

A. Executive Summary

Completed by pdoyle@feedingtampabay.org on 2/13/2024 2:19 PM

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

A. Executive Summary

PLEASE READ: Before proceeding with the application, please [CLICK HERE](#) to review the Notice of Funding Availability and additional application information.

Once you have reviewed this document, please continue with the application below.

AGENCY INFORMATION

A.1. Agency Name

Feeding America Tampa Bay

A.2. Type of Organization

501(c)3 Nonprofit Corporation

If Other:

A.3. Mailing Address

4702 Transport Drive Bldg. 6 Tampa, FL 33605

A.4. Contact Person

Patrick Doyle

A.5. Title

Assistant Director of Grants

A.6. Telephone

(813) 254-1190

Phone Ext.

A.7. Email

pdoyle@feedingtampabay.org

A.8. Unique Entity ID

L1FGPKLM42H5

BILLING/INVOICE CONTACT

A.9. Name

Megan Carson

PROJECT INFORMATION

A.15. Project Title

Feeding Minds Pantry at YMCA Ridgcrest

A.16. City of Largo Funds Requested

\$10,000.00

Public Services (Supportive Services) * must have a minimum of \$10,000 in funding request.
Public Facility Capital Projects-* must have a minimum of \$40,000 in funding request.

A.17. Type of Project:

- Homeless Shelter Services
- Non-Homeless Special Needs Services
- Rental Eviction Prevention Services
- Public Facility Capital Project-Improvements
- Public Facility Capital Project-Facility Expansion
- Public Facility Capital Project-Add New Facility
- Other

If Other

A.10. Email

mcarson@feedingtampaba.org

A.11. Phone

(813) 492-7759

A.12. DATA/REPORTING CONTACT

A.12. Name

Clarissa Rain

A.13. Email

crain@feedingtampabay.org

A.14. Phone

(813) 492-7687

B. Project Information

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Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

B. Project Information

Please provide the following information.

B.1. Project Purpose and Description- Describe the project and explain why the project is needed. This description should include the entire project, in addition to portions of the project not requested for funding from the City.

Provide data in support of the request. Examples: Energy improvements will reduce utility costs by X% annually, which allows an estimated \$_____ in operating funds for direct client services; or data shows a waiting list of # of people/deficiency in available space of # capacity to serve Largo residents

The City of Largo Community Development Block Grant will support Feeding Tampa Bay's Feeding Minds School Pantry in partnership with the YMCA of the Suncoast - Greater Ridgecrest Branch. The Feeding Minds Program opens food pantries where the risk of food insecurity is prevalent, bringing groceries to families who may struggle to make ends meet. This initiative provides a more readily accessible source of food assistance to low-income families by making food available at the schools and community organizations where they already go. This saves transportation costs (gas money, bus fare, vehicle maintenance) and the time needed to visit another food pantry, which may be limited when trying to coordinate children's activities with work schedules. In addition to the income-eligible families that participate in programming at the YMCA, food will also be accessible to other eligible households residing in Largo.

Feeding Tampa Bay (FTB) delivers a mixture of perishable and shelf-stable items (including produce, bread, meats) bi-weekly to each site. Some food is donated and it is supplemented with purchased food in order to provide consistent choices for families. The program model is designed to be flexible to meet the unique needs of each site, but several requirements exist:

- The food for the program must be stored on-site for easy access to individuals and families
- Food must be distributed from the pantry a minimum of once per month (with many pantries open more often)
- Food must be given away free of charge to families and program participants cannot be discriminated against based on age, gender, sexual orientation, race, religion, disabilities, etc.

To maintain flexibility within the above guidelines, our partners choose when and how often families can accept food from the pantry, with the minimum requirement being once per month. To assist with healthy choices, FTB also provides recipes and nutritional information about the food provided at the pantries. Some fresh foods may be unusual to families, so these pieces of information help them make use of what is donated. The site/sponsor is responsible for the day-to-day operations (distribution, storage, etc.) of the pantry on an ongoing basis, with support from FTB.

