

Nevada Department of Health and Human Services
 Grants Management Unit
 4126 Technology Way, Room 100
 Carson City, NV 89706
 775 684-3470

Social Services Block Grant/Title XX and Fund for a Healthy Nevada

NOTICE of GRANT AWARD

Grantee: Catholic Charities of Northern Nevada PO Box 5099 Reno, NV 89513-5099	Tax ID: 88-0339754 Request ID: 1343 CFDA# 93.667
Contact: Scott Cooksley	Telephone: (775)322-7073
Project: The One-Stop Project	Email: fp@ccsnn.org
Grant Period: 7/1/2015 to 6/30/2016	Vendor #: T80926928

Project Description: Four years ago we realized food that people with food insecurities who visited our campus also needed assistance finding housing, employment, medical and other services. Our project offers a one-stop shop approach to food and other social services and agencies, bringing these resources together in one location.

NOTE: Funding for this award is split between the Fund for a Healthy Nevada (\$701,611) and Social Services Block Grant / Title XX (\$286,567).

Counties to be served: Urban\Washoe County\Reno

Approved Budget:	\$988,178		
Personnel/Fringe Benefits	\$132,538	Occupancy	\$0
Contract/Consult	\$49,982	Communications	\$3,760
Staff Travel/Per diem	\$13,596	Public Information	\$0
Equipment	\$28,000	Other Expenses	\$0
Supplies	\$687,104	Indirect Costs	\$73,198
		TOTAL	\$988,178

Approved Outcome Measures for Monthly Reports

Outcome 1		Outcome 2		Outcome 3	
38,650 unduplicated people will be receiving food for FY16. Of these, 18,546 unduplicated people will be surveyed after receiving food from our pantries. 86% of those surveyed or 16,073 will have skipped fewer meals as a result of receiving food from our pantries.		38,650 unduplicated people will receive USDA Commodities through our St. Vincent's Food Pantry. 100% of our recipients will be linked to this federal food assistance program because anyone who utilizes our Food Pantry must first meet USDA guidelines.		During the funding cycle of SFY14, a total of 2,813,596 meals were provided through our pantries. We project that in SFY15, 3,815,582 meals will have been distributed through the St. Vincent's Food Pantry and our One Stop Shop partners. With continued funding through this grant, we will distribute 792,000 additional meals in SFY16, or a 20.7% increase in meals provided.	
Serve#	Achieve%	Serve#	Achieve%	Serve#	Achieve%
38,650	86	38,650	100	4,607,582	21

This grant has been approved for the first year of a two-year cycle. The budget detail is based on the grant period identified above. Future funding is dependent upon grantee performance and availability of funds.

Disbursement of funds: Total reimbursement will not exceed \$988,178 during the current year. Funds will be disbursed primarily on a reimbursement basis, with allowance for advances, in accordance with grant instructions in Attachment B.

Source of Funds: FHN – Wellness (\$701,611) and Non-State Title XX (\$286,567)

Terms and Conditions: In accepting these grant funds, the recipient understands and agrees to the following:

1. This award is subject to the availability of appropriate funds.
2. Expenditures must comply with any statutory guidelines, the DHHS Grant Instructions and Requirements, and the State Administrative Manual.
3. Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented in Attachment A.
4. Grantee must comply with the DHHS Grant Conditions and Assurances, and the Grant Instructions and Requirements in Attachment B.
5. Quarterly progress reports are due by the 30th of the month following the end of the quarter, unless specific exceptions are provided in writing by the grant administrator.
6. Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.
7. TXX grantees must provide total program expenditures from all funding sources and all clients served, unless specific exceptions are provided in writing by the grant administrator.

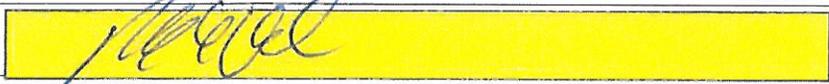
Additional Federal Terms and Conditions:

1. In accordance with Public Law 103-333, the “Departments of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995, the following provisions are applicable to this grant award: Section 507: “Purchase of American-Made Equipment and Products – It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made.”
2. This award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
3. Grantee must comply with audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee’s fiscal year.
4. Grantee must comply with 45 CFR 92.35 requiring that neither the grantee nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
5. Grantee must comply with Title 2 of the Code of Federal Regulations (CFR) including , but not limited to, 2 CFR 200 (replacing OMB Circular A-21 for colleges and universities), 2 CFR 225 (replacing OMB Circular A-87 for state and local governments, and 2 CFR 230 (replacing OMB Circular A-122 for non-profit organizations).

Signatures

Dates

Authorized Grantee Official:



7/24/15

Laurie Olson

Chief, Grants Management Unit



8/3/15

Richard Whitley

Director, DHHS:



8/4/15

Organization Information

Confirm the program area that your proposal addresses.

Wellness-Hunger - One Stop Shop

Request Amount

Enter the total amount of funding requested in this proposal for SFY16 only (no decimals, round numbers only).

988,178

Organization Name

Catholic Charities Of Northern Nevada

Legal Name

Catholic Charities Of Northern Nevada

Also Known As

Catholic Community Services

Address

500 E. 4th Street

City

Reno

State

Nevada

Postal Code

89512

Phone

775-322-7073

Extension

Fax

775-322-8197

E-mail Address

aschiller@ccsnn.org

WWW Address

<http://www.ccsnn.org>

Tax ID

880339754

Organization Type

(e.g., state agency, university, private non-profit organization)

Non-profit

Organization Primary Contact

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Peter

Last Name

Vogel

Title

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Project Primary Contact

First Name

Scott

Last Name

Cooksley

Title

St. Vincent's Food Pantry Director

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Introduction

What is your organization's primary mission statement?

With food, clothing, shelter and a helping hand, Catholic Charities of Northern Nevada (CCNN) brings hope to all people in order to build spirit and self reliance within them and within our community.

Project Title

The One-Stop Project

Describe your project in one or two sentences.

