

Administering Agency: Nevada County – County Executive Office

Grant Award Allocation No. _____

Description: Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program

GRANT AWARD RECIPIENT AGREEMENT

THIS AGREEMENT is made at Nevada City, California, as of September 22, 2020 by and between the County of Nevada, ("County"), and The Food Bank of Nevada County ("Grant Recipient"), who agree as follows:

1. **Use of Funds:** Grant award recipient agrees to use the Coronavirus Relief Fund (CRF) “Economic & Community Resiliency Grants” Program funds (“CRF Funds”) provided to cover those costs identified in the submitted Application received from this Entity which is attached hereto and incorporated herein. Eligible uses of award funds include costs of business interruption caused by required closures due to the COVID-19 public health emergency and any necessary expenditures incurred due to the COVID-19 public health emergency during the period that begins on March 1, 2020, and ends on December 30, 2020 and in accordance with federal guidance, as specified here: <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>.

Grant Recipient agrees to comply with the all CRF Fund expenditure requirements, and shall reimburse County any grant funding provided under this Agreement that was determined by federal, state or local audit to be unauthorized expenditures under the CRF Funds program.

In addition, Grant Recipient shall maintain strict adherence to all orders and guidance pertaining to the COVID-19 pandemic issued by the Governor of California, the State Public Health Officer, County Public Health Officer, and/or the Nevada County Director of Environmental Health. Failure to comply with this Section shall constitute a Material Breach of this Agreement and a basis upon which County may immediately terminate this Agreement without notice. In amplification of Section 7 (“Hold Harmless and Indemnification Agreement”), Grant Recipient’s material breach herein shall entitle County to any/all damages, including the amounts of judgments, reimbursements, penalties, interest, court costs, legal fees, and all other expenses incurred by County resulting therefrom.

2. **Grant Fund Allocation** County shall allocate CRF Funds designated specific to the coronavirus relief efforts the time and in the amount set forth in herein. The allocation specified in herein shall be the only payment made to Entity for Coronavirus relief effort pursuant to this Agreement. **The amount of the CRF Funding shall not exceed One Hundred Thousand Dollars (\$100,000).**
3. **Term** This Agreement shall commence on September 22, 2020. All grant funds provided by this Agreement shall be expended before December 30, 2020 and reported on per the requirements stated in Section 10. **Agreement Termination Date** of: January 31, 2021.
4. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
5. **Electronic Signatures** The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

6. **Time for Performance** Time is of the essence. Failure of Grant Recipient to expend any allocated funding prior to December 30, 2020 shall constitute a return of unspent funds to the County as of the termination date. Grant Recipient shall devote such time to the Coronavirus relief effort pursuant to this Agreement. Grant Recipients unauthorized expenditure of CRF Funds shall constitute a material breach of this Agreement, and in addition to any other remedy available at law, shall serve as a basis upon which the County may elect to immediately suspend CRF Fund payments, or terminate this Agreement, or both without notice.
7. **Hold Harmless and Indemnification Agreement** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Agreement and the expenditures of the CRF funding. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Agreement. These Hold Harmless and Indemnification provisions shall survive the termination of this Agreement.
8. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
9. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
10. **Reporting Requirements:** Each grant award recipient of CRF Funds shall report COVID-19 related "costs incurred" during the "covered period" (the period beginning on March 1, 2020 and ending on December 30, 2020). Each grant award recipient shall report data according to these requirements.
- 10.1 County-required Reporting**
A "mid-term" report will be due October 31, 2020, and a final report will be due by January 31, 2021.
- Data required to be reported includes, but is not limited to, the following:
1. the total amount of CRF Fund payments received from County;
 2. the amount of CRF Funds received that were expended or obligated for each project or activity;
 3. a detailed list of all projects or activities for which funds were expended or obligated, including:
 - a. the name of the project or activity;

- b. a description of the project or activity;
- c. detailed information on any loans issued; contracts and grants awarded; transfers made to other entities; and direct payments made by the recipient that are greater than \$50,000.

10.2 Records of Support

Records to support compliance may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of CRF Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using CRF Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using CRF Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of CRF Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after grant award is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of CRF Fund payments from prime recipients.

11. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this agreement. In addition, Contractor agrees that no such person will be employed in the performance of this agreement unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.
12. **Entirety of Agreement** This Agreement contains the entire agreement of County and Contractor with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Agreement, shall be binding or valid.
13. **Alteration** No waiver, alteration, modification, or termination of this Agreement shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 19, Termination.
14. **Governing Law and Venue** This Agreement is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Agreement shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.

15. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
16. **Subrecipient** To the extent applicable Grant Recipient is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
17. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

COUNTY OF NEVADA:

Nevada County
County Executive Office
Attn: Caleb Dardick
Address
950 Maidu Ave.
Nevada City, CA 95959

Phone: (530) 470-2649
Email: Caleb.dardick@co.nevada.ca.us

AWARD RECIPIENT

The Food Bank of Nevada County

Attn: Nicole McNeely
Address
510 Railroad Ave. Ste# 100
Grass Valley, CA 95945

Phone: (530) 273-3796
Email: director@foodbankofnc.org

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

Authority: All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

IN WITNESS WHEREOF, the parties have executed this Contract effective on the Beginning Date, above.

COUNTY OF NEVADA:

By: _____ Date: _____

Printed Name/Title: Honorable Heidi Hall, Chair, of the Board of Supervisors

By: _____

Attest: Julie Patterson Hunter, Clerk of the Board of Supervisors

Approved as to From:

By: _____

GRANT RECIPIENT: The Food Bank of Nevada County

By: _____ Date: _____

Name: _____

* Title: _____

By: _____ Date: _____

Name: _____

* Title: _____ Secretary_____

****If Contractor is a corporation, this agreement must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

Application received in response to
RFA No. 130794
Coronavirus Relief Fund (CRF)
“Economic & Community Resiliency Grants”
Program

The Food Bank of Nevada County Coronavirus Relief Fund Grant Application

TAB A: Entity Description Our Mission at The Food Bank of Nevada County is to source and distribute donated, surplus, and purchased food to people in need in Nevada County. The genesis for this lofty mission began in 1986, when a small group of citizens came together to address mounting concerns in the community; hungry children and families with no means feeding themselves. Over the past 34 years we have met the increasing needs of individuals, families, and their children, who are struggling with food insecurity in Nevada County.

Prior to the COVID-19 Pandemic, the Food Bank of Nevada County had a number of programs that enabled us to deliver food to approximately 8000 individuals per month (which is about 8% of the county's population of 98,000 and over 50% of the 15% of the population that was considered food insecure in 2019). Our direct food distribution program services include the communities of Grass Valley, Nevada City, Penn Valley, North San Juan, and the town of Little Washington. Through these distributions the Food Bank provided food to approximately 3000 individuals monthly. At our Grass Valley distribution, we served between 300 and 400 individuals with 2-3 weeks of nutritious food each month and allowed them to "shop" for food items and load them into their vehicles. Last year we established a strategic partnership with Sierra Community House Hunger Relief, the organization responsible for feeding Truckee's food insecure population, so that we now serve the vast majority of cities, towns and population center throughout Nevada County.

Our School Snack Program (which is currently on hold until further direction from the School Districts) provided healthy snacks to our local children with 13,860 snacks per week at 28 different schools. We also partner with 29 local low-income facing nonprofits who deliver our food to their clients enabling us to reach approximately 5000 additional individuals each month.

Prior to COVID we had a staff of 6 including our ED, Nicole McNeely, Warehouse Manager Dan Kahl who is skilled at operating our large trucks and heavy machinery, as well as inventory control and facilitating food distributions, his assistant Shawna Graves, Julie Thornbury our office manager, responsible for bookkeeping and reporting, and Gerri Kopec our Children's Nutrition Coordinator. We had recently laid off Bob Dion our Facilities Manager due to funding constraints.

As a frontline 501(c)3 providing the critical resource of food to our community for almost three and half decades, the Food Bank of Nevada County is the epidemic of a Nevada County *Anchor Institution* and undoubtedly plays a vital and enduring role supporting the greater Nevada County community. In addition to our primary function of feeding hungry families in need, we work closely with the Nevada County Office of Emergency Services, the Red Cross and other emergency organizations throughout the state. We are one of the first organization activated during an emergency and supply food, toiletries and other resources to disaster victims and emergency personnel during a crisis. We recently supported victims of the Paradise Camp Fire, the Oroville dam emergency, as well as supporting victims of local wildfires when they were relocated to the Nevada County Fairgrounds. We are always expanding our capacity for disaster preparedness and assistance. We have three large refrigerated trucks that we can stock, mobilize, and use to distribute food at any time to anywhere in the County, and have done so on many occasions over the years. We maintain a stock of emergency food and supplies so that we are prepared to provide emergency support at a moment's notice. In fact, as we write this, we are supporting the first responders and support teams battling the Jones Fire by providing food for the mobile kitchens and snacks and beverages to all in need. We also offered to provide food and drinks to cooling centers and shelters for both East and West county area shelters.

