PROPOSAL SUBMITTAL FORM

Agency Information

Agency Name: Lexington Rescue Mission

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

Street Address: 444 Glen Arvin Ave., 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 Gold Seal of Transparency or higher profile on GuideStar.org? ☑ Yes ☐ No

*Note: Agencies **must** have a Gold 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)*:

Laura Carr, Executive Director, (859) 381-9600, ext. 223, laura@lexingtonrescue.org

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

Kim Livesay, Development Director, (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: $ **75,000**

RFP #3-2022 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 the 2019 Map the Meal Gap study, there were 38,370 food insecure people in Fayette County. While there are 20,084 households in our county who live in poverty, only 12,357 households receive food stamp benefits (2019 ACS 5-Year Estimates). Even with SNAP benefits, accessing healthy and affordable food is very hard in some neighborhoods. This problem is particularly pronounced in the Georgetown Street corridor, where our Outreach Center is located. It is classified as a food desert by the USDA because a significant number of residents are more than one mile from the nearest supermarket.

The most vulnerable are those with very low food security, particularly the homeless. Because homeless people don't have a place to store food or prepare meals, they don't benefit from food pantries but must instead rely on congregate meals. Additionally, because they lack a fixed address, any SNAP benefits they receive often get cut off and must be reinstated. Lexington Rescue Mission is one mile from the Hope Center and Salvation Army, and many shelter guests 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 or in vehicles.

The COVID-19 pandemic has exacerbated homelessness and severe food insecurity. There were 3,065 people documented in HMIS as homeless in our city in FY2021, and more than half of them (1,718) were homeless for the first time. Congregate meals are vital for these people experiencing homelessness.

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 through Saturday, including breakfast from 9-10 a.m. on weekdays and 10-11 a.m. on Saturdays and a hot, nutritious lunch from 12-1 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 2021, we served 46,543 meals to the hungry, compared to 44,302 in 2020. In addition, we distributed 599 emergency food bags to those who lacked food access, but missed the congregate meals. As we are facing skyrocketing food costs and supply issues, the ESR funds will enable us to continue to meet the increased need for food for those who are hungry.

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 1-3 p.m. During these times, guests meet with a case manager who assists them with their needs, including clothing, toiletries, bus passes, IDs, housing, employment, etc. The case manager helps immediately with the needs to 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 2021, 2,389 people came go walk-in hours for assistance and 1,009 were new clients.

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 cause harm to 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 distributed 599 bags of groceries to people needing emergency food assistance. Additionally, during walk-in hours, our staff provided 986 clothing vouchers to Goodwill, 1,042 hygiene supplies, 227 people with transportation (bus passes, Greyhound tickets, and fuel cards), and conducted 220 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 76 people to our job training and placement services and six 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. We also participated in the community forums hosted by the Mayor's office to learn about healthy food access in our neighborhood.

3. Connect emergency food programs with local agricultural projects. See answer to Question 5.3.2
4. Create multi-sector partnerships and networks. 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 Mission clients in February 2022, 25% of clients said that before coming to the Mission they always had access to nutritious food, and 44% said they had a hard time accessing nutritious food. After coming to the Mission, 51% of these clients said they always had access to nutritious food, and 15% 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, and housing. As mentioned above, 2,389 people came to walk-in hours for social services last year, including 1,009 new clients, many of whom learned about our services at a meal. From walk-in hours, 220 people were assessed and placed on the Coordinated Entry list for housing, 76 clients were connected to employment services, six to our transitional housing, 15 to our re-entry services, and 58 homeless 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.

Cathy is one client who found hope at the Mission. She started coming to the Mission about a year ago because she did not have access to food. She also met with a case worker from time to time to receive assistant with other needs such as clothing and toiletries. A few months ago, Cathy told our volunteer coordinator that she would like to help out at the Mission. She sorted clothes, helped with administrative duties, did laundry for our guests, and served meals. Cathy did a great job and received a lot of encouragement from our staff. She was shy at first, but over the weeks her confidence grew. A few weeks ago she came in and was beaming. Our employment services coordinator helped Cathy get an interview with a local hotel, and they offered her a position in their housekeeping department. Cathy will now have resources to provide for herself, and she will face each day with purpose.

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 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 connect to additional assistance, including social services, job training and placement, or housing.