Four years ago we realized food that people with food insecurities who visited our campus also needed assistance finding housing, employment, medical and other services. Our project offers a one-stop shop approach to food and other social services and agencies, bringing these resources together in one location.

Provide a brief overview of the proposed program or project.

Our St. Vincent's Food Pantry, the largest pantry in the state of Nevada, is in in the third year of operating this One-Stop Shop grant, and are excited to propose an extension of our previous request. After three years of adjusting our model, we continue to bring a mobile outreach team to each partner pantry during operating hours at least once per month. This team has resources and information for clients including access to medical, housing, employment, and many other basic human needs. We strive to improve the quality of life and health of Nevadans by increasing food security while delivering a comprehensive referral system of essential services to allow recipients to lead independent, self-sustaining lives.

We continue to utilize Clarity software for tracking in order to show links between supportive resources for our clients. Official data from SFY14 as reported by DHHS Grants management Unit suggests our grant has been highly successful. Two pieces of data to support this include: Price Per Meal - CCNN achieves \$1.23 per meal while the 6 other grant recipients averaged between \$2.57 and \$24.19, and Number Successfully Linked to Assistance Programs - CCNN achieved 21,439 along with our direct partners.

Population to be Served

Define your community/service area. Is it a district within a city, a county, a group of counties or region, or the state as a whole? Be specific. Name the area or areas you consider to be your community.

We are current recipients of this grant and we are also conducting food purchasing and delivery for the Community Services Agency's grant, so at present, we are working with 34 partner pantries throughout the Reno/Sparks community and Lyon County. Given that CSA informed us they would not be bidding on the grant this year, we determined it would be logical and helpful to increase the scope of our ask in order to retain continuity and enable our program to reach more people. We consider all of Northern Nevada our "community" and it is part of our mission to be able to reach as many people in that region as possible.

Over the past three years, CCNN has acquired additional infrastructure (trucks, increased storage, additional forklifts, etc.) to increase our capabilities. As a result of the experience and expertise we have gained in the past three years, we are now ready to increase our scope to cover a much broader geographic region. This request covers Reno and Sparks, and its outlying areas, as well as most of communities along the I-80 corridor, including cities such as Fernley, Battle Mountain, Winnemucca, Stateline, Yerington, Elko, Dayton and many more small rural communities.

Geographical Area Served

Choose Up to 5

Urban-Washoe County-Reno
Urban-Washoe County-Sparks
Rural-Rural North-Elko
Rural-Rural North-Humboldt
Rural-Rural North-Lyon

Identify any special populations you plan to target.

Choose Up to 3

At Risk

Homeless
Low Income

Does the program for which your organization is requesting funds have a waiting list? If so, how many unduplicated individuals are currently on the list? How long do they typically have to wait to receive services? Do you have a plan to address the waiting list?

Our St. Vincent's Food Pantry, the largest food pantry in the state of Nevada, serves 12,000 to 13,000 individual clients. In 2014, our pantry gave away more than 4 million pounds of free food. We have never had a waiting list. Everyone who comes to our pantry receives food. If they do not meet the requirements set forth by the state for commodities distribution, they will still receive food, as we have many other sources of food acquisition, including private and corporate donations, foundation grants, etc.

Our pantry extended its hours a few years ago and now operates six days a week, year round. We understand simply asking for help can be very difficult for some people. Because we know how dangerous running out of food can be for a family, we intend to never have a waiting list. Our goal at CCNN is to make the acquisition of food as easy as possible. Wait times to receive food vary, but the process has been sped up by the recent push for using Clarity cards to access our services. Instead of entering data, staff and volunteers simply swipe a card to pull up a client's account before giving them their monthly food box.

Organization Strength (Up to 20 Points)

Refer to Page 4 of the Request for Applications. Describe how your organization's proposed project relates to the mission and long-term goal(s) of the corresponding program area. (For example, hunger projects would focus on the mission and goals of the strategic plan that addresses food security.)

Five years ago, CCNN was effective at assisting with basic human needs, but we still struggled with finding the most efficient ways of helping people move toward self-sufficiency and permanent solutions. We have grown and learned how to better use our resources to assist people in a more comprehensive way. This began with a staff philosophy and goal of moving people and families out of poverty and into a stable environment.

Nevada has limited resources and ranks very high in unemployment and other issues that contribute to poverty, so we know there is a great need for open and honest collaboration with other agencies and groups working toward a similar mission.

This project creates a collaborative and organizes the innovative network of agencies working together on food security and self-sufficiency. It does this by providing individuals and families with sufficient quantities of food to meet their hunger needs and by linking them with benefits and supportive services to establish a foundation to stabilize and move toward economic self-sufficiency.

Though this project CCNN and our partner pantries will provide an additional 4,607,582 meals in the first year which is a significant increase over our documented addition of 2,813,596 meals in 2014. With this increase in meals, we will serve at least 24,729 customers over 6 counties.

Under our proposal, we would be able to help a much greater number of people in outlying communities than ever before. Families in rural areas don't always have access to food and other resources. Our program would address that need by bringing those resources directly to them.

What qualifies your organization to provide the proposed service?

We believe we are extremely well positioned to effectively operate this grant based on our experience with the SFY13 and SFY14-15 grants and the outcome data. Results suggest that our agency has been highly effective in meeting our proposed goals.

Through the current version of the One-Stop Shop grant, we are providing services to 7 partner food pantries and the success of these collaborations has been amazing. Combined with the food distribution we are doing for CSA, we are working directly with 34 pantry partners total.

Based on results from SFY14 year-end report from DHHS Grants Management Unit, we are pleased to report the following (these results include Hunger One-Stop Shop and Increased Access Points recipients - 10 grants in total):

Number successfully linked to assistance programs - CCNN linked 21,439 people or 93% of the combined total of 23,007

Price per Meal - CCNN costs were \$1.23 per meal - the other 6 grants ranged from \$2.57 to \$24.19 per meal.

Successfully linked to SNAP - CCNN referred 3,245 for SNAP, linking 77% to this benefit.