The Greater Ridgecrest YMCA operates a Feeding Minds pantry using grant funds to provide food distribution services

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to clients. In order to provide the best service possible to families, FTB trains Feeding Minds partners with safe food handling certification; this is the same certification that FTB provides to all food pantry partner agencies that receive food from FTB and is a food service industry standard. Our Director of Community Programs, Clarissa Rain, attends numerous Feeding America Child Hunger training and conferences each year and applies her expertise in alleviating child hunger to training school pantry staff. Partners receive an annual site monitoring by FTB staff to ensure food distribution standards are met. FTB engages families receiving food and school staff who provide service in order to improve the program. We solicit feedback every March via a survey of families and staff that includes selectable and open-ended responses. The following is a selection of the types of questions on the survey: number of children and families in the household, best days and times to use the pantry and frequency of use, satisfaction rankings by parents on a variety of distribution service aspects, suggestions for future improvements, and other hunger relief services used. Partners receive food at no cost and families do not pay for what they get from the pantry.

The City of Largo funding will be used to support the annual expenses of the Greater Ridgecrest YMCA pantry location, including the cost of food, transportation and program staff. This pantry site is needed because it is located in the 33778 ZIP code which has been a major focus of our organization due to high levels of food insecurity and racial disparities in poverty. This pantry site will increase access to nutritious food for the more than 134,000 food insecure residents of Pinellas County, including Largo residents. Feeding Minds Program is an innovative way to quell hunger efficiently and eliminate barriers with timely and targeted access to free food at locations like schools and community organizations where the community already gathers. The collaboration between schools and community organizations, and FTB provides unique support services to low-income families. Improving access to nutritious food supports overall health, reduces chronic diseases, and helps to reduce negative health outcomes. That's why food and nutrition security is one of the key social determinants of health. With \$10,000, we will be able to support Greater Ridgecrest YMCA pantry operation expenses, supplement donated food with over 2,600 pounds of food and provide 11,500 meals to food-insecure Largo residents.

B.2. Describe the use that will be made of requested funds from the City of Largo. If the funding is being requested for specific staffing positions or specific components of a larger project, please provide these details and explain how this funding request ties in with the entire project.

The funding will be used to support the existing Feeding Minds food pantry site at the Greater Ridgecrest YMCA. The total amount of requested funds, \$10,000, will be distributed to fully fund the pantry's operations. The requested funds include:

- Purchasing food (groceries) to stock the pantry itself
- Community Programs Coordinator salary
- Driver salary (2 hours every week)
- Administrative cost
- Contracted services (YMCA stipend)

A full breakdown and narrative for each budget category are included in the "Other" file section in section 'F'. Each of these components of the funding request are key in the sustainable upkeep of the pantry, ensuring accurate data capture for reporting, adequate staff to facilitate individualized service to our clients and delivery of nutritious foods to Largo residents.

B.3. Describe how the project meets one or more of the City of Largo's 2024-2025 priorities:

1) To provide housing, homeless, and special needs services

2) To add, expand or improve public facilities that will provide supportive services to low-and moderate households

FTB will procure and deliver food to the Great Ridgecrest YMCA to support the existing Feeding Minds site. The collaboration between the YMCA and FTB provides unique support services to the community of Largo. Food insecure

families enrolled in YMCA programs and other food insecure Largo residents will have access to the pantry at least once per month. They will be able to choose culturally appropriate foods, including fresh produce, meat, dairy and non-perishable canned/boxed goods.

The Greater Ridgecrest Branch YMCA provides a wide variety of programs and services to community residents. Each year hundreds of youth and teens are active at the YMCA in age-appropriate programs, including sports programs, afterschool programs, summer camp programs, leadership development, and special events. The YMCA not only provides programming here, but the facility serves as the main venue for most community events such as family reunions, birthday parties, holiday events, and the annual Senior Christmas Gala. FTB's component is leveraging existing supply chains, including food vendors from whom we purchase food, as well as food donors like grocery stores, distribution centers, farms, and others to stock the Feeding Minds site within YMCA Ridgecrest. These combined efforts to support and serve low and moderate income households in the Largo community will bring increased food security to the community and improved community health outcomes.

B.4.

Provide information to substantiate the project as an "Eligible Activity" (described in the application instructions). Describe how the project, or the portion of the project funded by CDBG and/or SHIP, principally benefits low- and moderate-income Largo residents or low- and moderate-income areas in Largo (For CDBG clients/households whose annual income is less than or equal to 80% of area median income and for SHIP clients/households whose annual income is less than or equal to 140% of area median income).

