

**MONROE COUNTY  
HUMAN SERVICES ADVISORY BOARD  
Application for Funding  
Fiscal Year  
October 1,            – September 30,**

Agency Name	
Physical Address	
Mailing Address	
City, State, Zip	
Phone	
Fax	
Email	
Whom should we contact with questions about this application?	

Amount received for prior fiscal year ending 09/30/18	\$
Amount received for current fiscal year ending 09/30/19	\$
<b>Amount requested</b> for upcoming fiscal year ending 09/30/20	\$

For Fiscal Year            , specifically how will the amount requested be utilized?

## COVER LETTER (REQUIRED)

PART I: Provide a brief overview of your organization.

PART II: Indicate any change in organizational structure specific to services or method of providing services. The intent is to inform the HSAB of any consolidating, combining, or merging with other agencies to avoid duplication of services.

The Star the Sea Foundation operates the Star the Sea Outreach Mission, SOS at St. Justins in Key Largo, the SOS Community Kitchen at Key West City Hall, and provides food to approximately 20 other feeding organizations countywide. We know of no other organization that serves more unduplicated individuals throughout Monroe County Florida.

The opening of our 3900 ft.<sup>2</sup> kitchen located on the grounds of the new City Hall in Key West represents the greatest change to our organization since we opened our upper keys food distribution site at mm105 in 2015. We are providing meals for over 500 children each day at 9 different sites from Key Largo to Bahama Village. Many of these sites will be served three meals per day, with 320 children served in the lower keys each day, 35 in Big Pine, 120 in Marathon, and 65 in Key Largo. These meals will be provided under federal nutrition programs, fostering better health and nutrition among our children while relieving hundreds of low income households from the financial burden of sending their children to child care sites with enough food to last an 8-9 hr. day. Consolidation of meal preparation through one organization relieves others from the expense of developing their own feeding operation.

Our children's nutrition programs service will increase the health and wellbeing of Monroe children from Key Largo to Key West, and deliver hundreds of thousands of federal dollars to our county, saving low income families an equivalent amount, resulting in an increase in household net income and making the cost of living in Monroe more affordable for them.

We also began preparing healthy and nutritious fresh meals for Monroe County senior citizens earlier this year. Monroe County Social Services (MCSS) administers the federal senior nutrition programs (Meals on Wheels and congregate meal service at senior centers) and asked SOS to provide the same quality fresh meals we were providing the children. As of April 2019 we are providing 120 fresh meals each week served at the Henry Haskins Senior Center in Key West and responding to an RFP due by May 2019 for senior meal service countywide.

Thank you for your service on behalf of all of those in need

1. Who prepared your application?

- 2020

- Application was prepared by an internal source(s)
- Application was prepared by an external source(s)
- Preparation of the application was a collaborative effort with an external source.
- Other (explain):

2. Please list below any overlap, common associations, common services, working relationships or sub-contractor relationships with any other organizations i.e., board members, personnel or shared services.

he City of Key West, St. Justin's Church in Key Largo, and the Basilica of St. Mary Star of the Sea in Key West all provide space in their facilities for delivery of services. We have also shared the expense of employees with Boys and Girls Club and AHI.

3. Describe any networking arrangements that are in place with other agencies.

We work closely with the organization's already mentioned before hand in this application, as well as approximately 20 other hunger relief sites delivering food to assist with their efforts on a weekly basis. These include First Baptist Church of Key Largo, Burton Memorial in Tavernier, First Baptist Church of Islamorada, KAIR in Marathon, St. Peter's in Big Pine, FKOC and St. Mary's Soup Kitchen in Key West. We are the official Monroe partner for the American Red Cross, and have partnered with VOA on numerous occasions.

4. What unique role in the community does the proposed program fulfill that no one else does?

We have developed enormous logistical capability to address food insecurity. With storage and distribution sites throughout the county, and six refrigerated trucks operating countywide we have the capability to move well over one million pounds of food each year as well as to prepare thousands of meals each day (at our new Community Kitchen). You need an organization like SOS in Monroe County, but you don't need more than one. We have a very efficient organization that has attracted millions of dollars of funding from national foundations such as Walmart, Dupont, and the USDA, developing the infrastructure and capability to serve Countywide.