Number of meals provided in SFY14 - CCNN provided 2,446,712 meals or 75.7% of the combined 3,231,335 meals

While we believe this data speaks for itself, we are proud to be able to say that connecting people to necessary resources was an important strategic mission of CCNN prior to acquiring these grants. CCNN has operated in Northern Nevada for 74 years providing a variety of human needs services, including our St. Vincent's Dining Room which has been serving a free daily meal to anyone in need for over 50 years. Our St. Vincent's Food Pantry is the largest pantry in Nevada, serving over 12,000 unique people every month, giving away more than 4 million pounds of food in 2014.

In addition to food, CCNN operates 11 other programs that provide everything from immigration to adoption to low-income childcare. We have proven that the one-stop-shop method is effective for providing permanent results for our local clients. We believe this same method will be just as beneficial to the rural communities we plan to serve.

Provide information about the key staff who will be involved in project leadership. Provide names, titles, a brief description of their duties, and the number of years each person has worked in this program area (both inside and outside your organization). At minimum, include the Executive Director, the Program Manager and the Fiscal Officer.

- Peter Vogel, CEO, has been in this role with Catholic Charities of Northern Nevada since 2009 and

has over 26 years non-profit management experience.

- Anne Schiller, Director of Program Operations at CCNN and a licensed social worker, has been the

leader at Kids to Seniors Korner for five years. Prior to this position, she worked as a social worker for Washoe County Department of Social Services for two years and Renown Medical Center for five years.

- Scott Cooksley, St. Vincent's Food Pantry Manager, has been in his position since August, 2010, previously working in the food and beverage industry for twenty years.
- David Carrothers, Finance Manager, has held his position with CCNN for seventeen years.

Non-Profit Community Organizations - If yours is a non-profit community organization, provide information about your Board of Directors. How is board composition determined? How are members selected? How many members constitute a full board and how many vacancies do you have now? What kind of training (formal or informal) does your board receive and how often? Briefly describe the board's role in strategic planning, fundraising, and program oversight.

CCNN has a very vibrant and active Board of Trustees. Three years ago, our Board and leadership staff conducted a comprehensive review of Board governance and by-laws and made several revisions which I believe serve us well today. Our Board is comprised currently of 20 diverse members with an ability to expand as we deem necessary. Bishop Randolph Calvo serves as our Chairman of the Board, Robert Armstrong is our Board President, Bart Mowry our Vice President, Ross Barker our Secretary and Reese Perkins serves as our Treasurer.

CCNN has a Board Development Committee, currently chaired by Nick Rossi, which possesses the power to nominate potential new Board members and provide oversight to Board member engagement. Board members self evaluated their assets to CCNN a couple of years ago with the purpose of identifying which Board skill sets we have covered and which skills we need to recruit for. This committee targeted new recruits based on these identified skill set needs. The process to join our Board consists of a Board member or the CEO making a recommendation to the Board Development Committee. The Committee and CEO meet with the candidate, educate them regarding CCNN and explore interest and skills they might bring to CCNN. The Board Development Committee, which meets quarterly, presents the candidate internally and the committee determines whether they will make a recommendation to the whole Board. A majority vote of the complete Board is needed to become a member.

Formal Board training materials come from Catholic Charities USA, the national organization we are members of, and training is conducted through the Board Development Committee. Informal training consists primarily of touring each of our programs with staff with many of our Board members serving as active volunteers within our agency.

Other Organizations - If yours is not a non-profit community organization, describe how the oversight typically provided by a Board of Directors is handled.

Summarize your organization's strategic plan by answering the following questions. When and how was your plan completed? Has the overall mission/vision been revised since the plan was first completed? What timespan does it cover? What are the primary goals in the plan? How is progress toward goals tracked?

Our most recent Strategic Plan was completed during a Board Retreat on October 8, 2013. We contracted with outside consultants Dee Schafer and Julia Kruper to facilitate the process. Dee and Julia privately interviewed each Board Member prior to the retreat, compiled this information and organized it into concept or program areas and used this structure to conduct the retreat. This plan was intended to be a 3 year plan with the next Strategic Plan Update scheduled for 2016.

The Strategic Plan identified 5 program areas for focus and each of these areas have multiple tactics which are being used for evaluation of progress;

- 1) Food Pantry Expansion,
- 2) Transitional Housing,
- 3) Emergency Shelter,
- 4) Thrift Store expansion,
- 5) Child Development

Approximately 4 years ago, CCNN conducted a comprehensive review of food pantries in the Reno/Sparks region and identified that 74.8% of all food given out through food pantries in the region were given out by the St. Vincent's Food Pantry. We quickly decided we needed to collaborate with the current food pantries to reduce transportation challenges in people with food insecurity challenges. The One-Stop Shop grant for the past three years has helped us fulfill this goal.

The plan also identified 3 Board Objectives:

- 1) Identify gaps in our community and how Catholic Charities can fill them (this objective has 6 individual measures)
- 2) Solidify and strengthen outbound communication (5 individual measures)
- 3) Board Engagement and Development (5 individual measures)

We track and evaluate progress towards goals through the Executive Committee of the Board which meets 6 times per year. The measures of each goal are very specific and we use these to determine progress.

The climate for programs and services has somewhat changed and opportunities that were difficult to predict have presented themselves. With that said, our Strategic Plan is still viable and active, although, in conjunction with Board approval, we have added a few new elements or programs to the plan.

Define what sustainability means to your organization and

describe how your organization addresses this.

To us, sustainability means permanence. People come to us in transitional states. They are hungry, jobless and desperate. Our goal is to give them the tools and resources to not only get a job, a place to live and a steady income, but to keep those things long term.

Our Crossroads Program demonstrates one way in which we create sustainability. Prior to entering the program, Crossroads clients were frequently arrested, hospitalized and picked up off the streets and sent to treatment programs. But without a supportive discharge plan, the majority were then discharged into homelessness, and often times back into an abusive lifestyle. Crossroads has live-in staff, on-site case managers, AA and NA classes daily, therapists and counseling on-site and daily breathalyzers and drug tests to ensure compliance. We have brought the services our clients need to directly to them. We now serve more than 120 people in the program. Out of those, 99% are volunteers in the community, and 25% of them have been reunited with their estranged families. The changes in the lives of these men and women are permanent.

