Welcome!

Krista Poole
Manager, Client Services
Agenda and Housekeeping….

- Arrival and snacks
- Welcome and Introductions
- CEO Welcome and Updates
- Operational Updates
- Agency Capacity Fund
- Leadership Panel Discussion
- Civil Rights
- Food Allocations
- Grocery Rescue Pivot
- Closing
- Grant Capacity Fund

Tours of the facility will be available at the conclusion of the program.

Dinner will be served at 5:00 pm.
Client Service Specialist Team

Leslie Quasarano

Robbya Dubose

Dawn Sketch
Beverly Einowski
Executive Assistant
Adrian Lewis
Chief Executive Officer
Operational Updates and Results
Kelli Kaschimer
FY ‘23 By the Numbers

FY ‘23 Client Measures (compared to FY ‘22):
- 1,889,112 clients served  ↑ 30%
- 712,747 households served  ↑ 16%
- 418,326 children served  ↑ 19%
- 345,913 seniors served  ↑ 21%
- 94% of agencies reporting  ↑ 6%

FY ‘23 Food Measures:
- Approximately 41M lbs. rescued
- Approximately 40M lbs. distributed
- Approximately 16M lbs. grocery rescue

FY ‘23 Volunteer Measures:
- 5,603 volunteers  ↑ 150%
- 18,356 volunteer hours  ↑ 130%

FY ‘23 Transportation Measures:
- 431,119 Miles Driven  ↑ 4%
- 29,923 pick-ups  ↑ 4%
- 1,918 deliveries  ↓ 3%
AGENCY CAPACITY
GRANT PROGRAM
ROUND 3 IS UNDERWAY!
THREE YEARS: SIX GRANT ROUNDS

FALL 2022 – ROUND 1 (PILOT GROUP)

WINTER 2023 – ROUND 2

SUMMER 2023 – ROUND 3

WINTER 2024 – ROUND 4

SUMMER 2024 – ROUND 5

WINTER 2025 – ROUND 6
DEADLINE FOR ROUND 3

**Capacity Grant Application Deadline**

**Grant Awards Announced**
*Projects begin in January 2024*

**Round 3 Projects Completed**
*Final grant report due*
ROUND 3: TWO PROGRAMS

Tier 1 – MAINTAIN  $5,000-$40,000

Tier 2 – EXPAND  $5,000-$40,000

Each agency may only apply once per round
TIER 1 MAINTAIN

UP TO $40,000 FOR PROJECTS SUCH AS:

- Replace aging refrigerators, freezers, kitchen upgrades
- Transport / handle food safely and efficiently
- Improve the mix of food for current clients
- Improve client waiting areas or congregate meal areas
- Recruit / retain volunteers
TIER 2 EXPAND

UP TO $40,000 FOR PROJECTS SUCH AS:

- Expand the number of clients served – especially those that are currently underserved
- Increase the amount of food distributed
- Expand agency service hours to support client dignity and access
- Add additional distribution sites or delivery services
- Other improvements to distribute more food to more people
1. GET THE APPLICATION LINKS
Our online grant platform is Submittable.

2. REGISTER YOURSELF IN SUBMITTABLE.
You will create your own password. We cannot read your drafts, they are confidential – Forgotten Harvest sees them only after you click Submit.

3. SELECT THE GRANT PROGRAM YOU WANT TO APPLY FOR AND WRITE YOUR PROPOSAL
We recommend saving your drafts off-line and sharing them with other people in your agency for their input. You will also need to download the budget template, fill it in in Excel, and then upload it into Submittable.
WHAT CAN BE FUNDED

CAPITAL EQUIPMENT
BUILDING IMPROVEMENTS / INFRASTRUCTURE
SUPPLIES FOR NEW PROGRAMS/EXPANSION
TRAINING FOR STAFF OR VOLUNTEERS
STAFF TIME FOR OUTREACH TO UNDERSERVED POPULATIONS
LABOR FOR PROJECT OVERSIGHT
DATA COLLECTION SYSTEMS
MARKETING OR COMMUNICATIONS
VEHICLES
WHAT CANNOT BE FUNDED

NORMAL OPERATING COSTS

STAFF THAT ARE PART OF NORMAL OPERATIONS

SUPPLIES FOR ONGOING OPERATIONS

BUYING FOOD

VOLUNTEER STIPENDS OR INCENTIVES

IMPROVEMENTS THAT ARE NOT PRIMARILY FOR THE FOOD DISTRIBUTION PROGRAM

FUND RAISING COSTS

ADVOCACY OR LOBBYING COSTS

OVERHEAD OR CONTINGENCY
WRITING YOUR GRANT APPLICATION IS EASY!