5. Insert your agency's board-approved mission statement only.

The Mission will help all those in need, regardless of religion, race, color, national origin, sex, age or disability.

6. List the services your agency provides.

Certified food pantry, in addition to distribution to other organizations serving those in need from Key Largo to Key West, preparing meals under Children's Nutrition programs that are served to children from low income families at local childcare centers., preparing meals under Senior's Nutrition programs that are served to low income seniors at congregate meal sites, securing and distributing donated food, clothing and goods, and human services referrals.

7. What specific services will be funded by this request?

All funds will be used towards acquisition of food, through direct purchase as well as for compensation of drivers for our six refrigerated trucks. SOS will pay all other operating costs for these vehicles (fuel, maintenance, insurance) but we need skilled operators to keep the food flowing throughout Monroe. Keeping these trucks on the road is critical to acquisition and countywide distribution of food brought in through our food recovery operations, from FarmShare and Feeding South Florida and from wholesale purchasing of Florida agriculture.

We seek partnership with Monroe County to share this food with other organizations providing hunger relief from Key Largo to Key West. Our reach is even greater in the summer, but as of April 2019 we deliver USDA commodities each month to KAIR in Marathon, Church of the Nazarene in Key Largo St. Peters in Big Pine, Compassion for Humanity on Big Coppitt, MCC, FKOC and St. Mary' Soup Kitchen in Key West and AME Church in Bahama Villiage. In addition to the children and senior sites we serve each day, we also deliver fresh produce on a weekly basis to 10 other human services organizations including Burton Memorial in Tavernier, and Samuels House and VOA in Key West.

8. Have you previously been funded by HSAB? Yes  No

Would you like the HSAB to consider changing your funding category? Yes  No

9. Will County HSAB funds be used as match for a grant? Yes  No

Grant Award Title:	Purpose:		
Local Food Promotion Project (LFPP)	Promoting greater consumption of Florida agriculture		
Granting Agency:	Amount:	Award Date:	Match Requirement:
USDA	\$ 460,464.00	Multi year 09/17 - 09/20	\$158,790

Grant Award Title:	Purpose:		
Granting Agency:	Amount:	Award Date:	Match Requirement:

Grant Award Title:	Purpose:		
Granting Agency:	Amount:	Award Date:	Match Requirement:

10. If your organization was awarded HSAB funds in FY 2019, please briefly and specifically explain:

a. How have the 2019 HSAB funds been spent?

100% of FY19 funding has already been expended on program services (direct acquisition and distribution of food)
--

b. Were all HSAB funds awarded in FY 2018 spent? Will all HSAB funds awarded in FY 2019 be spent?

yes yes all of FY19 has already been requested and expended
--

c. Were HSAB funds used to leverage additional funding in FY 2019 and if so how?

00% of FY19 funding was used towards the match requirement of our USDA LFPP grant. HSAB funding provides incredible leverage because we acquire food at a fraction of its value. Our "acquisition" cost averages \$.14 a pound for food that the USDA conservatively values at \$1.72 per pound.

d. How much additional funding was received?

\$110,000

e. How was the additional funding spent?

Program services. All administrative services are provided by volunteers, including a full-time volunteer Executive Director

11. Have you experienced any changes specific to:

a. Mission Statement. Yes  No

b. Goals. Yes  No

c. Expansion or contraction of services, staff or location. Yes  No

What Changed?

We have had to purchase two larger capacity vehicles and increase staff to prepare and distribute healthy, fresh meals from the aforementioned 3900 square-foot community kitchen

d. How prior year funds were spent. Yes  No

12. Did your agency lose any funding, or partial funding in 2019? Yes  No

How much?

\$60,000

From what source?

Funding for leasing dry and refrigerated/frozen storage

Why was funding lost?