Our St. Vincent's Resource Network also focuses heavily on sustainability. This program provides comprehensive case management for people with a variety of needs. Our staff spend many hours every week establishing trusting relationships with clients and other agencies. We pull together our resources and we follow up with them again and again. To move people out of poverty takes partnerships and collaboration.

Summarize your organization's plan for resource development. How will any additional resources that are received be used by the organization?

Over the past three years of this grant, we have been able to bring significant in-kind resources to this project. In the first 6 months of SFY15, we provided in-kind resources of \$1,485,522 in food and \$238,791 in labor, which is in addition to the resources the grant provided. We are able to accomplish these significant in-kind amounts through a variety of strategies including donation barrels (we generally have about 50 donation barrels scattered throughout the community), food warehouse donations, food distributors donating extra product, the Department of Agriculture connecting us to food resources, charitable foundations providing significant gifts and charitable gifts designated toward food insecurity issues.

Because our agency operates a Food Pantry and a Dining Room, we are well equipped to use all of the food and other resources that come to us. Whenever we acquire a shipment of food, we look at the product to see where it can be used in order to serve the greatest number of people. Non-perishable items are almost always taken to our St. Vincent's Food Pantry for distribution in monthly food boxes, while perishable food can be cooked and served fresh in our St. Vincent's Dining Room.

Service Delivery (Up to 25 Points)

Complete the Service Matrix and submit it along with the other attachments required for this application. How did your organization decide which services to list on the Service Matrix?

CCNN prioritized food acquisition, delivery, and distribution, along with partner pantry evaluation in Table One: Proposed Services of the Service Matrix reaffirming our belief that

food insecurity is our primary focus of this funding. We then listed in Table Two: Supplemental Services those referrals we have identified that are the most requested by our recipients of food. Please note that the five listed aren't inclusive, as we refer recipients to many other community resources than just those five.

This question focuses on knowledge of available services (including those that your organization provides). Answer all of the following elements.

(a) How does your organization educate its staff about other services that are available to clients?

(b) How does your staff educate clients about other services that are available to them?

(c) How does your staff educate other providers about your organization's services?

(d) Summarize your organization's outreach plan. Include information about targeted outreach designed to draw in any special populations identified in the "Population to be Served" section of this application.

Our case management staff comprised of Kids to Seniors Korner, Resource Network, Pantry Outreach, and SNAP Outreach, meet on a monthly basis to receive updates on new resources in our community. We also have in-services during these monthly meetings that highlight new programs or changes to programs that have been in existence. CCNN is able to educate our clients about services in the community because of these trainings and updates. We also produce a comprehensive Resource List that we utilize in all our departments which highlights many of the resources we refer to. CCNN routinely will provide tours of our programs and in-services from our Director of Marketing and Public Relations, or our Chief Clinical Officer for community agencies that are trying to familiarize themselves with our 11 poverty assistance programs.

CCNN is located in the heart of downtown Reno, next door to the Community Assistance Center where the local homeless shelters are located. Our location lends itself to serving the underserved, high risk populations listed in "Populations to be Served" section of this proposal. In addition, our outreach teams work in collaboration with local law enforcement agencies and the Washoe County Health District to identify the areas in our community that are most in need of services. Our Kids to Seniors Korner program goes directly to these high risk, low income areas identified, providing immunizations and community resources. Additionally, many of our partner pantries are also located in these high risk neighborhoods, resulting in our Pantry Outreach staffs' ability to meet the ongoing needs of these populations.

Describe the service delivery process that will be used to provide individuals/families with food. The description should include, but should not necessarily be limited, to: eligibility requirements and verification process (if any), intake process, amount of food

provided per pantry visit, limits on how often individuals/families can access the pantry, type of food that will be available, and how the pantries participating in the project will create a supportive environment that minimizes the stigma associated with receiving food assistance.

The eligibility requirements for St. Vincent's Food Pantry are dictated by the USDA Commodities Program and require clients to be Washoe County residents with a family household income that is 150% of the federal poverty level. Additionally, recipients are only able to obtain food through St. Vincent's Food Pantry once per month. All people accessing our partner food pantries will be required to present a photo I.D. and complete a brief intake form regarding demographics to be entered into the Clarity system. Our partner pantries determine frequency of pantry visits based on the needs of the community and the food resources available. As part of this intake process, all recipients are also screened for SNAP benefits. This process will be reviewed and updated annually.

When we began these partnerships, most pantries were able to provide enough food for about 3 days a month based on family size. The goal of this project is to provide families enough food to feed their family for a week, every month, to supplement TANF, SNAP, WIC and other assistance programs, which rarely last beyond three weeks and leave these families with very little to eat at the end of the month. Currently our partner pantries report that they are now providing between 6 and 7 days worth of food each month, which is a rather significant gain.

Food we have provided through this program includes protein, dairy, fresh fruits, vegetables, canned and dry packaged foods. To determine what types of food to provide, we engage each pantry privately, determine their required volume, and devise a specific plan of food purchasing and delivery. Our pantries all receive different types/quantities of food based on their individual requirements. Based on needs, storage capacity and equipment, our pantries tend to prefer shelf-stable foods.

To reduce stigma, even those who cannot provide evidence of need may receive food. We have found very few people seek such assistance unless they really need it. Because of this, we train our staff and volunteers to welcome people seeking food with a friendly, caring approach. We want our clients to understand that our goal is to help them, regardless of their individual challenges, background, etc. We encourage our clients to visit our other programs as well in order to address other needs they may have. Our goal is always to help the "whole person" and not just meet one individual need.

Describe the process for conducting screening, referral and follow-up in order to link people with the food programs and supportive services listed on Page 6 of the RFA. List any programs and services that people will be referred to beyond the required ones. Discuss the strategies that are being used or will be used to maximize the number of successful referrals that result in people receiving needed food assistance and supportive services.