TAB B: COVID-19 Impacts - To say that the COVID-19 pandemic has had a significant and direct impact on the Food Bank's operations is a vast understatement. We have had to entirely revamp and reorganize our operations from top to bottom in less than 2 months starting in March. We have had to completely change our food distribution model into a drive-thru operation while simultaneously scaling up our food supply to meet the increased demand for food. In addition, we've had to strictly adhere to the COVID-19 hygiene and safety protocols which can be onerous while reorganizing our entire operation. Instead of our monthly Grass Valley direct food distribution where we served 300-400 individuals monthly and allowed clients to shop for food, we have had to switch complete drive thru model where our staff and volunteers load pre-packed bags of food into client vehicles. **Our numbers increased dramatically to up to 2600 individuals each week** at the high point of the pandemic and dropped to approximately 1700 weekly, although now we are seeing another increase to 2500 per week due in part to the reduction in unemployment benefits and the newly unemployed seeking food. In partnership with Nevada County OES and Probation, we have also started a weekly food distribution in North San Juan where we serve 300 individuals each week.

In order to adapt to our new reality, we have also started a successful home delivery service in partnership with FREED that brings food and other supplies to homebound individuals and seniors who cannot attend our distributions due physical or health constraints. The approximate number of senior citizens we serve monthly is 825 and the approximate number of disabled or AFN individuals served monthly, outside of 825, is about 300. We have also been supplying the Veteran's organization with excess chips and snack foods each month. In order to meet this increased demand for food from our newly food insecure community members, most of who are relying on us for the first time in their lives, we've had to hire additional staff and train an entire new cohort of volunteers in order to pack over 3000 bags each week as clients get a bag of dairy, protein and vegetables, as well as a bag of shelf stable food items. We have had to retrain everyone with the new COVID hygiene protocols and purchase PPE for them as well. We also are purchasing over 10,000 bags per month and stocking up on as much food as possible to meet the explosive demand and since some food supply chains have been interrupted. This required us to locate 10,000 square feet of new storage space since our warehouse is at capacity. Fortunately, a local business owner has allowed us to utilize space in one of his buildings in the Nevada City Tech Center at below market rates and let us defer payment until we can secure grant funding to cover the storage costs.

In order to sustain our operations and cover unexpected, COVID related expenses through 2021 and beyond, we will continue to seek grant funding and reach out to our community and generous donors, who have already stepped up to provide us with additional donations in response to our COVID related direct mail requests. We are hoping to establish a fund with 6 months of reserves to cover overhead and expenses should this pandemic continue as expected so that we have a safety net to prevent any interruption in our ability to meet the community's critical need for nutritious food. In January, one of our trucks will be paid off freeing up \$2000 per month which will be directed to the reserve fund.

Regarding indirect impacts due to COVID, we have had to postpone our school snack program until the school adjust to their new formats and as a result children are not receiving nutritious snacks which is the first meal of the day for many low income children. We hope to have a new version of this program back online in the next few months. We also not allowing community donated food due to COVID hygiene protocols which has required us to purchase more food than we normally would.

According to Maslow's Hierarchy of Basic Needs those to do with physical survival are critical, those being the need for shelter, sleep, oxygen, drink and food. This proposal addresses one of the most critical human needs for normal living not to mention surviving in any crisis, emergency or pandemic, that of supplying healthy, nutritious food. The COVID pandemic impacted many residents by causing them to lose some or all of their income which impacts their ability to buy food. In a public health emergency where vast numbers of the population have lost income and are unable to purchase this critical resource, the Food Bank of Nevada County is there to meet this need. We cannot fail in our mission and have to meet this need head on to minimize hunger and suffering.