Funders believed need no longer existed, but cannot serve Monroe without enormous staging/storage capacity

13. Do you plan to allocate any part of this HSAB grant, if awarded, as a sub-grant to another organization?

Yes  No

*Please include these on the County HSAB Funding Budget form under "Grants to Other Organizations."*

14. Does your organization allocate sub-grants to other organizations using other (non-County) sources of funding? Yes  No

*Please include these on the Agency Expenses form, under "Grants to Other Organizations."*

15. Will you or have you applied for other sources of County funding? Yes  N

*Please include these on the Agency Revenue form.*

SAFF	\$10,000
Source	Amount
Source	Amount
Source	Amount

16. What needs or problems in this community does your agency address?

Hunger, hurricane recovery, homelessness, poor senior and childhood nutrition, addiction, mental and physical health.

17. What statistical data support the needs listed in Question #16?

The simple fact that over 180 clients a day come to us for food alone. The USDA also recently released a report that hunger effects 1 in every 5 people residing in this country today, and the UWFK updated their ALICE report which showed an astounding 48% of our County residents struggling with the high cost of living and lack of affordable housing. Also 62% of our children qualify for free or reduced price school meals.

18. What are the causes (not the symptoms) of these problems?

Hurricane IRMA, lack of affordable housing as well as the high cost of living in Monroe County.

Seniors living off impossibly small fixed incomes.

Harried working mothers sending their children into daycare with no food or a can of soda and some cheese crackers, contributes to childhood obesity and poor health which just exacerbates the cycle of poverty as they get older.

19. Describe your target population as specifically as possible.

85% of those served at our food pantries are working poor with housing, with less than 15% from the homeless population. Healthy and nutritious fresh meals are prepared at our Community Kitchen then transported to be served at child and senior care sites serving low income seniors and children from low income families.

20. How are clients referred to your agency?

Most of our clients are working poor, and work in the service and hospitality industries. Another large group are senior citizens subsisting on impossibly small fixed incomes. We also serve a number of homeless individuals, children and disabled vets. Clients are referred by other local human service organizations, Monroe County Social Services, Monroe County Detention Center, addiction counselors and health professionals.

21. What steps are taken to ensure prospective clients are eligible and the neediest clients are given priority?

The US Department of Agriculture requires us to complete intake forms on which clients must attest to below poverty level income. We also require additional documentation verifying the size of the household, because the greater the number, the larger the quantity of food the household will receive. We are also participating in the Monroe County Long-Term Recovery Group CAN application process, documenting that those most impacted by hurricane Irma receive even greater quantities of food and goods facilitating the rebuilding of decimated household budgets.

22. List all sites and hours of operation. Please note which of these sites will be using HSAB funding.

Stock Island Food Pantry which is open Monday through Thursday from 10 am to 7 pm, food recovery trucks operating 7 days a week from 8 am to 5 pm. We also operate a distribution and pantry site at MM 105 in Key Largo (St. Justin Church), which has a walk in cooler that shares food with pantries from Islamorada to Key Largo 5 days per week. Our Community Kitchen located in Key West operates Monday to Friday from 6 am to 4 pm.

23. What financial challenges do you expect in the next two years, and how do you plan to respond to them?

We have seen an increased demand for services due to Irma and the high cost of living in Monroe County and have redoubled our fundraising efforts as well as partnering with other agencies to try to better serve those in need. We have also dramatically ramped up our food recovery program, and we now have 6 trucks on the road scouring the community for donated food. This has helped increase the amount of food we have to distribute.

Our new Community Kitchen has initially increased our expenses with capital buildout requirements and adding additional staff, but in subsequent years increased operating expenses should be offset as we feed more children and seniors thereby receiving greater reimbursement from federal nutrition programs.

24. What organizational challenges do you expect in the next two years, and how do you plan to respond to them?

By far our greatest organizational issue is with respect to staffing. Voluntarism is declining as more and more household struggle with our high cost of living and lack of affordable housing. Working two jobs or more leaves little time for volunteering.

