

## SOLVING HUNGER TODAY ENDING HUNGER TOMORROW

Forgotten Harvest Agency Conference August 14, 2023





## 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

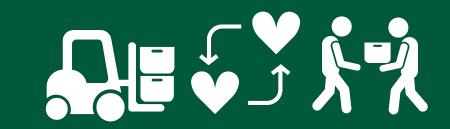


Dawn Sketch

# 



## Beverly Einowski Executive Assistant





## Adrian Lewis Chief Executive Officer







## **Operational Updates and Results Kelli Kaschimer**



#### FORGOTTEN HARVEST

## FY '23 By the Numbers

#### FY '23 Client Measures (compared to FY '22):

- 1,889,112 clients served **1** 30%
- 712,747 households served **1**6%
- 418,326 children served **1**9%
- 345,913 seniors served **1** 21%
- 94% of agencies reporting **1** 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 1 150%
- 18,356 volunteer hours **1**30%

#### FY '23 Transportation Measures:

- 431,119 Miles Driven **1** 4%
- 29,923 pick-ups **1** 4%
- 1,918 deliveries 🖶 3%





## Maud Lyon Agency Capacity Grant Administrator

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## 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**

SEPT. 1, 11:59 PM Capacity Grant Application Deadline

EARLY DEC 2023

Grant Awards Announced *Projects begin in January 2024* 

DECEMBER 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
- $\,\circ\,$  Transport / handle food safely and efficiently
- $\,\circ\,$  Improve the mix of food for current clients
- $\,\circ\,$  Improve client waiting areas or congregate meal areas
- $\circ$  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
- $\,\circ\,$  Increase the amount of food distributed
- $\,\circ\,$  Expand agency service hours to support client dignity and access
- $\circ$  Add additional distribution sites or delivery services
- $\circ$  Other improvements to distribute more food to more people

#### HOW TO APPLY

TIER 1 MAINTAIN

> TIER 2 EXPAND

#### **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

	NORMAL OPERATING COSTS
WHAT CANNOT BE FUNDED	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!



- What your agency /program does
- Why you need these improvements
- What difference it will make
- Who will benefit the impact



#### 24 GRANTS AWARDED

## \$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

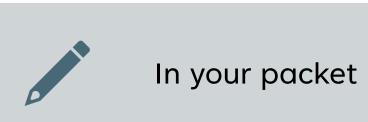
Revival Tabernacle Grace Centers of Hope Bethel African Methodist Episcopal Church Detroit Detroit Friendship House Chaldean American Ladies of Charity Renaissance Vineyard Church Food Pantry St. Mary, Cause of Our Joy Catholic Church Zion Community Enrichment Center Inc. St. Patrick Senior Center, Inc. Hartford Memorial Baptist Church Yad Ezra

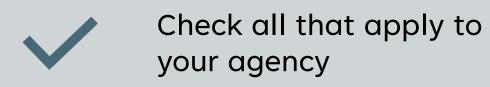
#### IF YOU DIDN'T APPLY IN ROUND 2....

## What stopped you?



#### FILL OUT THE SURVEY!







Turn it in – drop it in the box today!



Maud Lyon Grant Administrator

## 313 715-6413 mlyon@forgottenharvest.org

ASK! ROUND 3 DEADLINE SEPT 1 Table Talk: Round 1Thinking about the Agency CapacityFund:

What is your most troublesome logistical issue? If you could improve ONE thing, what would it be?

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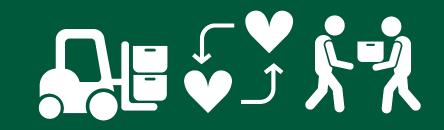


## **Break and Move Seats**





## 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 <u>annually</u>.
- Please see, review, sign and return the Civil Rights Training in your packet.



## **COMPLIANCE REVIEWS**

- 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

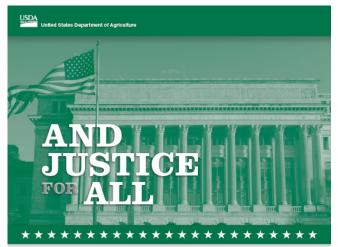
Display "And Justice For All" poster where participants can see it.

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.



n accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and potcies, this institution is prohibited from descriminating on the basis of race, color, national origh, sex, age, disability, and reprised or retailation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made svaliable in languages other than English. Pensors with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2800 (vice and TTY) or contact USDA's through the Federal Reley Service at (900) 877-8598.

To the a program discrimination completint, a completinent should complete a Form AD-3027, USO-Program Discrimination Compatient Form, which can be obtained online, at <u>Introc/Iwww.</u> *Bacrustala,quovidescifatultities* UBD-AD-3626 T8/020-Completint Form-5068-0002-089-11-28: <u>TFRac2Met.pg1</u>, from any USDA. The stefar mail contain the complexitant's name, address, lespicine namber, and a writent description of the address, lespicine namber, and a writent description of the Address of the stefar mail contain the complexitant's name, address, lespicing of UMI (pith (ASCR) adout The nature and Address and Secretary for Chill Rights (ASCR) adout The nature and date of an alleged Chill (pith (ASCR) adout The nature and or letter must be submitted to USDA by: math

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

(833) 256-1665 or (202) 690-7442; email:

program.intake**©**usda.gov. This institution is an equal opportunity provide

Contrarte a la ley dedrait y las potiticas y regulaciones de derechos civiles del Departamento de Agroutura de los lastados Unidos (USOA), esta institución tiene prohibido discraminar por motivos de raza, color, origen nacional, sexo, edad discapacidad, venganza o representali por actividades realizadas en el pasado relacionadas con los derechos chifes (no todos los principios de prohibición apican el dode los programas).