TAB C: Economic Impact - Feeding America, a large network of food banks across the United States, recently studied economic aspects of hunger. The cost of hunger (when measured comprehensively) includes 2.5 million U.S. jobs on an ongoing basis, with the long-term consequences of a single year of hunger in America being in the trillions of dollars in lost business activity. A second major economic aspect of hunger that was analyzed was the economic stimulus provided by the nation's network of food banks and the charitable distribution operations they facilitate. These organizations provide jobs and purchase goods and services necessary to their operations. Moreover, by providing food to low-income households, they free up financial resources to be spent for other consumer goods. This spending leads to a notable economic stimulus. At the same time, food banks and food distribution networks free up funds to be spent for other purposes. As low-income families are provided food, they have additional money to meet other basic needs. They estimate that the incremental household spending facilitated by food banks and the charitable distribution network includes \$44.0 billion in annual gross product and 535,500 permanent jobs in the United States.

If we extrapolate this to the local level, it is clear that the Nevada County Food Bank's economic impact on our community is multifaceted and highly significant, as it has been for decades. By providing low income individuals with healthy food, we not only sustain them physically, we allow them to save money which, for example, allows them to pay for car repairs, which allows them to continue to get to work and keep their job, thus preventing them from becoming unemployed and a financial burden on the County and State. The food we supply our no-income clients, many of whom are homeless, allows them to feed themselves and in many cases prevents hungry homeless individuals from resorting to theft in order to sustain their families. Individuals and families that receive EBT, CAL Fresh, and WIC benefits utilize the weekly infusion of food from our services to elongate their nutritional needs for the month. The County programs, in conjunction with the Food Bank distribution, enable struggling families to secure the necessary food they need to feed themselves for the month. Other economic impacts to the community would be the resources provided to other area nonprofits like Granite Wellness Center Recovery Houses, the Salvation Army, and Women of Worth's transitional shelter. All of the community agencies that are given support by the Food Bank would otherwise require more funding in order to buy food for the programs that they facilitate. Their funding can be redirected and put towards other needs for the organization, like facilities and staff. Since the COVID pandemic started to drastically increase the demand for food beginning in March, we have had to hire new staff, including bringing back Bob Dion to oversee Operations and Distributions, hire Connor Baldwin as a Warehouse and Distribution Assistant, hire Bella Thornbury as Office Assistant and Secretary, and hire Rita Dolphin as the Grocery Delivery Program Facilitator and Volunteer Coordinator. We have also had to operate two separate food bagging facilities with two separate teams so that if one team were exposed to COVID and had to quarantine, we would have another healthy team to continue the intensive amount of work it takes to sort and 3000 bags from 3-5 truckloads of food each week.

The biggest overall economic impact comes from the fact that we are now directly serving over 10,000 individuals each month. According to the USDA's Center for Policy and Promotion, the average expenditure for a low-cost meal plan in the US was \$731.20 per month for a family of four in late 2017 which equals \$182.80 per person. By feeding 10,000 individuals we are provided them with a total savings of \$1,828,000 per month which ends up being spent on other necessities and further stimulates the local economy.

We currently have monthly and quarterly reporting requirement for our USDA commodities program. This process involves submitting data on the number of individuals and families served with USDA supplied products. We are adept and capturing and reporting this data along with the number of household members, addresses and personal contact information on representatives from each household. We also track and maintaining paperwork from each distribution, logging totals and information via web-based platform for the USDA. In addition, we track and report data for several of the grants we have received and have an impeccable record in this regard. In order to assess the further economic impact of the food we provide to our community; we periodically survey our clients to ascertain what else they spend the "extra" money they would be spending on food. This is where we learn that they can pay for medicine, school supplies, rent, transportation and childcare to name a few.

We also track and record the millions of pounds of food that we receive from our partnership with UNFI in Roseville. Although this food is donated, we assume all costs associated with the shipping, storing, sorting, and distribution of the products. (Last year our totals of donated products from this one organization was over 2 million lbs.). As well as donated food, we record and log all of the food we purchase for our distributions. We utilize local farms and industry whenever possible thereby extending the economic impact our organization and helping to create more jobs within the local economy. Last year we purchase over \$45,000 dollars of food from local business and farms such as Grocery Outlet, Mountain Bounty, Super Tuber and Johansson's Farm.