The YMCA is located within the Greater Ridgecrest Neighborhood Revitalization Area. There are a variety of reasons for the continued support of Feeding Minds in this community. Community Health Needs Assessment data shows the poverty rate in the Greater Ridgecrest Area is 22% of individuals and 20% of households, and the food insecurity disparity rate in the area is 48.9.

Data from the 2021 US Census Bureau shows that in the 33778 ZIP code (where the YMCA is located):

- 31% of households earn less than \$35,000 annually.
- 43.6% of adults over age 25 have not received education of more than a high school diploma or equivalency.
- 18.7% of the population are under the age of 18 or children

Racial poverty inequities by Census Tract data also shows the need for additional food relief (from Feeding America):

- In Census Tract 255.05 (one of the vulnerable areas cited by the City of Largo), 28.6% of residents live below the poverty line
- In Census Tract 252.07, which contains both Largo and unincorporated Pinellas County, there is a poverty inequality by race of 32%- one of the highest in the area; 47% of non-white residents live below the poverty line compared to 15% of white residents that live below the poverty line.
- Census Tract 254.17 in the City of Largo, has a poverty inequality by race of 46%; 59% of non-white residents live below the poverty line compared to 13% of white residents that live below the poverty line

B.5. Describe the project area and client base that will benefit from this project (e.g. Citywide, countywide, Community Redevelopment District, homeless population, persons with HIV/AIDS, etc.)

The Greater Ridgecrest Branch YMCA is physically located within the Greater Ridgecrest Community Redevelopment

Area boundaries. Nearly 65% of the YMCA facility users (all of their programs and services) are unincorporated Pinellas County residents. Based on client demographics collected for the Feeding Minds food pantry, 72% of those served were City of Largo residents. This pantry provides a service that other area food pantries do not in that it is placed at a location where people already frequent for other reasons, reducing barriers to accessing healthy food in a unique way within the community.

The people we serve identify as food insecure and include individuals of all ages and racial/ethnic backgrounds. Food insecurity refers to USDA’s measure of lack of access, at times, to enough food for an active, healthy life for all household members and limited or uncertain availability of nutritionally adequate foods. Food insecure households are not necessarily food insecure all the time and food insecurity may reflect a household’s need to make trade-offs between important basic needs, such as housing or medical bills, and purchasing nutritionally adequate foods. The burden falls disproportionately on children, seniors and communities with a concentration of Black and Hispanic families.

B.6. Project Area/Clients Served

Submitted projects must provide services and/or benefit City of Largo residents

a) Provide data on the clients/households served by your agency for the same or similar service as the current project will provide.

Clients/Households Served Prior Year	Number of Clients	% Low/Mod Clients
Total Clients Served with the same or similar service from October - September of the prior year:	159	100.00%
Of the Total Clients Served - the number of clients that were from Largo:	107	100.00%

b) Provide data on clients/households to be served by your agency for the proposed project.

Planned Program Year (Oct 2024-Sept 2025)	Number of Clients	% Low/Mode Clients
Total Estimated Clients/Households to be Served:	159	100.00%
Of the Total Estimated Served - number of Clients/Households from Largo	107	100.00%

B.7. Client Eligibility:

a) Does this project ONLY serve any of the following groups (check off which group it will serve):

- Abused Children
- Battered Spouses
- Elderly Persons (62+)
- Homeless Persons
- Illiterate Adults
- Persons Living with AIDS
- Migrant Farm Workers
- Severely Disabled Adults

This project is not limited to any of these groups.

b) If the project is NOT limited to serving one of the above groups, describe your agency's method for collecting demographic and income data from the clients served by this project. For new projects, explain what process will be used to ensure at least 51% of the clients served are below 80% of area median income.

FTB has the moral obligation to ensure anyone in need of food has access to our services regardless of their demographic and income information. However, the primary users of a food pantry will be families living at or below the poverty rate or ALICE families who "qualify" for the service. "ALICE" is a designation by United Way (Asset Limited, Income Constrained, Employed) that identifies households that have income too large to be eligible for public programs like SNAP, but income too low to be able to meet all household needs without seeking assistance from programs like FTB's and other nonprofits. The people we serve identify as food insecure and include individuals of all ages and racial/ethnic backgrounds.