In addition, wage inflation has begun in earnest throughout the county. Competition for a finite pool of qualified workers has increased even entry-level salaries.

Responding to this will be a challenge, and even the most efficient organizations will see payroll increase. The flipside of wage inflation is higher household incomes which "should" reduce the demand for our services, unless the increased household income is gobbled up by housing expenses.

25. How are clients represented in the operation of your agency?

Many clients volunteer with us and they are represented at volunteers and board meetings which we hold monthly.

26. Is your agency monitored by an outside entity? If so, by whom and how often?

We report on a monthly basis to the US Department of Agriculture, and are regularly audited by them for compliance. Our kitchen facility is also regularly inspected by the Department of Health.

27.  hours of program service were contributed by  volunteers in the last year.

28. Will any services funded by the County HSAB award be performed under subcontract by another agency? If so, what services, and who will perform them?

No

29. What measurable outcomes do you plan to accomplish in the next funding year?

We plan on increasing the amount of nutritious fresh produce and meats and seafood (protein) available for distribution by another 20% in order to further reduce the amount of high sodium, high fat content canned goods that are usually distributed by food pantries. We track this metric closely.

We have opened our large Community Kitchen and our kitchen staff will prepare healthy and nutritious meals to serve Monroe County children and seniors through federal nutrition programs, feeding at least 500 children and seniors each day while relieving hundreds of low income households from the burden of sending their children to daycare with enough food to last an 8-9 hr. day. This will deliver hundreds of thousands of federal dollars to our county, saving low income families an equivalent amount, resulting in an increase in household net income and making the cost of living in Monroe more affordable.

30. How will you measure these outcomes?

We keep accurate statistics (using the food pantry database) which measures the frequency of services, and we track all food coming in and going out so that we may have accurate records of the total. Children and Senior Nutrition meals also tracked by our office as well as the USDA and DOH through data collection that determines our level of reimbursement.

We also regularly survey our clients in order to measure our impact in the community and satisfaction with the services we provide

31. Provide information about units of service below. (Response not required if applying for \$5,000 or less).

Service:	Unit (Hour, session, day, etc.)	Cost per unit (current year)
Hunger Relief	1,500,000 lbs. food per yr.	.14 per lb.
Children's Nutrition	over 100,000 meals yr.	2.25 per meal
Clothing & household goods	over 100,000 items yr.	.10 per item
Nutrition Education	over 150 individuals per month	2.00 per individual
Senior's Nutrition	120 meals per week	3.75 per meal

32. Address any topics not covered above (optional).

According to the USDA, we already provide more than 60% of the meals (served to the poor) in Monroe County at our own feeding facilities and have developed the capacity to serve even more County wide. In addition, we have dramatically enhanced the nutritional quality of the food provided by expanding our food recovery efforts to include more nutritious fresh produce. Our 6 refrigerated trucks go as far as Broward regularly for donated food, and we have executed agreements guaranteeing even more for Monroe County. We have permanently positioned and fund a truck and driver in the Upper Keys where we have also added the additional refrigerated, frozen and dry storage capacity that enables us to acquire so much food. We share all of this food throughout the County, particularly the Upper and Lower Keys.

Monroe County has long been a valuable partner in the fight against hunger, and we respectfully submit this request to help us continue to serve the needy. We know of no other agency that provides services to more unduplicated County residents (including MC Social Services), and with our new Community Kitchen we will serve even more.