The online application is a series of questions designed to help you to tell your story

• What your agency / program does
• Why you need these improvements
• What difference it will make
• Who will benefit – the impact
$1,200,000 awarded to date

City Covenant Church
God’s Storehouse
Redford Interfaith Relief
Veterans Support Center Pantry
Church of God Belleville
A.W.E. Warren City Hall Pantry
Covenant House Michigan
Fish & Loaves Community Food
Operation Get Down, Inc.
Fort Street Presbyterian Church, Open Door Ministry
Twelfth Street Food Pantry
Transfiguration Church – Franciscan
Outreach Program

Revival Tabernacle
Grace Centers of Hope
Bethel African Methodist Episcopal Church Detroit
Detroit Friendship House
Chaldean American Ladies of Charity
Renaissance Vineyard Church Food Pantry
St. Mary, Cause of Our Joy Catholic Church
Zion Community Enrichment Center Inc.
St. Patrick Senior Center, Inc.
Hartford Memorial Baptist Church
Yad Ezra
IF YOU DIDN’T APPLY IN ROUND 2.....

What stopped you?

Never heard about the grant program
Too busy
Not sure what to ask for
Didn’t have a project
Too much work to apply
We don’t get grants
FILL OUT THE SURVEY!

In your packet

Check all that apply to your agency

Turn it in – drop it in the box today!
Maud Lyon
Grant Administrator

313 715-6413
mlyon@forgottenharvest.org
Table Talk: Round 1

Thinking about the Agency Capacity Fund:

What is your most troublesome logistical issue? If you could improve ONE thing, what would it be?
Break and Move Seats
Executive Leadership Panel
Hosted by Kelli Kaschimer
Questions for the Forgotten Harvest Leadership
Annual Civil Rights Training
Leslie Quarasano
CIVIL RIGHTS & FOOD DISTRIBUTION

ANNUAL TRAINING

• All food distribution staff and volunteers need to be aware of civil rights requirements.

• Training must be documented annually.

• Please see, review, sign and return the Civil Rights Training in your packet.
The State and Federal governments are required to conduct reviews to determine compliance with civil rights laws, regulations and requirements.

Cooperation with State and Federal reviewers is required as a condition of receiving Federal financial assistance.
“And Justice for All” Poster

Display “And Justice For All” poster where participants can see it.

Preferable to print in 11”x 17” format

Updated version has the image of the USDA building not the Statue of Liberty

Hours of Operation

Agency will ensure that their hours of operation are clearly posted.
LANGUAGE ASSISTANCE

- Limited English Proficiency (LEP) – primary language is not English
- Language assistance is required.
- Volunteers may be used as interpreters.
- Children should not be used as interpreters.
- Visit www.lep.gov for more info.
FAITH-BASED ORGANIZATIONS

• Faith-based organizations cannot be denied as a site simply because of religious affiliation.
• Food distribution must be kept separate from faith-based activities.
• The building does not need to remove any religious art, icons, scriptures or other religious symbols.
• The location must post the Notice of Beneficiary Rights.
CUSTOMER SERVICE

- Treat everyone with dignity and respect; be patient and polite
- Explain ‘house’ rules
- Ensure equal treatment and service (equal does not mean identical)
- Do not do special favors for anyone that you are not prepared to provide for everyone

- Don’t be afraid to apologize.
- Do not treat people differently based on race, color, national origin, age, sex or disability.
- Do not impose policies that unfairly impact certain groups.
Table Talk: Round 2

What situations have you encountered with upset or angry clients? How have you handled them and what were the outcomes? What could have been done differently?
Break and Move Seats
Food Allocation for Clients
Dawn Sketch
Food Allocations for Clients

Goals for Food Distribution:
60-70 Lbs total for a family of 4

- 10lbs of Protein
- 10lbs of Dairy (not including milk)
- 10 lbs of Grain
- 20-30 lbs of Produce
- 10lbs Supplemental

*Our goal is an equitable distribution. In the event that the household count exceeds forecast, make sure you adjust your numbers to give each family an equitable portion of the food.
Agency Compliance and Tips
Krista Poole
Data Requirements

- Data from Mobile Pantries MUST be received within 48 hours of the distribution.
- Data from Brick-and-Mortar Pantries are due no later then the 5th of the following month (the sooner the better!)
- Data is required for multiple reasons:
  - Keeps Forgotten Harvest Compliant in Audits
  - Allows for FH to show our impact to potential funders
  - Allows for FH to apply for additional resources for the community
Food Safety Reminders

- ServSafe Certified person must be onsite during your distribution
- Food Dating Guidelines: NOT a Safety Date!
  - Best if used By/Before: Best flavor/quality
  - Sell-By: How long for a store to display
  - Use-By: Date of use for peak quality
  - When stored Properly, many foods can be kept indefinitely!
- Food Borne Illness:
  - Ask if they have sought medical treatment and have them keep the suspected food item.
Grant Opportunities!