FTB will collect service metrics and demographic information through electronic spreadsheets and report monthly to the Data and Analytics Manager for inclusion in the monthly dashboard. Generally, we do not screen for an income level to receive services; we consider anyone seeking food relief eligible for services and low to moderate income. With that said, we do have the capability to record clients' self-certification of income eligibility or use a client's SNAP benefits to show eligibility, i.e., 80% of area median income. For example, data previously collected identified that 48.39% of clients (households) made less than \$99.99 per month (\$11,999.88 annually). This is the kind of data we can share with YMCA Ridgcrest to better inform project outcomes

c) If the project is limited to serving one of the above groups, describe how the demographic data (race/ethnicity) is collected (also required for reporting for CDBG-funded projects).

N/A

B.8. Project/Program Outcomes

Describe the expected performance outcomes from the proposed project and any relevant performance measures or outcome data related to prior experience by the agency for the same or similar project/program (e.g. 50% of clients moved from shelter to permanent housing and it is anticipated that the proposed project will enable the agency to increase this outcome to 60% moved into permanent housing). For homeless programs, the City will also pull data from PHMIS to review past outcomes.

1. We plan to serve 159 individuals, unduplicated, during the course of this grant period
2. We will distribute 11,500 meals over the grant period at the site
3. 100% of clients served at the site will be low to moderate-income

B.9. Relocation

a) Will any residents be permanently displaced as part of this project?

No

If yes, explain

b) Residential Projects (Applicants for residential projects only complete this section)

i. Do/ will residents pay rent?

ii. If yes, how much and how are rents determined?

iii. Will residents receive rental subsidy/housing assistance?

iv. If residents will not pay rent, state the reason:

v. List the residential facilities and addresses of facilities presently operated by your agency

B.10. Specific Site Location

a) Has the project site(s) been selected

Yes

b) If yes, provide the address. For educational classes/seminars, please list the location(s) where the classes will be held:

Facility Name	Street Address	City	State	Zip
Feeding Pinellas Empowerment Center	1801 119th St. N	Largo	FL	33378

B.11. Project Administration

a) Project Manager Name

Clarissa Rain

Title

Director of Community Programs

B.12. Project-Specific Sections: Please complete the sections below that are applicable to your project.

DOWNPAYMENT ASSISTANCE ADMINISTRATION PROJECTS ONLY:

a) Describe your agency's experience with administering a downpayment assistance program. Include information regarding the agency's experience with completing Residential Income Certifications and underwriting.

b) Is your agency a HUD-Certified Housing Counseling agency? *Please attach HUD-certification in the Documents section of the application.*

c) Is your agency able to offer bi-lingual services for processing downpayment assistance?

d) Does your agency also provide HUD-certified homebuyer education and counseling services?

e) Is your agency located in the City of Largo, within close proximity to Largo, or has the ability to meet clients at a local location for accessibility to services?

f) The City utilizes an online software for its housing programs:

Would your agency be willing to utilize the web-based housing software if provided access?

g) Does the agency have the capability to securely upload documents into the software (scanner, etc.)?

HOUSING COUNSELING/EDUCATION SERVICES ONLY:

a) Is your agency a HUD-Certified Housing Counseling Agency? *Upload a copy of the HUD certification in the Documents section of the application*

b) Are the staff that will be providing the housing counseling and/or education HUD-certified? *Upload a copy of the HUD Certification in the Documents section of the application.*

c) Select which types of classes/counseling services for which your agency is requesting funding (select all that apply):

- Financial Fitness/Budgeting *(required for the City's downpayment programs)*
- Homebuyer Education Class *(required for the City's downpayment programs)*
- Homebuyer Housing Counseling (one-on-one) *(required for the City's downpayment programs)*
- Rental Counseling: Provide housing counseling for delinquent renters and/or tenants facing eviction.
- Foreclosure Prevention Counseling

d) Does your agency have all HUD requirements for the provision of homeownership counseling incorporated into its homebuyer education/housing counseling curriculum? (Deadline for compliance was January 14, 2017)

e) Describe the key components, format, and client follow-up used by your agency for the homebuyer education and/or housing counseling services requested in this application (describe each service separately if applying for more than one service):