All food customers are asked to complete a central intake process covering demographic information, income levels, housing situation, health challenges, etc. This process is conducted one-on-one with a case manager and the initial meeting takes a minimum of 15 minutes so that our case manager has a complete picture of family need and can begin connecting these clients to services. Referrals are individualized for each customer based on the information they provide, which maximizes successful referral rates. If they are not in our Clarity Card system, we enter them there and then provide them with a card to use for easier, quicker access.

Through CCNN's current partnerships, we have developed the tools and resources to successfully refer individuals and clients to dozens of programs and supportive services in our community. Our St. Vincent's food pantry is the USDA Commodities food distribution partner in Washoe County and the SNAP program on our campus has the largest volume of SNAP Outreach sign-ups in Washoe County. Our case managers in our St. Vincent's Resource Network Program, in the One-Stop Shop grant, Kids to Seniors Korner mobile program, currently screen and make referrals to the following service programs: WIC, the school lunch program, Senior Congregate meals, Meals on Wheels, TANF, CCDF, EAP, Nevada Check-up, and Medicaid. We also partner with employment agencies such as CSA, JOIN, Job Connect, and Casual Labor. Our screening tool looks for 47 additional indicators of a need for assistance, such as transportation, dental, housing, and clothing. Because we will be bringing our Kids to Seniors Korner mobile van to our partner food pantries in Washoe County and providing this service on a monthly basis, we will have the ability to not only follow up with our clients, but also to create meaningful, lasting relationships that result in positive outcomes. Because hunger is a constant need, we know these individuals and clients will return again each month to get food, and that will give us another opportunity to follow up with them and connect them with additional services if needed. We find our prior success in connecting people to needed services is contingent upon three primary factors: compassion, providing enough time with each case to fully explore needs, and persistent follow-up.

Hunger projects are required to ensure that all ages (birth to elder) are served. How will your partner organizations be structured to ensure that this requirement is met?

Given that Catholic Charities of Northern Nevada has always been committed to serving people of all ages, religions and backgrounds, and that the partner pantries we have chosen to collaborate with operate in a similar fashion, we ensure that anyone who needs assistance, from birth to elder, is served.

Based on SFY14 from the current One-Stop Shop grant, CCNN and our partner pantries are effectively serving all ages. The most common age group utilizing our services, ages 25-44, comprises 26% of our costumers followed closely by age groups 45-54, (18%), and 65 - and older (13%). Our smallest numbers fall in the 0-5 age group which still comprises 6% of our totals.

Describe how your partner organizations will track and report on basic client demographics. Note that you may be asked to report on all clients served; not just with funds awarded through this RFA.

We made adjustments and added necessary fields in Clarity to effectively track data for food pantry providers about three years ago. The tracking program has substantial depth and many data fields unnecessary for food pantries, but can be helpful for other service providers. Given that most data entry is conducted by volunteers, we worked with the software developer to create a single electronic face sheet with all the data entry elements food pantries will need without having sort through unnecessary information. More in-depth data will be available for food pantries if they choose, however we chose to prioritize simplicity and accurate data collection. As food pantries first begin entering families into the system, a back-up of in-processing clients was created. Once clients are entered into the system, the process of determining family size and eligibility in future pantry visits will be almost immediate and much easier than initial intake processes. With CCNN staff managing all of the case management elements, we will be responsible for all of the data entry on additional services beyond the food pantry. CCNN utilizes the Clarity software for our St. Vincent's Resource Network, Kids to Seniors Korner, Centralized Housing Intake, and for our St. Vincent's Food Pantry. The software is working well and it is completely operational at this time.

Describe the strategies that will be used to provide the maximum amount of food possible in order to minimize the need for clients to utilize multiple pantries to meet their food needs, and also ensure that the food provided (a) meets generally accepted standards for quality; (b) contributes to a balanced, healthy diet; and (c) is actually food that clients wish to eat.

The food safety network in Washoe County is significant, however it is not structured to avoid duplication of services, nor to maximize available resources. Because each food pantry works independently, each pantry has had its own system of collecting data, which made it impossible to communicate from pantry to pantry. Being current recipients of a DHHS grant, our pantry outreach project is providing a networked software program that will allow pantries to "talk" to one another and share client information, such as family size, when and where they are receiving their food, and how much food they are receiving. The Clarity software we are utilizing is beginning to gather data and we will be holding a another collective pantry partner meeting in March to review client data. We realize that "pantry hopping" decreases the overall available food for those families who choose not to take advantage of the system, and assuming we can eliminate duplication of services, there will be more food available for everyone else. This will ensure that families only need to visit a single pantry to meet their food needs.

Pantries in this collaboration are encouraged to use their resources to purchase food from the Food Bank of Northern Nevada or wholesalers to get the maximum value for their money. Most of these pantries also receive generous amounts of donated goods. This baseline of food they acquire allows us to focus on providing more nutritious foods targeting a balanced diet and trying to move away from the high sugar, high fat, highly processed foods that traditionally have been the core of food pantry distributions.

To determine which types of foods clients prefer to eat, or at least which foods they prefer receiving from a food pantry, we rely on the partner pantries themselves to help provide these answers. Our case managers on-site routinely ask clients a series of questions addressing what types of foods they prefer from a pantry but we find the volunteers and staff working the pantries generally have a more comprehensive idea of needs. We adjust

our purchases and deliveries based on this feedback.

Describe any other elements of your approach to service delivery that will make your program successful in helping individuals and families achieve their highest level of self-sufficiency.

Over the past three years, we have been communicating on a weekly or bi-weekly basis with all of our partner pantries, seeking their ideas regarding improvements and making adjustments to service delivery, food purchases, coordination and all other elements of making this program function the most effectively.

Currently, we believe we have a service delivery system (both in terms of service delivery to the partner agencies and to clients being served at the pantries) that has been tweaked and is working well for all parties involved.

We believe what we have learned over the past three years of operating this grant will be of immense help as we expand further into the rural communities.

If you plan to add any new food access points during the two-year grant period, explain why a new site is needed in a particular area. Use verifiable data wherever possible, cite waitlists if applicable, and include a timeline for implementation.