TAB D: Leveraging Partnerships and Resources - The Food Bank has a lengthy history of leveraging partnerships and additional resources. We have a strategic alliance through the USDA through the California Department of Social Services and we are the only authorized distributor of USDA commodities in Nevada County and must adhere to strict guidelines on food storage, safety, inventory control and public access to USDA food. In addition, we have a strategic partnership with UNFI in Roseville, one of Wholefoods wholesale suppliers. While this food is donated, we assume all costs associated with shipping, storing, sorting, and distribution of the food items. Last year our total of donated products from this source was over 2 million pounds.

These two partnerships supply us with approximately 80% of the food that we distribute to the community, allowing us to leverage the funding saved on food purchases for distribution costs and other overhead. Whenever possible we utilize local farms and industry to purchase food we need for our distributions thereby extending the economic impact of our organization and helping to stimulate the local economy. Last year, we purchased over \$45,000 worth of food from local businesses and farms such as Grocery Outlet, Mountain Bounty, Super Tuber, and Johansson's Farm.

With the funding we receive through this grant we will allow us to reallocate funding be able to purchase, store and sort additional food to meet the growing need that we are seeing in our community. While are numbers for our Grass Valley distribution dropped from 2,600 down to 1,700 at one point, they are back up to about 2,500 individuals each week and climbing. We anticipate these numbers to increase based on the reduction in unemployment benefits and the fact that more people are losing their jobs every week as businesses close and employment opportunities become scarce. We also expect the pandemic and its economic impact on our community to last through 2021 and are preparing for that inevitability by working with our strategic partners to secure, store and additional food.

Through this funding we will be able to account for the increased costs that were not accounted for in this year's budget in order to get back on financial track. One of our articulated goals is to establish a fund with six months of reserves so that we will be able to cover our operational expenses should other emergencies occur or the economic impact of the pandemic last longer than expected. We anticipate being able to fundraise through additional grant opportunities and donations from our community. However, we have already seen a reduction in local donations as people have less disposable income due to the lingering effects of the COVID – 19 pandemic.

In March, at the beginning of the pandemic, the significant increase in the demand for food caused us to develop a strategic fundraising program directed at our donors in anticipation of the increased need. Through donor relations, social media fundraising and a targeted direct mail campaign we were able to raise a significant amount of money to help cover some of the increased costs related to COVID-19. We have also applied to the Nevada County Relief Fund on two occasions in which we were honored to received \$20,000 for our grocery delivery program and an additional \$13,500 for our summer lunch program.

We do get a modicum of CARES Act assistance from the The California Department of Social Services which allocates funding to help with the cost associated with The Emergency Food Program, or TEFAP only. This is limited to the USDA food only. The reimbursement rate is at 43% and cannot include the storage or overhead associated with any non-USDA foods, i.e. donations. It also does not allow for reimbursement of administrative staff, certain capital expenses, insurance, maintenance, and food purchases. The Food Bank must absorb costs like additional fuel costs (one of our largest expenses) warehouse space, additional overhead, and additional staffing.

TAB E: Management Capacity and Measurable Outcomes - We currently have a strict monthly and quarterly reporting requirement for our USDA commodities program under which we receive a reimbursement for a small percentage of our administrative costs relating to that program. This process involves submitting data on the number of individuals and families served and the total amount of USDA supplied products. We are adept and capturing and reporting this data along with the number of household members, addresses and personal contact information on representatives from each household. We also track and maintain paperwork from each distribution, logging the number of individuals and households served, along with food totals and information via web-based platform for the USDA. In addition, we track and report data on management and implementation of a number of the grants we have received and have an impeccable record in this regard. Currently, we report data to the state program LISTOS and the Census. Both programs have given us commendation on our ability to quickly provide them with data in a clear and organized manner. We maintain both electronic and hard copies of all of our records and consistently update our data base. We feel very confident in our ability to report accurately on the use of these funds.

In addition to our obligation to collect data and measure and report outcomes to the California Department of Social Services, USDA and grant funders, we will continue to meticulously track all expenses related to the COVID-19 pandemic. We will keep these grant funds in a segregated bank account and track all expenditures and correlate them with use of funds outlined in this grant application. We will track outcomes, expenses and use of funds for the period from March 1, 2020 to July 31, 2020 which we will report as required in October and track the same data for the period from August 1, 2020 to December 30, 2020 and will report as required for our second quarterly report in December.