• Whirlpool Fridge for Good: Refurbished residential refrigerator/freezer units
• United Dairy Farmers, Mile Means More: Dairy Cooler Grants

* Don’t forget to read the Bi-weekly Newsletter and join or Forgotten Harvest Agency Facebook group! (Please include your pantry name in your join request!)
Grocery Rescue Pivot: Important Dates

Launching week of August 28th!
Stay tuned for the details from your Client Service Specialist!

Amount of food by category

Protein – 10 lbs.
Dairy – 10 lbs.
Grains – 5 lbs.
Fruits & Vegetables – 20 lbs.
*Supplemental Portions – 20 lbs.

*Our goal is an equitable distribution. In the event that the household count exceeds forecast, make sure you to adjust your numbers to give each family an equitable portion of the food.
Table Talk: Round 3

- What are your biggest challenges with volunteers?
- What have others done to solve for those same problems in the past?
- What has worked?
- What didn’t work so well?
Agency Recognition
<table>
<thead>
<tr>
<th>Soup Kitchens and Shelters</th>
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<tbody>
<tr>
<td>Baldwin Community Center</td>
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<td>Cass Community Social</td>
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<tr>
<td>Services</td>
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<td>City Covenant Church</td>
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<tr>
<td>Covenant House of Michigan</td>
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<tr>
<td>Crossroads of Michigan-</td>
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<tr>
<td>Downtown</td>
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<tr>
<td>Crossroads of Michigan-East</td>
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<tr>
<td>DRMM-3rd Street</td>
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<td>DRMM-Christian Guidance</td>
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<td>DRMM-Genesis Chicago</td>
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<tr>
<td>DRMM-Grand Blvd</td>
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<tr>
<td>DRMM-Oasis</td>
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<tr>
<td>Emmanuel House Recovery</td>
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<tr>
<td>for vets</td>
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<tr>
<td>Fort Street Presbyterian</td>
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<tr>
<td>Church</td>
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<tr>
<td>Grace Center of Hope</td>
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<tr>
<td>(Men's Shelter)</td>
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<tr>
<td>Grace Center of Hope</td>
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<tr>
<td>(Women's Shelter)</td>
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<tr>
<td>Haven</td>
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<td>Interim House- YWCA</td>
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<td>Life Challenge</td>
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<td>Mariner's Inn</td>
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<tr>
<td>McWarm-St. Margaret Food</td>
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<tr>
<td>Program</td>
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<tr>
<td>Methodist Children's Home</td>
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<tr>
<td>Michigan Humane Society</td>
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<td>Michigan Veterans Foundation</td>
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<tr>
<td>My Brother's Keeper</td>
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<td>My Place Center for Wellness</td>
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<td>(SODIC)</td>
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<td>Operation Get Down</td>
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<tr>
<td>Pontiac Meals on Wheels</td>
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<tr>
<td>Salvation Army-Conner Creek</td>
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<tr>
<td>Sanctum House, Inc.</td>
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<td>South Oakland Shelter DBA</td>
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<tr>
<td>Lighthouse</td>
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<tr>
<td>St. Christine Christian Services</td>
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<tr>
<td>St. John Community Center</td>
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<tr>
<td>St. Patrick's Senior Center</td>
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<tr>
<td>Tabernacle Missionary Baptist</td>
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<td>Turning Point</td>
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Brick and Mortar Community Pantries