We 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, what meal(s) they skipped, how they would rate 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 to determine our effectiveness. In order to achieve a 95% confidence rating in the survey, we plan to sample at least 361 people in this annual survey. We also conduct client satisfaction surveys every quarter to get feedback about the quality of the meals, portion sizes, and food selection.

We track all current and new clients who access 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 Executive Director who reports them to the Board of Directors. The Board formally reviews each program biennially.

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.

Tammy Clay is our full-time Food Service Coordinator. Tammy is responsible for menu planning, ordering food and supplies, managing the program's budget, preparing food for congregate meals, making the emergency food bags and ensuring food safety. Tammy is a certified Food Manager and worked in food services for Tin Roof and Kentucky State University before joining our staff in 2017.

Because of the growth in our food service, we are also hiring a full-time Kitchen Manager. This position will assume some of the job duties currently being done by the Food Service Coordinator. In addition, this position will manage and train the kitchen and food service volunteers. This position is currently being promoted, and we hope to hire as soon as possible.

Erica Dominguez is our Director of Outreach Services. She supervises both positions 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 Cafe 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 and Southland Christian Church for fresh produce from their garden. Our Executive Director serves as the Chair of 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 also work with many local restaurants who regularly donate food. These include Chick-fil-A, Lee's Famous Recipe, Red Lobster, Olive Garden, Canteen and North Lime Donuts.

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. One of our board members, Kaleb Heitzman, volunteers weekly at the Outreach Center, talking with many of our meal guests, and his 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 $50,000 of general operating support of the program. We also received a grant from the Cralle Foundation for $7,500 for community meals. We have a number of groups who sponsor food drives, which helps us keep our food costs down, including Valvoline, UK Federal Credit Union, Daybreak Community Church, Pepsi Co., and Amir Barber College.

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? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

We are committed to ensuring our services are equally accessible to all participants. We adopted a non-discrimination policy that meets HUD standards. While we are a faith-based ministry, our services are open to all people regardless of their religious affiliation.

Our meals are open to everyone and guests are not required to show an ID, verify income, or participate in other services to eat. Our Outreach Center is around the corner from a LexTran bus stop and is fully accessible to people with physical disabilities, with a ramp leading directly to our dining room. The building meets all the requirements of the Americans with Disabilities Act. With 43% of our guests self-reporting mental illness, we are well-equipped to serve them. Our staff complete Mental Health First Aid training 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 our Spiritual Care Coordinator, Allan Alvarez, is Hispanic. They translate for clients who are Spanish speakers. For clients who speak other languages, we will engage Access Language Solutions to provide translation services over the phone and in person, as needed. We promote our services at community events, neighborhood fairs, mission fairs, and U.K. campus events to reach the broadest audience. We are implementing the recommendation of the Mayor's Commission to improve food access and healthy food options in a food desert.

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 for the first year of the cycle, Fiscal Year 2023.)*

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 2023. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2023 program expenditures. The allocation for FY 2024 shall be the same as FY 2023.

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

Budget for Year One (FY2023) of Cycle; Budget for Year Two (FY2024) to be the same

Agency Name **Lexington Rescue Mission**

Program Name **Food Service**

FY2023 (July 1, 2022-June 30, 2023) Total Program Budget

Only fill columns B &C; they will automatically sum in Column A		**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	**# of Employees:**			
Full-Time (FTE)	2	118,288	55,000	63,288
Part-Time		0		0
Total Salaries		118,288	55,000	63,288
3. Consultant Services	$	0		
list details				
4. Space/Facilities	$	14,500	0	14,500
list details	Electric: $5,000, Gas: $400, Water and Sewer: $1,000, Pest Control: $300, Facility Security: $1,500, Telephone: $1,300, Building and Equipment: $5,000			
5. Operating Expenses	$	111,200	20,000	91,200
list details	Food: $90,000, Vehicle Maintenance and Fuel: $1,600, Cleaning Supplies: $3,000, Paper Supplies: $10,000, General Supplies: $2,000, Small Equipment: $1,000, Office Supplies: $1,000, Transportation: $400, Storage: $2,000, Miscellaneous: $200			
6. Scholarships / Stipends	$	0		
list details - numbers & amounts				
7. Other	$	5,500		5,500
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, IT, etc.			
8. TOTAL FY22 PROGRAM BUDGET	$	249,488	75,000	174,488

Cost per Program Participant: $37

Brief detail on Cost per Participant:

We serve/distribute meals to approximately 6,000 people a year.

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)*: Laura Carr

Title: Executive Director **Date**: 3/4/22