TAB F: Community Benefit - Simply put, the Food Bank of Nevada County has been supplying lifeline of food to individuals experiencing food insecurity for almost 35 years. Our food is distributed directly to hungry families throughout the County including Grass Valley, Truckee, Penn Valley, the little Town of Washington and North San Juan. Through our Partner Agency Program (where we distribute bulk food to 29 local non-profits with low income clientele or food pantries, like Hospitality House, Granite Wellness Centers, and Interfaith Food ministry), our food reaches about 5000 additional individuals. Through our School Snack Program, we serve nutritious snacks to every child at 29 area schools.

When we learned that many seniors and disabled individuals couldn't attend our distributions, we developed a Homebound Individuals Program to deliver food to these individuals to cover this gap. When we learned that many students who received free and reduced-price lunches during the school year were not getting proper nutrition during the summer, we started our Summer Lunch Program which is another example of the Food Bank of Nevada County's efforts to address critical gaps in services for our community.

To say that the Food Bank of Nevada County made a significant community benefit is a vast understatement. When the COVID-19 pandemic started ravaging our community we knew that as the primary frontline nonprofit responsible for mitigating food insecurity we knew we had to step up...big time, and step up we did. Our staff, Board and fearless leader Nicole jumped into action and outlined a plan to meet the critical need for food.

When the number of individuals attending our Grass Valley food distribution rose from 300-400 individuals per week to 2700 individuals per week, the Food Bank jumped into action by staffing up, locating an additional food storage and sorting facility and doubling the amount of food we procured each week. In order to keep our community and staff safe and to minimize the possibility of spreading this disease, we completely reorganized our entire operation to a safer drive-thru, bag distribution model with volunteers trained under COVID hygiene protocols. When people lost their jobs and had no income to buy food for the first time in their lives, we welcomed them with compassion and open arms. We fed business owners who lost their businesses, truck driver, hair dressers, and restaurant employees who lost their jobs and were at risk of losing their homes.

In order to be more effective at addressing this community crisis, we started partnering with the County Office of Emergency Services to get additional guidance and support. They provided us with PPE and helped coordinate resources, while also helping to reestablish our North San Juan distribution after they lost their local food coordinator and suffered a breakdown in the supply chain.

By funding this proposal, the Food Bank will be able to continue its mission and serve individuals facing hunger insecurity throughout 2020 and beyond. Through our various distribution channels, we are currently feeding over 10,000 individuals per month. Through this funding we will be able to meet this increased demand for food and also meet other emergency food needs should there be a dramatic and/or continuing increase in the economic impact of this pandemic, or a local wildfire, or a PSPS outage, or any other crisis where the Food Bank's resources are needed. This funding will offset the cost that the Food Bank has had to (and will have to) endure due to the COVID crisis.

TAB G: Budget and Financials - The Food Bank of Nevada County is requesting \$100,700 in grant funding to offset unanticipated costs associated with supporting the community during the COVID-19 pandemic. These funds will be allocated to costs incurred from March 1, 2020 through July 31, 2020 and projected increased costs from August 1, 2020 to December 30, 2020. All funding will be expended by December 30, 2020 as per the CARES Act funding guidelines. This will enable us to reallocate the additional donations that we have received this year due to our increased fund raising efforts and will be put into a reserve fund to cover additional overhead and food cost in anticipation of increase demand in order prepare for the increase impact of the COVID-19 pandemic through 2021 as well as prepare for restarting our School Snack Program and meet any other emergency food needs.

For the months of March, April, May, June and July, we have incurred costs associated with PPE needs in the amount of \$1000, a rental contract for additional food storage of \$2500 monthly, additional costs such as waste management, insurance, utilities, for the additional warehouse of \$1500 monthly, 4 new employees and increased overtime averaging \$3000 monthly, increase supply needs such as food and paper bags averaging \$2500 monthly, and an increase in our fundraising efforts adding an additional \$2,200 over budgeted amount. The additional cost associated with COVID 19 for the period between March through July equals \$50,200.

For the anticipated costs for the months of August, September, October, November, and December, we will continue to utilize the additional warehouse and food storage at \$2,500 monthly, the additional costs for the warehouse at \$1,500 monthly, and the staff needed to handle the increase demand equates to \$3000 monthly. In August, September, and October we calculate the supply need being consistent with the average of \$2,500. For the months of November and December, and from previous years, we expect an increase in the supply needs. In November and December, the need will increase to be \$4,000 for additional food, bags, and other supplies. The additional cost associated with COVID 19 for the period between August through December equals \$50,500.