### **BOARD INFORMATION**

You must have at least five directors

30. Monroe County has long been a valuable partner in	Affiliation/Title	City/State	Telephone No.	Years Served	Current Term Expiration Date
Erica Hughes-Sterling/Director	Attorney, ABA, Monroe County Bar Assoc.	Key West / Florida	305-294-9556	9	12/31/2018
Doria H. Goodrich/Chairman	Exec. VP, American Bankers Assoc.	Key West / Florida	305-293-7104	9	12/31/2018
Patricia A. Nossov / DVM, Treasurer	Retired US Army Colonel	Key West / Florida	305-292-3013	5	12/31/2019
John C. Baker / Director	Pastor	Key West / Florida	305-294-1018	9	12/31/2018
Thomas M. Callahan / Secretary	Attorney / ABA Md. State Bar Assoc.	Key West / Florida	305-292-3013	9	12/31/2018
Peter H. Batty / Director	Real Estate Exec./Deacon Board of Realtors	Key West / Florida	305-797-0656	9	12/31/2019
Nathan Eden / Director	Attorney, ABA, Monroe County Bar Assoc.	Key West / Florida	305-294-5588	1	12/31/2019
Matthew Helmerich / Director	Retired Executive	Key West / Florida	305-923-9259	1	12/31/2019
Danny Hughes / Director	Restaurant Owner	Key West / Florida	504-915-3525	1	12/31/2019







**AGENCY EXPENSES**

Complete this worksheet for the entire agency.

37.

	Proposed Expense Budget for Upcoming Year Ending:		Projected Expenses for Current Year Ending:	
	12 / 31 / 2020		12 / 31 / 2019	
<b>Expenditures</b>	<b>Total</b>	<b>%</b>	<b>Total</b>	<b>%</b>
Salaries - Program	\$ 517,640	0.14	\$ 506,060	0.14
Payroll Taxes - Program	\$ 39,858	0.01	\$ 38,966	0.01
Employee Benefits - Program	\$ 40,000	0.01	\$ 40,000	0.01
Salaries - Administrative		0.00		0.00
Payroll Taxes - Administrative		0.00		0.00
Employee Benefits - Administrative		0.00		0.00
<b>Subtotal Personnel</b>	<b>\$ 597,498</b>	<b>0.17</b>	<b>\$ 585,026</b>	<b>0.16</b>
Postage	\$ 450	0.00	\$ 414	0.00
Office Supplies	\$ 2,400	0.00	\$ 2,400	0.00
Telephone & internet	\$ 2,300	0.00	\$ 2,256	0.00
Professional Fees	\$ 6,800	0.00	\$ 4,800	0.00
Rent		0.00		0.00
Utilities & Storage)	\$ 37,000	0.01	\$ 52,000	0.01
Repair and Maint.	\$ 36,000	0.01	\$ 39,500	0.01
Travel & meetind	\$ 4,600	0.00	\$ 4,600	0.00
Miscellaneous	\$ 800	0.00	\$ 716	0.00
Grants to Other Organizations		0.00		0.00
List others below				
Meal packaging supplies	\$ 29,000	0.01	\$ 23,000	0.01
Direct food purchasing	\$ 241,000	0.07	\$ 264,970	0.07
Housing and utilities assistance	\$ 27,000	0.01	\$ 26,400	0.01
USDA economic value food dist.	\$ 2,500,000	0.69	\$ 2,408,000	0.68
Fuel, maintenance of vehicles	\$ 39,000	0.01	\$ 38,301	0.01
Fundraising expenses	\$ 26,000	0.01	\$ 25,050	0.01
Capital expenses		0.00	\$ 18,000	0.01
Liability/vehcle insurance	\$ 28,500	0.01	\$ 27,269	0.01
Americorps Vista cost sharing	\$ 26,000	0.01	\$ 25,166	0.01
<b>Total Expenses</b>	<b>\$ 3,604,348</b>	<b>1.01</b>	<b>\$ 3,547,868</b>	<b>1</b>
<b>Revenue Over/(Under) Expenses</b>	<b>\$ 0</b>		<b>\$ 0</b>	

Note 1

1 - The economic value of the donated food secured and distributed is a material part of our operation and the figure is based on the USDA established value of \$1.72 per pound. The exact same figure will be shown as income on the revenue page.

### AGENCY REVENUE

Complete this worksheet for the entire agency. In-Kind will not be included in percentages.

38.