HOMELESS SHELTER SERVICES ONLY

All homeless services applications should be focused on rapidly moving people into permanent housing (Housing First) and then wrapping supportive services around clients to help them successfully remain in permanent housing. Applications should also demonstrate how your agency has reduced barriers to access its services/programs.

a) Complete the Pinellas Homeless Leadership Board's [Housing First Survey](#) and upload it to the **F. Required Documents** section of this application.

b) Does your agency currently participate in the countywide Coordinated Entry System and enter client data into Pinellas Homeless Management Information System (PHMIS)?

c) Describe what steps, programs and/or methods will be used to prevent homelessness from recurring.

d) Using program data from PHMIS, provide data below on your agency's outcomes from the past PHMIS reporting year for the following:

- Total number of unduplicated clients served and time period of data
- Average VI-SPDAT score of clients served
- % of clients that exited to permanent housing/supportive housing
- % of clients housed that returned to homelessness in 6 months (recidivism rate)
- Average length in program
- % of clients who gained income (earned or unearned) during the time they were enrolled in this program

e) How will the funding requested to Largo be used to support maintaining/improving these outcomes?

f) Do your agency have priorities established to serve Pinellas County homeless residents or limitations on serving newer arrivals from outside the County?

CAPITAL IMPROVEMENTS PROJECTS ONLY

a) Provide a summary of the services provided/to be provided at this facility. Explain if the proposed improvements are limited to a certain service or all services provided at the facility.

b) Explain how the facility and programs based at the facility are geographically accessible to Largo residents. Include any accommodations made to improve accessibility, such as virtual options or in-home services as well.

c) Describe how the project meets the City's CDBG Goal: SUPPORTIVE SERVICES – Capital Improvements: Add, expand or improve public facilities that (will) provide supportive services predominantly to low- and moderate-income clientele/households/areas that will help Largo residents physically, mentally and economically thrive in

Largo. Projects that improve energy efficiency to enable service providers to more effectively use their operating funds toward client services, and/or projects that harden such facilities to improve disaster resiliency would also be supported. Projects that add/expand of emergency shelter services for families with minor children experiencing literal homelessness would also be supported.

d) Disaster Hardening/Energy Efficiency

Does the project include any disaster hardening components or energy efficiency improvements? Please click all that apply below and explain.

- Disaster Hardening
- Energy Efficiency Improvements
- N/A- No Hardening or Energy Components Included in Project Scope

e) Is the facility to be improved, expanded, or added located in Largo City Limits? Check the Property Appraiser website for the Tax Code. Tax Code is "LA" for Largo).

Please Explain

f) Capital projects located in a Special Flood Hazard Area will not be funded under this funding cycle. Is the property located in a Special Flood Hazard Area? (Without Base Flood Elevation: Flood Zone A, V or A99; with Base Flood Elevation: Zone AE, AO, AH, VE, AR or in a Regulatory Floodway)?

g) Are there any known environmental hazards on the project area (ex. located in a Brownfield, located near to a landfill)?

h) The agency must confirm with the jurisdiction that the property is located in that the proposed facility use is allowable. **Written confirmation (email or letter/zoning letter) must be uploaded in the Required Document section of the application.**

C. Timeline

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C. Timeline

Please provide the following information.

C.1 Project Timeline

Provide an implementation schedule. Include all project phases. (In order to ensure that project costs are reimbursable, or are eligible for direct payment, no costs that the agency plans to bill to Largo CDBG should be incurred until the formal agreement has been made based on the City's grant award).

Please review the Application Instructions regarding timeline for more guidance.

Phase	Beginning Date	Ending Date
Program/Services	10/01/2024	09/30/2025
Obtain Full Project Funding	10/01/2024	09/30/2025
Design/Scope of Work	10/01/2024	10/31/2024
Project Bid	M/d/yyyy	M/d/yyyy
Permitting	M/d/yyyy	M/d/yyyy
Construction	M/d/yyyy	M/d/yyyy

D. Budget & Funding

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D. Budget & Funding

Please provide the following information.

Public Services (Supportive Services) * must have a minimum of \$10,000 in funding request.

Public Facility Capital Projects-* must have a minimum of \$40,000 in funding request.