We intend to enhance and expand existing pantries whenever possible. As we have been experiencing in some of the smaller communities in northern Nevada, there may be solid justification to open a new pantry in conjunction with a local entity, although currently our plan is to work with pantries that have served their communities well but need additional resources.

Collaborative Partnerships (Up to 20 Points)

Name the organizations participating in the proposed collaborative partnership and summarize their roles.

We officially have 17 agency partners, resulting in 29 distribution sites in 6 counties. The partner agencies we currently have agreements with operate in the following counties: Washoe, Lyon, Douglas, Lander, Humboldt and Elko.

Our partner agencies include Sparks Christian Fellowship, New Life Assembly of God, Faith Lutheran Church, the Bridge Church, Desert Springs Baptist Church, Valley View Christian Church, Children's Cabinet, Faith Alive Church, HeadStart (through CSA), First Baptist Church of Reno, Washoe Valley Christian Church, Boys and Girls Clubs of Mason Valley, Living Faith Church of Fernley, Tahoe Community Church, Battle Mountain Family Resource Center, United Methodist Church of Winnemucca, and St. Joseph's Catholic Church in Elko.

Over the 2 year period of this grant, we anticipate expanding these 29 distribution sites to approximately 40, with the additional growth being in rural northern Nevada.

CCNN will maintain the database (Clarity), financial responsibility, reporting aspects of this project and provide case management.

The partner agencies will distribute food for the project and create links between CCNN and the clients they serve.

Why was the lead organization selected to serve as the lead?

CCNN will serve as the lead agency and partnering with a variety of agencies throughout Northern Nevada. Through operating the largest food pantry in Nevada, we have gained an understanding of the obstacles that must be addressed to alleviate hunger and associated unmet needs. Because of our experiences on our own campus over the past 6 or 7 years, we have evolved from simply feeding people to engaging with our clients to take the next steps towards self-sufficiency.

CCNN has expanded the necessary infrastructure (facilities, trucks and equipment) to take on this challenge where the other smaller pantries simply do not possess these resources. Given our belief that we believe people should have food resources in close proximity and that transportation challenges should prevent no one for acquiring food pantry support, we also believe we are well positioned philosophically to take on this lead role.

Our role as lead agency would be to identify food selections, coordinate purchasing, warehouse purchased food, distribute to our partner food pantries, maintain and adjust the Clarity software program as needed, assist with any software or hardware issues, provide software training and provide our mobile case management staff during partner food pantry distributions.

While CCNN and the partner food pantries will have different responsibilities, we believe the strength of our proposal lies in the goal of collaboration and group decision making.

Identify the key management functions that will be provided by the lead organization. The response should include, but not be limited to, addressing how the lead organization will ensure that all partners are in compliance with DHHS grant requirements, that fiscal management practices are aligned with generally accepted accounting principles, and that data is tracked and reported in a consistent manner.

CCNN, the lead agency, will perform the administrative, fiscal, tracking, referral and case management services and will continue to integrate this project into overall agency operations.

CCNN also takes responsibility for assuring compliance is maintained with DHHS requirements. CCNN has maintained an excellent track record with managing this and other grants for the past several years and all systems for this grant are in place to maintain compliance.

Describe how the funds requested in this proposal will be distributed through the lead organization to the partner organizations (e.g., subgrants, subcontracts). Indicate the amount of funds that will be apportioned to each partner and how each partner will use the funds.

One partner agency, Children's Cabinet, has an effective process of combining food pantry and case management services to clients. While they actually will give food to people of all ages, they specialize in families with children. Through this grant, we will refer food pantry clients in Reno/Sparks with young children to Children's Cabinet and \$50,000 of the grant will be subcontracted to Children's Cabinet to manage the case management and food pantry operations at their site. The rest of the money will be spent by CCNN. \$660,000 or 69% of the request will be spent on food and 100% of the food will be distributed by partner agencies. CCNN has the ability to acquire enough food to meet the demand on our campus. We also listed the purchase of 3 three door freezers, 3 three door refrigerators and some shelving to increase storage capacity. The freezers, refrigerators and shelving will all be given to needy pantry partners to increase their ability to serve their community.

We determine how much food each partner pantry receives based on a formula which combines total dollars available to purchase food, # of pantries receiving food, storage capacity of each pantry, # of clients each pantry serves, # of days a month the pantry is open, overall food available before deliveries and the types of food needed to provide a balanced diet. It is impossible to give an exact answer here as our delivery volume changes based on these above factors for each pantry.

The existence of a partnership assumes that participating organizations will work cooperatively and collaboratively. Describe how your process works. How will decisions be made and differences resolved? How will the partners work together to ensure that the project stays on track and that performance goals are met?

We agree that cooperation and collaboration are critical for this grant to be realized in its fullest capacity. As a baseline for collaboration, we make sure the pantry partners understand that while we may be the lead agency in the grant, this is only because as the largest pantry, we have the capacity to manage the grant. We honestly do not view ourselves and any more or less important and any of the partner agencies and we believe the partner agencies would tell you that.

We hold a partner pantry meeting monthly that is very well attended, we receive feedback that it is a beneficial meeting and we will be continuing this practice. It is through these meetings where decisions are made and ideas of best practice are discussed.

We also work closely with each pantry partner as we are on location with their staff at least twice a month through delivering and unloading food or providing outreach services. Our staff's have developed very good relationships and this is where the smaller decisions are made. The partner pantries understand we are responsible for the performance goals in this grant but we find in every instance the partners work well with us to meet these

goals.

Remember to submit a Letter of Agreement and a draft Memorandum of Understanding if this proposal involves a collaborative partnership. If a final Memorandum of Understanding is available, this may be submitted in lieu of the letter and draft.

Cost-Effectiveness and Leveraging of Funds (Up to 15 Points)

Describe how the program will make cost-effective purchases.

Being the largest food pantry in this state afford us the ability to acquire large volumes of food (just the St. Vincent's food pantry alone in 2014 distributed more than 4 million pounds of free food, and this does not include the 34 pantries we supply with food) and as a result our purchase price becomes very low. In food acquisition discussions with the Food Bank, we find that our purchasing power often allows us prices even lower than the Food Bank can get.

