

# COVID-19 Expanded Meal Access Grant

## Organization Information

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### Expanded Meal Access for Minnesota Children and Adults Grant Application

**Application Deadline: July 20, 2020 at 11:59 p.m., Central Time**

Complete all sections of the application to apply for grant funds. You may copy and paste your responses from the [application worksheet](#) into this electronic form. Please see the [application instructions document](#) for more information.

This waiver application can be saved at any point. Click on "save and continue" at the top of any of the following pages. After submitting your application, you will receive a link to edit your application. Edits can be made at any time until the deadline above.

### Organization Information

**Full legal name of organization**

The City of Saint Paul

**Street Address of organization identified above**

700 City Hall, 15 W. Kellogg Blvd.

**City**

Saint Paul

**State**

Minnesota

**Zip code (must include 4-digit extension; see [U.S. Postal Service](#) and click "Find by Address")**

55102-1691

**Grant Amount Request (between \$25,000 and \$1,000,000)**

395,146

### Type of organization

Local governmental unit

## Identification Numbers

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## Identification Numbers

**MDE Organization Site Number (ex: 1234-56-789 or 1234-56)**

Educational institutions (including school districts, charter schools and libraries) have an MDE Organization Site Number. Type NA if the applicant organization does not have an MDE Organization Site Number.

[Verify the MDE organization site number.](#)

NA

**Minnesota Statewide Integrated Financial Tool System (SWIFT) Supplier ID Number**

Applicant organizations may already have a Minnesota SWIFT Supplier ID Number but should check with their business office to confirm.

If you do not currently have a SWIFT ID Number, please type TBD (to be determined) in the field and begin the application process immediately by clicking on the link below. Due to the time required to obtain this number, all applicant organizations should apply immediately and not wait for the official grant award notification.

[Verify or register for a SWIFT number.](#)

162773

**Federal Data Universal Number System (DUNS) Number**

Applicant organizations may already have a Federal DUNS Number but should check with their business office to confirm.

If you do not currently have a DUNS Number, please type TBD (to be determined) in the field and begin the application process immediately by clicking on the link below. Due to the time required to obtain this number, all applicant organizations should apply immediately and not wait for the official grant award notification.

[Verify or register for a DUNS number.](#)

006222343

### Program Contact Information

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#### Primary Program Contact Information

Name

Muneer Karcher-Ramos

**Title**

Director, Office of Financial Empowerment

**Street Address**

15 W. Kellogg Blvd. Suite 700

**City**

Saint Paul

**State**

MN

**Zip code** (*must include 4-digit extension; see [U.S. Postal Service](#) and click "Find by Address"*)

55102-1691

**Email Address - This is where a confirmation email will be sent after submission**

Muneer.Karcher-Ramos@ci.stpaul.mn.us

**Phone Number**

+1-651-266-6220

**Business Manager / Accounting Contact Information**

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**Business or Accounting Manager Contact Information****Name**

Brad Meyer

**Title**

Parks and Recreation Manager

**Street Address**

25 W 4th St. Suite 400

**City**

Saint Paul

**State**

MN

**Zip code** (*must include 4-digit extension; see [U.S. Postal Service](#) and click "Find by Address"*)

55102-2607

**Email Address**

brad.meyer@ci.stpaul.mn.us

**Phone Number**

+1-651-266-6377

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### Statement of Need and Impact (30 points possible)

A complete response will answer all of following questions. (*Maximum number of words is 1200.*)

**Who are the targeted group(s) that will benefit from this expansion of meal service?**

**What is the geographic area to be served using this funding?**

**What data or other information supports the determination of need? (e.g., percentage of students eligible for free and reduced-price meals, MDE Summer Food Service Program area eligibility, county unemployment statistics, business closures or other employment setbacks in the target area)**

**How will the organization ensure that the proposed meal expansion doesn't duplicate efforts from other meal programs in the same area?**

**To what extent will the number of meals served increase as a result of this grant? To what extent will the number of children, adults and seniors served increase as a result of this grant?**

Cities are critical to keeping people physically safe and financially secure during COVID-19 - a dual public health and economic crisis. The City of Saint Paul is working to ensure that residents can meet their basic needs for the duration of this crisis. Since April 2020, the City of Saint Paul in partnership with Youthprise have distributed nearly 350,000 meals to Saint Paul residents in response to COVID-19 food insecurity through the At Risk Children and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP) revenue streams. With financial resources becoming constrained, the City of Saint Paul only planned for meal distributions to occur through the end of August. This grant will allow the City and Youthprise to expand meal distributions from September through December to address acute food insecurity across the City of Saint Paul prompted by COVID-19.