D.1. Project Budget

a) Include costs associated with this project (City Funds and Other Funding Sources)

Project Budget Line Item	Largo CDBG Funding	Other Funding Sources	Total Budget
Food (Groceries)	\$5,000.94	\$0.00	\$5,000.94
Community Programs Coordinator Salary + Taxes and Fringes	\$2,283.84	\$0.00	\$2,283.84
Driver Salary + Taxes and Fringes	\$1,176.18	\$0.00	\$1,176.18
Administrative Costs	\$1,000.00	\$0.00	\$1,000.00
Contracted Stipend	\$539.04	\$0.00	\$539.04
Grand Total	\$10,000.00	\$0.00	\$10,000.00

b) Will this project generate program income?

No

c) Select what basis for payment is being requested:

Direct Costs (reimbursement)

Please List Each Activity and Associated Fee for Service (or hourly fee per client)

Fee-for-Service	Service Name
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D.2. Funding Sources

a) List all funding sources to be used for the project. If other grant funds have/will be applied for, but the final allocation has not been determined, put these amounts in the "Funds Requested" column.

Funding Source(s)	Funds Requested	Funds Allocated
Largo CBDG Funding	\$10,000.00	\$0.00
	\$10,000.00	\$0.00

b) If the grant request is not fully funded, will the project still be viable, even if on a smaller scale? (Please explain)

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Yes

Explain:

The Feeding Minds pantry at YMCA Greater Ridgecrest was launched with funding from the City of Largo and has been covered by Feeding Tampa Bay's general operating budget since that grant ended. There are currently no other funding sources that Feeding Tampa Bay has applied for. FTB is requesting funding in the county through Pinellas CDBG and our accounting practices will ensure that YMCA Greater Ridgecrest expenses would only come from one grant or the other.

c) Project costs are reimbursed by the City on a monthly/quarterly basis. For public services, project costs are reimbursed by the City on a monthly or quarterly basis. For public facilities projects, project costs are typically reimbursed at the end of the project or up to 3 reimbursements for larger projects. Does the agency have the financial capacity to pay for the portion of the cost funded by City grant during the project and be reimbursed on a monthly/quarterly basis for public services?

Yes

d) Please indicate the frequency your agency will be remitting invoices. If awarded funding, public services reporting will be set up on the same schedule (e.g. monthly invoices will have monthly reporting). Reporting for public facilities will be quarterly.

Pubic Services-Quarterly Invoicing

D.3. Audit Requirements

a) Does your agency's current year budget, or next year's anticipated budget, include \$750,000 or more in federal funding revenue? *If yes, a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

Yes

b) Does your agency's current year budget, or next year's anticipated budget, include \$500,000 or more in state funding revenue? *If your agency is awarded SHIP funding and the answer to this question is "Yes", a single or program-specific audit must be conducted at the end of your agency's fiscal year.*

E. Agency Information

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E. Agency Information

Please provide a brief summary (no more than 1-2 paragraphs on each of the following topics regarding the agency).

E.1. Background/Program Experience (1-2 paragraphs only)

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number of clients served, and license to operate (if appropriate).

Feeding Tampa Bay was founded as Divine Providence Food Bank, opening its doors in 1982, joining the national Feeding America network a year later, and assuming responsibility for a 10-county west central Florida service area. We dedicate ourselves to developing inventive solutions that perceive challenges as opportunities. We've pioneered mobile grocery stores, drive-thru meal services, an on-site health service center in our warehouse, and even the creation of a research institute in collaboration with USF. We provided more than 87 million meals to end hunger last year and project serving 85 million meals this year. Our outcomes include improving the health and capability of the neighbors we serve.

We work with 400+ agency partners who receive food from FTB and in turn distribute food to low-income clients. Food is also distributed directly to clients through our Community Market or mobile services like Mobile Pantries, Groceries on the Go, and Meals on the Go, as well as through targeted programs such as Feeding Minds for Children and FoodRx for adults. We also run Trinity Cafe, a free restaurant, serving hot meals and FRESHforce — job training program for adults with barriers to employment. Food donations come from retail grocery partners, distribution centers, food drives, farms, and food bank purchases.

E.2. Personnel/Staff Capacity(1-2 paragraphs only)

a) Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this project.