To determine the most cost effective way to acquire food for this grant, we held discussions with the Food Bank and even hosted a meeting with four of their staff to help us brainstorm options. As a result we agreed to work together, almost all of our partner pantries also receive food from the Food Bank, to maximize resources and get these pantries the most nutritious, balanced and cost effective mix of food. CCNN and the Food Bank will work together to ensure all resources used to acquire food, including DHHS funds, are as cost effective and efficient as possible.

Describe the total amount of resources that each partner agency will contribute to the project from all funding sources in SFY16 including the funds requested for SFY16 in this proposal.

Categorize the funding sources by type (e.g., federal, state, local and private), indicate the specific source (e.g., USDA Commodity Foods), and include the dollar amount. Describe any volunteer and in-kind services and estimate the dollar value.

Indicate whether the funding request or structure will be different in SFY17 and, if so, why.

Our St. Vincent's Food Pantry is the commodities distribution center in Washoe County, and through a variety of resources we are able to more than double the commodities volume of food given out in our pantry. What we have chosen to do, even prior to this One-Stop Shop grant, is to procure as much food as possible and give this food to partner pantries.

In the Hunger One-Stop Shops quarterly reports, you will find in the first quarter of this year's grant that CCNN was able to leverage \$748,133.88 of additional food and an another \$118,833.90 in labor value. This in-kind food comes from donated items (we have 50 food barrels in businesses throughout town), direct donations to our campus, donations from food warehouses and distributors (the distributors we purchase from routinely ship us a few additional free pallets of food in each order), our collaboration with the Department of Agriculture, foundations that support us with resources to purchase food

and charitable donations designated for food purchasing. In the 2nd quarter, the numbers were similar with additional food value of \$737,388.88 and labor resources equaling \$119,957.85. All o commodities food we receive is given out through our St. Vincent's Food Pantry, therefore we chose not to include commodities food value in these numbers above.

At CCNN, our commitment to acquiring food from multiple resources and delivering it to pantries in need is strong. We anticipate the in-kind food and labor numbers to increase in SFY 16 and SFY 17.

What percentage of the funds requested will be spent on purchasing food? How was this percentage determined? (Note that the minimum requirement in the RFA is 50%.)

The percentage of funds spent on food in both SFY 16 and SFY 17 will be 69% of the overall grant.

Recognizing that the delivery of high quality food is the most important goal of this project, we developed a budget with the highest possible percentage of funding going towards food and food delivery, while maintaining integrity with the other important elements of the project.

Delivery of food, especially as far out into rural Nevada as Elko, does come with additional transportation expenses. Our leveraging of additional food, as an example, will now be placed on our trucks and food that we would like to distribute in rural northern Nevada, but until this grant request, we simply did not have a method of distribution. We have explored this transportation challenge but as a recent study confirmed, the two entities delivering food to rural northern Nevada do not have additional capacity.

Indicate whether any of the funds will be used as match for another funding source. If so, what is the dollar-for-dollar ratio of the match (e.g., 1:1, 2:1, etc.).

This proposal does not have a matching component. All of the additional resources we are able to bring to this project do not require a match.

Outcomes (Up to 15 Points)

Provide at least two examples of the program outcomes your organization is currently measuring. Describe how progress is tracked.

Outcome 1 - Through the provision of food assistance to 20,700 unduplicated people, 6,210 (60%) of the 10,350 surveyed will report that they did not need to skip meals after receiving services for at least one month. We survey our Food Pantry recipients during the 3rd Quarter of the funding cycle to determine the impact we are having on their ability to reduce the number of skipped meals.

Outcome 2 - Through the provision of food assistance referrals to 20,700 people, 13,455 (65%) will be successfully linked to one or more federal food assistance programs and be

approved for service. Our Food Pantry is a USDA commodities site, so all recipients of food in our pantry must first meet the guidelines established through the USDA, automatically linking the recipients to this federal food assistance program.

Outcome 3 - Through the provision of 2,449,917 meals in SFY15, the project will increase the number of meals provided to low-income families by 181,475 (8%) as compared to the 2,268,442 meals provided in SFY14. We inventory all food that is distributed through our Food Pantry on a daily basis, including donations and purchased food. This enables the Food Pantry to track what food has been distributed. CCNN also tracks food distribution through Clarity and we can compare the two for accuracy.

How does your organization use outcome information to strengthen its programs?

Over the past three years of funding through this grant, Catholic Charities has been able to determine and meet the need for increased access to applying for SNAP. All recipients of food through our pantries now are screened for SNAP benefits prior to receiving food allocation. We have a full-time dedicated SNAP Outreach Coordinator who assists pantry recipients that haven't already been approved for SNAP benefits right here on our campus. This position also conducts SNAP outreach services to our partner pantries and through our Kids to Seniors Korner program, bringing to the residents of Washoe County the ability to apply for SNAP right at their door. CCNN has also identified the need for improved tracking of linked referrals for our recipients, which resulted in a Clarity update to our case management assessments, enhancing our tracking abilities.

What impact do your organization's services have on the quality of your client's lives?

Food is a basic human need. When a person is fighting hunger or they are malnourished, their ability to carry out day to day functions is compromised. Catholic Charities is meeting our clients needs by not only provided food for them and their family, but we are also linking them to important community resources like SNAP, Energy Assistance, Low-income Housing, medical insurance, and employment resources. Our interventions are helping recipients become more stable and self-sustaining.

Describe the long-term impact your organization's services have already had on the community or, if your organization is proposing to provide a new service, describe how the service is expected to impact the community. Describe how impact is (or will be) measured.

624,912 addition meals were provided during the last funding cycle of FY14-FY15, which has directly impacted those residents that are food insecure. In addition to this increase in meals provided, our agency has been able to address other needs of the families and individuals who have come to our pantries for food.

Projections

Output/Outcome 1

Provide the following projections.