La información del programo puede estar disportible en otros diformas adentes del Inglén. Las promosa con discupacidades que requierran médica de comunicación atternitivos para obtener información actore al programa (por ejerno). Carallo, latra agrandada, grabación de audo y lenguaje de señas amentario) deten comunicarios con la agonda estuda lo coar lengornado que adem comunicarios en on la agonda estuda lo coar lengornado que adem comunicarios en on la agonda estuda lo coar lengor atoriado para de la agonda y la agonda de la agonda de la agonda de la agonda razo-adono youry y TTY o comunicarios con el USDA a través del sendo fo dedar de la framensition de los formación de las del 74-6236.

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lax: (633) 256-1665 o' (202) 690-7442; correo electrónico: program.intake@usda.gov. Esta institución ofrece igualdad de oportunidade

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## LANGUAGE ASSISTANCE

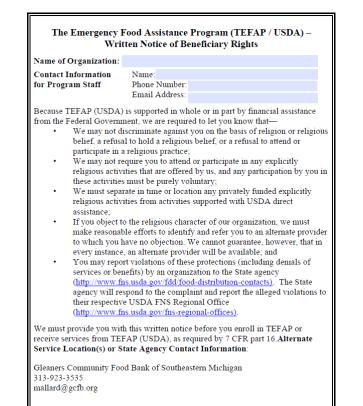
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Betoblek nugyarul	Contact the DHS Office for Civil Rights and Civil Liberties' CRCL Institute at CRCLTstaining@dhs.gov for digital copies of this poster or a "I Speak" booklet.	
Becurity	Download copies of the DH3 LEP plan and guidance to recipients of financial assistance at www.dbs.gov/erel	



- 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 <u>www.lep.gov</u> 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.





- 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?

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## **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 to 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 5<sup>th</sup> 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.

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#### **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 Kelli Kaschimer**





#### **Grocery Rescue Pivot: Important Dates**

#### Launching week of August 28<sup>th</sup>! 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**





#### **Soup Kitchens and Shelters**



**Baldwin Community Center Cass Community Social** Services City Covenant Church Covenant House of Michigan Crossroads of Michigan-Downtown Crossroads of Michigan-East DRMM-3rd Street **DRMM-Christian Guidance DRMM-Genesis** Chicago DRMM-Grand Blvd **DRMM-Oasis** Emmanuel House Recovery for vets Fort Street Presbyterian Church

Grace Center of Hope (Men's Shelter) Grace Center of Hope (Women's Shelter) Haven Interim House-YWCA Life Challenge Mariner's Inn McWarm-St. Margaret Food Program Methodist Children's Home Michigan Humane Society Michigan Veterans Foundation My Brother's Keeper My Place Center for Wellness (SODIC) **Operation Get Down** 

Pontiac Meals on Wheels Salvation Army-Conner Creek Sanctum House, Inc. South Oakland Shelter DBA Lighthouse St. Christine Christian Services St. John Community Center St. Patrick's Senior Center Tabernacle Missionary Baptist Turning Point



#### **Brick and Mortar Community Pantries**

Agape Center Bethel A.M.E. Church **Central Detroit Christian** Chaldean American Ladies of Charity Christ Church of Redford **Christland Community Outreach** Church of God Mt. Assembly Church of God of Prophecy **Community Sharing** Core City Neighborhoods, Inc. Downtown Boxing Gym Youth Program **DRMM-Lighthouse Outreach FH** Direct Distribution Fish and Loaves Focus HOPE - Inkster **Franklin Wright Settlements Freedom House** God's Storehouse **Gospel Tabernacle** Hartford Memorial Baptist Church Harvest House-Detroit Friendship Haven of Hope Heartfelt Harvest **Hospitality House** In The Trenches Lakeridge Village Fenkell

Lighthouse Home Missions Lighthouse OC - Pontiac - Columbia Lighthouse OC - Woodward Lord of the Harvest Love and Kindness Veterans Center Love Joy Church Macomb County Veterans Food Bank Mary Heart 2 Heart Metro Helping Hands GHH Metropolitan United Methodist Moriah High Place (Helping Hands) **MP-Gleaners Southwest Mercado MP-Kollel** Muslim Center. The **New Haven Food Pantry Oakland Hope Open Door Ministries, Inc Open Door Outreach Center Operation Refuge Oxford-Orion FISH** Pure Word M.B.C. **Redeemed Christian Fellowship Redford Interfaith Relief Renaissance Vineyard Revival Tabernacle Rochester Area Neighborhood House** 



**Ruth Ellis Center** Salvation Army-Dearborn Heights Salvation Army-Farmington Salvation Army-Temple Corps Salvation Army-Wayne-Westland Southeastern Michigan Indian, Inc St. Joseph Family Support St. Mary Queen of Creation St. Mary's Community Outreach St. Peter/St. Vincent DePaul The Really Living Corp **Transfiguration Parish-Fransciscan Trinity Utica Food Ministries** Twelfth Street MBC Food Store Volunteers of America Yad Ezra Zion Community Outreach





#### **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 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



St. Clemente of Romeo 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

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## **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 Client Services Specialist Cell Phone: 248-881-9937 Iquasarano@forgottenharvest.org

Dawn Sketch Client Service Specialist Cell Phone: 248-234-0017 dsketch@forgottenharvest.org

Krista Poole Client Services Manager Cell Phone: 248.506.6523 kpoole@forgottenharvest.org

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.