Feeding Tampa Bay has over 170 employees, including a team of drivers and warehouse associates that pickup, handle and deliver food for a variety of programs, like Feeding Minds. The Feeding Minds program and other child hunger initiatives are led by the Director of Community Programs Clarissa Rain. Ms. Rain has been with Feeding Tampa Bay for over 7 years. She has a degree in Human Services from Pfeiffer University and a Certificate in Nonprofit Leadership from the University of Tampa. During her time with FTB, Clarissa has worked to expand our child-focused programs, transitioning our program from backpacks to school pantries to where we are now operating over 70 school pantries. She also oversees our child congregate meal programs that feed over 1400 meals a day to children through a reimbursement program of the USDA. The team Clarissa leads has 4 individuals focused on solving hunger for children in the Tampa Bay Region. This team includes Alyssa Thomason, the Community Partner Coordinator, who has been with Feeding Tampa Bay since May 2023. She has a Bachelor's Degree in International Relations and Affairs and a Master of Business Administration- Human Resources Management and Service. Alyssa works closely with school pantry partners, focusing on community-facing partners who add additional services for families. Our Chief Operating Officer, Rhonda Gindlesperger oversees the Child Hunger Programs operation and team.

Over 50,000 volunteers assist FTB annually to sort food donations and distribute food to people in need. The YMCA's current staff positions include Branch Executive Director, Senior Program Director, Office Manager, Building Supervisors,

Maintenance Supervisor, Program Coordinator, Summer Camp Director, and lifeguards.

b) Does the agency have a personal policy manual?

Yes

c) Does the agency have an Affirmative Action Plan?

Yes

d) Does the agency have a Grievance procedure?

Yes

E.3. Financial Capacity (1-2 paragraphs only)

Attach a copy of the agency's current operating budget, including revenues and expenditures. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures and audit requirements.

Funding for Feeding Minds comes from a variety of corporations, foundations, and individuals. The project at the Greater Ridgecrest YMCA is already established and therefore only requires continued funding for the upkeep of the site e.g. staff salary, administrative costs and food purchasing. The accounting process for FTB involves all cash designated for FTB being deposited into company accounts. When payment is received, the financial specialist scans the check electronically for deposit into FTB's bank account, and is reviewed by the controller. The controller ensures the check is processed into a restricted bank account when receiving grant funds. Bank reconciliations are prepared on a monthly basis by the controller and are available for review by the CFO, the CEO and the Treasurer of the Board. A disbursement must have an invoice. Additionally, restricted funds are released on a monthly basis based on performance and are tracked as any related invoices are paid. The release is executed by the Controller, reviewed by the CFO, and made available for review by the CEO and the Treasurer of the Board.

E.4. Monitoring (1-2 paragraphs only)

Briefly describe how you will monitor progress in implementing the program. Describe how funding and related project costs will be tracked separately in the agency and how the agency will ensure that expenses are not paid from duplicate sources. Describe who will be responsible for monitoring progress.

Feeding Tampa Bay will follow all applicable local, state, and federal procurement requirements when expending grant funds. Should Feeding Tampa Bay have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law. The Director of Community Programs will oversee the program with execution by the Community Programs Coordinator and with oversight from the Chief Operating Officer. Standard operating procedures for Feeding Minds are well established and will be followed. The Community Programs Coordinator and YMCA staff will also be in contact monthly to check in on program service. Financially, FTB's Director of Finance ensures payments are processed into a restricted bank account when receiving grant funds; expenses are tracked as expenses are incurred using a unique identifier within the accounting system. This ensures that expenses for this program site are tied to the CDBG funding and that CDBG funds are not used for other program sites. This process is overseen by the Chief Financial Officer and the finance department staff with a monthly review of financials by the CEO and the Board of Directors. The project progress will be monitored through a yearly monitoring process that goes in-depth about the Feeding Minds site. This monitoring will identify what progress is being made toward project outcomes and KPIs established above in section B.8. The yearly monitoring will also establish an understanding of the synergy and optimization of the site's inner workings so we can make adjustments to better serve our clients and support our staff.

E.5. Insurance/Bonding/Worker's Compensation (1-2 paragraphs only)

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency.

State whether the agency pays all payroll taxes and worker's compensation as required by Federal and state laws. State whether or not the agency has fidelity bind coverage for principle staff who handle the agency's accounts, in what amount and with what insuring agency.