- (a) The number of unduplicated people who will receive food assistance in SFY16.**
- (b) The number of unduplicated people who will be surveyed after services are rendered.**
- (c) The number of people who will report that they did not need to skip meals in the month following the food assistance and supportive service referrals received from this project.**
- (d) Use the projections in (b) and (c) to calculate the percent who report positively.**

24,729 unduplicated people will be receiving food for FY16. Of these 24,729 people, 18,546 unduplicated people will be surveyed after receiving food from our pantries. 65% of those surveyed or 16,073 will have skipped fewer meals as a result of receiving food from our pantries.

Output/Outcome 2

Provide the following projections.

- (a) The number of unduplicated people who will be referred to one or more federal food assistance programs in SFY16.**
- (b) The number successfully linked.**
- (c) Calculate the percent successfully linked.**

Catholic Charities is a USDA Commodities site so we project that 24,729 unduplicated people will receive USDA Commodities through our St. Vincent's Food Pantry. 100% of our recipients will be linked to this federal food assistance program because anyone who utilizes our Food Pantry must first meet USDA guidelines.

Output/Outcome 3

Provide the following data and projections.

- (a) The number of meals provided by all partner organizations during SFY14.**
- (b) The number of meals projected to be provided by all partner organizations during SFY15.**

(c) Project the number of additional meals that will be provided during SFY16 by all partner organizations.

(d) Use the projections in (b) and (c) to calculate the percentage increase in meals provided.

[Note that the standard ratio for converting pounds of food into meals is 1.2 pounds equals one meal. If this conversion does not work for your organization for some reason, explain why and propose an alternative measurement.]

During the funding cycle of SFY14, a total of 2,813,596 meals were provided through our pantries. We project that in SFY15, 3,815,582 meals will have been distributed through the St. Vincent's Food Pantry and our One Stop Shop partners. With continued funding through this grant, we will distribute 792,000 additional meals in SFY16, or a 20.7% increase in meals provided.

Output/Outcome 4

Provide the following data and projections.

(a) The pounds of fresh produce provided by all partner organizations during SFY14.

(b) The pounds of fresh produced projected to be provided by all partner organizations during SFY15.

(c) Project the pounds of additional produce that will be provided during SFY16 by all partner organizations.

(d) Use the projections in (b) and (c) to calculate the percentage increase in fresh produce provided.

The amount of fresh produce provided by our partner pantries in SFY14 was 103,703 pounds. For SFY15, the amount of fresh produced increased to 367,154 pounds and we project that in SFY16 more than 446,000 pounds of fresh produce, or an additional 21.4%, will be distributed by our partner pantries.

Indicate whether any of the projections provided above for SFY16 will change in SFY17. If so, explain why and enter projections for SFY17 below.

Each year CCNN sees an increase in numbers of individuals and families that access services in our pantries. We anticipate that this number will continue to grow due to ongoing need and increase in our population.

The following are projections for SFY17:

Outcome 1 - 26,744 unduplicated people will be receiving food for FY17. Of these 26,744 people, 21,395 unduplicated people will be surveyed after receiving food from our pantries. 70% of those surveyed or 18,720 will have skipped fewer meals as a result of receiving food from our pantries.

Outcome 2 - Catholic Charities is a USDA Commodities site so we project that 26,744 unduplicated people will receive USDA Commodities through our St. Vincent's Food Pantry. 100% of our recipients will be linked to this federal food assistance program because anyone who utilizes our Food Pantry must first meet USDA guidelines.

Outcome 3 - With continued funding through this grant, we will distribute 966,240 additional meals in SFY17, or a 22% increase in meals provided.

Outcome 4 - The amount of fresh produce provided by our partner pantries in SFY17 is projected to be 624,000 pounds, which we project is a 40% increase. We will be utilizing local resources and rural communities to better meet this outcome.

Management Checklist

Confirm that your organization already follows each of the practices listed below, or will implement these practices by the start of the SFY16 grant year. Note that items will be verified during program or fiscal monitoring visits, which may include a random sampling of transactions.

ANSWER "YES" OR "NO."

YES

The organization has written personnel policies covering at a minimum: job descriptions, leave policies, recruitment and selection, evaluation, travel, salary ranges, fringe benefits, grievance procedures, disciplinary procedures, termination procedures, conflict of interest, sexual harassment, substance abuse, lobbying, confidentiality, and equal employment policies.

The organization has an accounting manual covering all of the following: separation of duties, accounts payable, accounts receivable, internal control, purchasing, check signing policies, payroll, cash receipts, procurements, property management, time sheets, travel, conflict of interest, nepotism.

Procedures are in place to minimize elapsed time between receipt and expenditure of funds and for determining allowability and allocability of costs.

Accounting records are supported by source documents.

Records are adequate to identify the source and use of funds.

The agency has a process for reconciling project expenses with revenues.

Fiscal and program records are retained for at least three years after the end of

the grant period.

Attachments

Title	File Name
Budget Template (Appendix D)	<u>Appendix D FY16 DHHS Budget 01-06-15.xls</u>
Board of Directors List	<u>2014 Full Info Current Board List 12-10-14.doc</u>
Service Matrix (Appendix B)	<u>Appendix B RFA Service Matrix 01-23-15.docx</u>
Letter and Schedule of Findings for Federal Audit or Financial Statement/Status Report if OMB-133 not required	<u>Audit 063014 long.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU BGCMV 201502251102.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU CCAB 201502251103.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU DSBC 201502251106.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU FACC 201502251101.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU FBC 201502251101.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU FLC 201502251105.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU NLA 201502251107.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU SCF 201502251107.pdf</u>
Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available)	<u>MOU TBC 201502251104.pdf</u>

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [MOU_TCCFP_201502251059.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [MOU_VVCF_201502251105.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [MOU_WVCC_201502251100.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [LOI_BMFRC_201502251057.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [LOI_LFFP_201502251058.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [LOI_SJC_201502251427.pdf](#)

Letter of Agreement and Draft MOUs with Partner Agencies (or Final MOUs if available) [LOI_UMCW_201502251058.pdf](#)