The targeted groups that will benefit from this expansion of meal service include Saint Paul households with minor children. This expansion is aimed specifically at those households with children that do not have reliable access to healthy and affordable food. The cultural background intended to be served includes: African American/Black (26%), American Indian/Alaskan Native (1%), Asian American/Pacific Islander(31%), Caucasian American/White (21%), Latino/Latina/Hispanic (14%). This mirrors the child population of the City of Saint Paul age 0-18.

The geographic area that is to be served includes all of the City of Saint Paul. Meals will continue to be distributed at the Saint Paul Parks and Recreation centers that are located in Racial Area of Concentrated Poverty (ACP50) throughout the City, including: Dunning Recreation Center, Rice Recreation Center, Arlington Hills Recreation Center, Conway Recreation Center, El Rio Recreation Center, and Palace Recreation Center. The Metropolitan Council defines ACP50 as Areas of Concentrated Poverty where 50% or more of the residents are people of color. These distribution sites locations continue to be important because many of them are in areas where a significant portion of the population do not own a vehicle. In fact, a majority of these recreation centers are in census tracts where more than 20% of households do not have a vehicle. When selecting the Parks and Recreation Centers to distribute meals at, food and vehicle access data was used to inform the decision.

There are many data that support the determination of need. Through examining Ramsey County unemployment statistics and the increase during the COVID-19 pandemic, it can be extrapolated that Saint Paulites will lack the means necessary to purchase their usual groceries. According to DEED, around 70,000 individuals in Saint Paul have filed for unemployment insurance since the beginning of the COVID-19 pandemic. In addition, many businesses around the Frogtown and Midway neighborhoods are temporarily or permanently closed following the uprising in response to George Floyd's murder, and with that some jobs are not available. Even before the pandemic, 70% of students in the Saint Paul Public Schools and the city's charter school were eligible for free or reduced lunch, indicating a need for additional assistance with food security. Another determination of the need for this meal expansion is the amount of use our current sites are distributing. From April 28 to July 10, these distribution sites have distributed 332,862 meals in response to food insecurity prompted by COVID-19. The high volume of successfully distributed meals demonstrates that there was and continues to be a need for this meal distribution program.

This proposed meal expansion by the City of Saint Paul in partnership with Youthprise does not duplicate efforts from other meal programs due to its ability to reach families at select recreation sites in strategic geographic pockets throughout Saint Paul. These sites are accessible and can serve areas that weren't being reached before. In the process of determining where to place distribution sites, we looked for places where unique contributions could impact the greatest number of people that are experiencing resource scarcity and shore up the racial/socio-economic gaps in our food systems. The existing gaps of service delivery in meal/food distribution in these areas and emerging food insecurity trends were mapped by Ramsey County. We are confident that the geographic locations of these parks and recreation centers will continue to play a unique role in addressing food security in these geographic areas. Moreover, the City's food security workgroup is in close coordination with Nutrition Services at Saint Paul Public Schools and a number of food shelves and food banks that service the City. In fact, this proposal would fill in a gap identified by Saint Paul Public Schools where the City will host meal distributions during MEA week and winter break when the Saint Paul Public Nutrition team has planned time off. This offers families in Saint Paul with uninterrupted access to meals.

Without this funding, the City would not be able to continue our COVID-19 food security response through our Parks and Recreation meal distributions. The City is facing a \$29 million budget shortfall in 2020 and needed to make hard decisions about the activities the City would continue in the fall. Unfortunately, this included the operating costs that the City could not recoup from any other funding COVID revenue stream, leaving us to pay operating costs from our compressed general fund budget. That said, the current meal distributions are only scheduled through the end of August 2020 and the plan would be for the program to end at that time. This funding would allow the City and Youthprise to continue at current service levels from September-December 2020, serving an additional 549,718 meals from September through December 2020 and recoup costs for operating costs to distribute ~251,878 meals from July-August 2020. The total number of meals served through this grant funding would be an estimated 801,594 meals.