Feeding Tampa Bay holds liability insurance coverage in the amount of \$2,000,000 through Harleysville Insurance Company (a Nationwide company), M.E Wilson is our Broker. Feeding Tampa Bay pays all payroll taxes and workers' compensation as required by Federal and state laws. Feeding Tampa Bay has Employee Dishonesty Coverage in the amount of \$300,000 through Travelers (a Nationwide company), M.E Wilson is our Broker.

F. Required Documents

Completed by pdoyle@feedingtampabay.org on 2/13/2024 2:36 PM

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

F. Required Documents

Please provide the following information.

Documentation

Organizational Chart *Required

Org char Largo CDBG.pdf

Board Resolution Authorizing Submittal of Funding Request *Required

FTB Resolution 2.8.24.pdf

Current Year Operating Budget *Required

FY2024 Operating Budget - FINAL (1).pdf

Most Recent Annual Independent Auditor's Report *Required

FY2023 FTB Audited Financials (2).pdf

List of Board of Directors *Required

FTB Board list.pdf

HUD Certificate - HUD-Approved Housing Counselors (if applicable)

**No files uploaded

Housing First Checklist (if applicable)

**No files uploaded

HUD Certificate - HUD-Approved Housing Counseling Agency (if applicable),

***No files uploaded*

Informational pamphlets about the agency (Optional)

***No files uploaded*

501(c)3 Letter/Non-Profit Letter (if applicable)

IRS Determination 501C3 FTB.pdf

Other Documents

YSuncoast LOS 2024 (1).pdf

City of Largo CDBG.xlsx - Overall Budget.pdf

Submit

Completed by pdoyle@feedingtampabay.org on 2/13/2024 2:38 PM

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

Submit

I certify that I have been authorized by the applicant's governing body to submit this application and that the information contained herein is true and correct to the best of my knowledge.

Authorized Name and Title

Patrick Doyle/ Assistant Director of Grants

Telephone

(651) 249-4955

Authorized Signature

Patrick Doyle

Electronically signed by pdoyle@feedingtampabay.org on 2/13/2024 2:38 PM

IDIS Set Up

Last modified by sgreene@largo.com on 2/14/2024 4:52 PM

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

IDIS Set Up

Please provide the following information.

Activity Name

Feeding Tampa Bay (Feed Minds Food Pantry YMCA Ridgecrest)

Activity Number

Activity Description

Food bank distribution at the YMCA Ridgecrest

Activity Type

Public Service

Service Area

Citywide

Action Plan Project

Supportive Services-Public Services (SL-1)

Completion Deadline

09/30/2025

Funds Requested

\$10,000.00

Funds Prop./Awarded

\$0.00

Funding Source(s)

CDBG

Is this project subject to Davis Bacon Act?

No

Is this project subject to Section 3?

No

National Objective

LMC - Low/Mod Limited Clientele

National Objective Citation

LMC - 570.208(a)(2)

HUD Matrix Code

05W - Food Banks

HUD Matrix Citation

05 - Public Services - 570.201(e)

Method Used for Determining LMI

Income Self-Certifications

Accomplishment Type

Households

Eligibility Determination

ELIGIBLE

Eligibility Comments/Conditions

05W - Food Banks

Housing Manager Signature

***Not signed*

Approval Date

Is this project subject to BABA Act?

No

Explanation of BABA Act Determination Documentation:

BABA Act Documentation

Subrecipient Award

No data saved

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

Subrecipient Award

Please provide the following information.

Award Letter

Award Letter

***No files uploaded*

Subrecipient Agreement

Subrecipient Agreement

***No files uploaded*

Purchase Order

Purchase Order

***No files uploaded*

Purchase Order Number

Changer Order PO (if applicable)

LURA/Equity Sharing

No data saved

Case Id: 25251

Name: Feeding Tampa Bay - 2024/25

Address: 4702 Transport Drive, Bldg. 6, Tampa, FL 33605

LURA/Equity Sharing

Please provide the following information.

L.1 LURA/Equity Sharing Start Date

L.2 LURA/Equity Sharing End Date

L.3 LURA Comments/Notes

Documentation

Land Use Restriction Agreement

***No files uploaded*