	Proposed Revenue Budget for Upcoming Year Ending:			Projected Revenue for Current Year Ending:		
	12 / 31 / 2020			12 / 31 / 2019		
	Cash	In-Kind	%	Cash	In-Kind	%
<b>Revenue Sources</b>						
<b>LOCAL GOVERNMENT:</b>						
MCHSAB Grant	\$ 125,000		0.03	\$ 122,594		0.03
SAFF	\$ 10,000		0.00	\$ 8,170		0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
<b>STATE:</b>						
DOH Childrens Nutrition	\$ 64,311		0.02	\$ 62,422		0.02
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
<b>FEDERAL:</b>						
USDA LFPP	\$ 161,739		0.04	\$ 134,384		0.04
USDA Childrens Nutrition	\$ 61,620		0.02	\$ 61,620		0.02
			0.00			0.00
			0.00			0.00
			0.00			0.00
<b>FOUNDATION:</b>						
Local & National	\$ 360,000		0.10	\$ 360,000		0.10
			0.00			0.00
			0.00			0.00
			0.00			0.00
			0.00			0.00
<b>ALL OTHER SOURCES:</b>						
USDA Econ Value Donated Food	\$ 2,500,000		0.69	\$ 2,408,000		0.68
Fundraising	\$ 185,000		0.05	\$ 179,000		0.05
United Way Florida Keys	\$ 35,000		0.01	\$ 60,000		0.02
American Red Cross	\$ 35,000		0.01	\$ 105,000		0.03
Program Fees	\$ 66,678		0.02	\$ 46,678		0.01
<b>Total Revenue</b>	<b>\$ 3,604,348</b>	<b>\$ 0</b>	<b>0.99</b>	<b>\$ 3,547,868</b>	<b>\$ 0</b>	<b>1</b>

Note 1

1 - The economic value of the donated food secured and distributed is a material part of our operation and the figure is based on the USDA established value of \$1.72 per pound. The exact same figure will be shown as an expense on the expense pages.

39. What is the current number of employees, full-time and part-time, on the payroll for the entire organization?

There are  employees ("snapshot") as of today's date

40. Please list the positions, if any, within your organization that are currently vacant and explain why each position is vacant.

We have a \$38,000 kitchen coordinator position that we have offered to one of our AmeriCorps Vista's whose term with us ends in November 2019. Therefore, while the full salary is reflected in our 2020 budget and on page 13 of this proposal, we estimate only six weeks of that position will be paid in 2019.

## ATTACHMENT CHECKLIST

Item	Help	ATTACHMENT TITLE	ATTACHED		ATTACHMENT	COMMENTS
			YES	NO		
						IF NOT ATTACHED,PLEASE EXPLAIN
EX		SAMPLE ITEM <b>WITH</b> ATTACHMENT				
EX		SAMPLE ITEM <b>WITHOUT</b> ATTACHMENT				This does not apply to our org.
A		Evidence of Annual Election of Officers				
B		Unqualified Audited Financial Statement* or Statement of Functional Expenses				
C		Copy of submitted IRS Form 990 for most recent fiscal year (2017).				
D		Copy of current fee schedule				
E		Proof of Registration with Fl. Department of Agriculture & Consumer Services.				
E.1		Proof of Exemption with Fl. Department of Agriculture & Consumer Services.				
F		Copy of IRS Letter of Determination indicating 501 C 3 status				
F.1		Copy of GUIDESTAR printout				
G		Copy of Personnel Manual for hiring policies, drug free workplace and EEO provisions.				
H		Copy of Florida Dept. of Children And Families License or Certification				
I		Copy of any other Federal or State Licenses				
J		Copy of Florida Dept. of Health Licenses/Permits				
K		Copy of Current Occupational Licenses				
L		Audit Documentation, for recipients of \$100k + from Monroe County				
M		Copy of Organization's Corporate Bylaws				
N		Copy of Summary Report of most current Evaluation/Monitoring **				
O		Data showing need for your program				
P		Certification Page - Blank Page is available Here				
Q		Other - If additional space is needed to address earlier questions please label and include here.				

\* If qualified, include a statement of deficiencies with corrective actions recommended/taken.

\*\* Must include summary of deficiencies and suggested corrective action; may include your responses and actions taken.