<table>
<thead>
<tr>
<th>Agape Center</th>
<th>Lighthouse Home Missions</th>
<th>Ruth Ellis Center</th>
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<tbody>
<tr>
<td>Bethel A.M.E. Church</td>
<td>Lighthouse OC - Pontiac - Columbia</td>
<td>Salvation Army-Dearborn Heights</td>
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<tr>
<td>Central Detroit Christian</td>
<td>Lighthouse OC - Woodward</td>
<td>Salvation Army-Farmington</td>
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<tr>
<td>Chaldean American Ladies of Charity</td>
<td>Lord of the Harvest</td>
<td>Salvation Army-Temple Corps</td>
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<td>Christ Church of Redford</td>
<td>Love and Kindness Veterans Center</td>
<td>Salvation Army-Wayne-Westland</td>
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<tr>
<td>Christland Community Outreach</td>
<td>Love Joy Church</td>
<td>Southeastern Michigan Indian, Inc</td>
</tr>
<tr>
<td>Church of God Mt. Assembly</td>
<td>Macomb County Veterans Food Bank</td>
<td>St. Joseph Family Support</td>
</tr>
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<td>Church of God of Prophecy</td>
<td>Mary Heart 2 Heart</td>
<td>St. Mary Queen of Creation</td>
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<tr>
<td>Community Sharing</td>
<td>Metro Helping Hands GHH</td>
<td>St. Mary's Community Outreach</td>
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<tr>
<td>Core City Neighborhoods, Inc.</td>
<td>Metropolitan United Methodist</td>
<td>St. Peter/St. Vincent DePaul</td>
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<tr>
<td>Downtown Boxing Gym Youth Program</td>
<td>Moriah High Place (Helping Hands)</td>
<td>The Really Living Corp</td>
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<tr>
<td>DRMM-Lighthouse Outreach</td>
<td>MP-Gleaners Southwest Mercado</td>
<td>Transfiguration Parish-Franciscan</td>
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<td>FH Direct Distribution</td>
<td>MP-Kollel</td>
<td>Trinity Utica Food Ministries</td>
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<tr>
<td>Fish and Loaves</td>
<td>Muslim Center, The</td>
<td>Twelfth Street MBC Food Store</td>
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<tr>
<td>Focus HOPE - Inkster</td>
<td>New Haven Food Pantry</td>
<td>Volunteers of America</td>
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<tr>
<td>Franklin Wright Settlements</td>
<td>Oakland Hope</td>
<td>Yad Ezra</td>
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<tr>
<td>Freedom House</td>
<td>Open Door Ministries, Inc</td>
<td>Zion Community Outreach</td>
</tr>
<tr>
<td>God's Storehouse</td>
<td>Open Door Outreach Center</td>
<td></td>
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</tbody>
</table>
Mobile Pantries

ACC-Arab American & Chaldean Council
Alternatives For Girls
Anne Visger Preparatory Academy
Bethesda Christian Church
Body Of Christ International
Bussey Center
Catholic Charities/ La Casa Amigas
Centerstage-QTMC
Church of Christ Westside
City of Livonia Food Distribution
Covenant Missionary Temple
Exodus Missionary
Family Victory Outreach
First Baptist Church of Holly
First Baptist Church of Wixom
First Baptist Institutional Church
Gompers/Brightmoor Alliance
Grace Church of the Nazarene
Greater Emmanuel Institutional
C.O.G.I.C
Hand Up Inc
Hartford Village
Heart to Heart Ministries
Historic Little Rock Missionary Baptist Church
Inkster Housing Commission
International Gospel Center
Isaiah Literacy Project
Jermaine Jackson (Cairns)
Jesus Tabernacle of Deliverance
Kensington Church
La Casa de mi Padre
Lyon Oaks Country Park - Veteran Event
Madison Heights Church of Nazarene
Matrix Human Services
Metro City Church
Metropolitan Church of the Nazarene
New Bethel Baptist Church
New Prospect
New Providence Baptist Church
New St. Paul Missionary Baptist Church
Nexus Detroit
Northwest Church of Christ
Northwestern Community Baptist Church
Oakland Church of Christ
Patton Recreation Ctr
Pilgrim Baptist Church- Survival
Prayer Temple of Love
Project Healthy Community - Meyers
Safe Place Vets
Second Canaan Outreach Ministry
SEED - Van Buren
Ser Metro Detroit
Silver lake Church of the Nazarene
St. Clemente of Rome
St. Isidore Catholic Church
St. Mary, Cause of our Joy
Straight Gate Church
Sumpter Township
Temple Israel West Bloomfield
Triumph Church - Grand Blvd
Unify Detroit/Second New Hope
Unify Detroit/St. John Presbyterian Church
Van Buren Charter Township
Vets Empower Neighbor/Elks Lodge
Ward Church
Warren City Hall-AWE
Womack Temple C.M.E. Church
Woodside Bible Church - Orion
Woodside Bible Church - Pontiac
Thank You!
Thank You

Any general issues, questions or concerns can be handled by your Client Service Specialist:

**Robbya DuBose**
Client Services Specialist  
Cell Phone: 248.508.7691  
rdubose@forgottenharvest.org

**Leslie Quasarano**
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**Dawn Sketch**
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**Kelli Kaschimer**  
Director, Volunteer and Client Services  
Office: 248-268-7775  
kkaschimer@forgottenharvest.org

Don’t forget to join our Forgotten Harvest Agency group on Facebook. When you request to join make sure you include your agency name.