a stable source of food, we have become his family and check up on him to make sure he has what he needs.

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.**

Our goal is to help clients improve their food security. Our objectives reflect our desired outcomes for our clients: our short-term objective is that our clients will report consistently better access to nutritious food after coming to the Mission and our long-term objective is that clients who receive a meal will connect to additional assistance at the Mission, including social services, job training and placement, or housing.

We will measure our effectiveness in meeting the short-term objective by conducting an annual Snapshot Survey. For example, in this year's survey, we asked if they skipped meal(s) in the last week, if so, which meal(s) they skipped, and how they would rate their access to nutritious food. We also asked questions about food security prior to coming to the Mission, including rating their access to nutritious food and how many meals they typically skipped a week. We serve meals to an estimated 6,000 people each year so we must rely on sampling in order to determine our effectiveness. Our goal is a sample size of 362 people, which yields a 95% confidence rating (or 5% margin of error).

We track all current and new clients who access our other programs in Charity Tracker, our secure online client database. We also track where they first heard about these programs so we can determine the extent to which meals lead clients to these other programs. Outcomes are reported quarterly by the Director of Outreach Services to the Chief Operating Officer.

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.

Our food services team is led by Becky Connell, who is the Food Services Coordinator. Becky earned her B.S. in Nutrition and Dietetics from Purdue University in 1974 and her M.S. in Education in 1984. From 1976 to 2006, Becky was a registered dietician, and she worked as a clinical dietician and managed food service for three hospitals from 1975 to 2002. She also did multi-department management and coordinated quality improvement and hospital accreditation for Major Hospital in Shelbyville, Indiana, until moving to Lexington in 2002. Starting in 2002, she began coordinating the meal program at Lexington Rescue Mission and has overseen meal planning, purchasing, managing the program's budget, and volunteers for the last 18 years.

Tammy Clay is our part-time cook and is responsible for preparing the food and ensuring food safety. Tammy is a certified Food Manager and worked as a cook for Tin Roof and Kentucky State University before joining our staff in 2017.

Erica Dominguez is our Director of Outreach Services. She supervises Becky and Tammy and ensures our food services are coordinated with all of our outreach services. For this grant, she will oversee outcomes measurements and reporting; however, we are not including her salary in the program budget. Erica earned a BSW from Northern Kentucky University in 2003 and an MSW from U.K. in 2014. She served as Program Director for E7 Kids Café from 2012-2016, joined our staff in 2016 as a Resource Coordinator, and took on her current role in November 2017.

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.

Lexington Rescue Mission works closely with a number of community agencies and the City of Lexington to improve food security and nutritional access. We partner with Glean KY to provide fresh fruits and vegetables to our clients, Kentucky Harvest to provide baked goods, the University of Kentucky to get seeds and consulting for our community garden, and Southland Christian Church for fresh produce from their community garden. Our COO serves on the Fayette County Emergency Food and Shelter Board, coordinating food service with agencies including God's Pantry, the Hope Center, and the Salvation Army.

We have approximately 50 volunteers who serve weekly in food service and because many of them have served for years, they have built strong relationships with our staff and are comfortable providing regular feedback about ways to improve our services. Three of our board members, Allan Alvarez, Kaleb Heitzman and Wayne Logan, volunteer weekly at the Outreach Center, talking with many of our meal guests, and their experience informs the board as it makes decisions about these programs.

Our meal program is primarily funded by individuals, businesses, and churches in the community, which provide over $90,000 of general operating support for the program. We have a number of groups who sponsor foods drives, which helps us keep our food costs low, including most recently: Valvoline, UK Federal Credit Union, Alpha Gamma Rho Fraternity, Daybreak Community Church, Anderson Properties and Athens Christian Church.

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?

Lexington Rescue Mission is committed to making sure our services are equally accessible to all potential participants, and we have adopted a Non-Discrimination Policy that meets HUD standards. While we are a faith-based ministry, our services are open to all clients regardless of their religious affiliation.

Our community meals are open to everyone, and our guests are not required to show an ID, verify income, or participate in any other services to eat. Our Outreach Center is around the corner from a LexTran bus stop, and it is fully accessible to people with physical disabilities, with a ramp leading directly to our dining room. The building, which was a nursing home prior to our ownership, meets all the requirements of the Americans with Disabilities Act. With 39% of our guests self-reporting mental illness, we are well-equipped to welcome and serve them. Our staff complete Mental Health First Aid training through NAMI and receive training in both de-escalation skills and providing trauma-informed care.

Our meals are free-of-charge to ensure they are easily accessible to everyone who is hungry regardless of income. Erica Dominguez, our Director of Outreach Services, is fluent in Spanish, and she is available to translate for clients who are Spanish speakers. For clients who speak other languages, we will engage Access Language Solutions, which provides translation services over the phone and in person, if needed. We promote our services at community events, neighborhood fairs, mission fairs, and U.K. campus events to reach the broadest audience.

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 Rescue Mission**

Program Name **Food Services**

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		
Part-Time	2	67,245	19,200	48,045
Total Salaries		67,245	19,200	48,045
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	17,950		17,950
list details	Mortgage: $2,000; Electric: $3,000; Gas: $200; Water and Sewer: $900; Pest Control: $600; Facility Security: $950; Telephone: $1,300; Repairs and Maintenance: $9,000			
5. Operating Expenses	$	48,300	10,800	37,500
list details	Food: $31,000; Cleaning Supplies: $3,000; Paper Supplies: $12,000; General Supplies: $300; Small Equipment: $500; Office Supplies: $1,500			
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	4,721		4,721
list details	Indirect expenses (organizational expenses that affect all of the Mission's programs and are allocated across each service division), such as general liability insurance, credit card fees, IT, etc.			
8. TOTAL FY21 PROGRAM BUDGET *(Program budget will be the same for FY22; no increase in award for Year 2 of the grant)*	$	138,216	30,000	108,216

Cost per Program Participant: $ 23

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)*: Jim Connell

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