We project that we would be able to serve:

- September-December 2020: 549,718 number of meals
- July-August 2020: Approximately 251,876 meals distributed.
- Total July-December 2020: Between 801,594 meals distributed.

The approximate break down of ages served by the meal distribution is:

- Children 0-17: 90%
- Adults 18-64: 10% (see section below on grants to organizations and sites to serve adult meals)

## **Community Relevance and Equity**

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## Community Relevance and Equity (30 points possible)

**A complete response will answer all of following questions. (*Maximum number of words is 1200.*)**

**How will additional meals focus on populations currently underserved by food access and meal distribution programs during the COVID-19 pandemic?**

**How will additional meals be appropriate and relevant to the communities served in terms of age, geographic area, and race/ethnicity?**

**To what extent will the grantee source products from [emerging farmers](#), including women, veterans, persons with disabilities, American Indian or Alaskan Native, and members of communities of color?**

Current food access and meal distribution programs in Saint Paul are either exclusive to families without children enrolled in SPPS or they are not complete meals. This expansion would fill the gap and provide meals to families of anyone under the age of 18 in Saint Paul and provide complete meals. While there are a number of food shelves in Saint Paul, this expansion of meal service would allow for fully prepared meals to reach these underserved populations. As mentioned above, the break down of city residents who will utilize this expansion will be similar to the demographics of the city, with each distribution site reaching different cultural and linguistic communities already. As one of the most racially and ethnically diverse cities in Minnesota, being able to get meals to the communities that make up the city's demographics will be crucial in alleviating the food insecurity caused by food deserts and the COVID-19 pandemic.

Additional meals will be both appropriate and relevant to the communities served.. These meals will be appropriate in regards to age by serving the elder family members that are not eligible at current federal meal programs. Allowing sites to service their whole community as more families are experiencing unemployment and an increase in resource needs reflects a level of service to communities defined by geographic area and racial and cultural community as well. For this proposal, the City will partner to have Youthprise additionally administer \$5,000-30,000 for operating expenses and adult meals, totaling a pool of \$110,000, to Saint Paul community-based organizations and meal distribution sites who have been distributing meals without any additional funding (such as Arts Us, Sanneh Foundation, and Hallie Q. Brown Center). This will allow adults to be served in addition to children through CACFP, which otherwise would not be possible. In short, the funding will allow a two+ generation approach to ensuring the whole family has prepared meals.

Youthprise procures its meals from CKC Good Food, a local, woman-owned business located in South Saint Paul. CKC Good Foods works with local farmers to ensure fresh produce, depending on the items and the season. Youthprise and the City are proud of our vendor for being a successful woman owned enterprise that centers itself on providing healthy, affordable, and delicious food to school-aged children while supporting local farmers.

Complementing its impact on hunger and nutrition for low-income populations and communities of color, particularly unique to the Nutrition Program, is Youthprise's capacity to eliminate barriers for non-profits and institutions to access federal and state funded food programs that they would otherwise not have the resources or expertise to secure. Youthprise reduces the amount of administrative work each organization must comply with and also reduces organizations' time when regular state administrative reviews are conducted. Youthprise develops the systems for reporting, serving meals, and accessing the federal meal programs partners, creating efficiencies and access to databases and cloud-based systems that allow sites to spend more time working with youth and their programs and less time serving and reporting data. For example, for every 1-2 pages/reports that a site provided Youthprise handles 7 on the back end to maintain each sites eligibility and continued meal service. This proposal covers Youthprise's operating costs for administering the Saint Paul sites. In short, Youthprise specializes in building sites' capacity while they focus directly on serving their community and youth, particularly communities of color and indigenous communities.

### Capacity of Applicant Organization

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## Capacity of Applicant Organization (30 points possible)

A complete response will answer all of following questions. (*Maximum number of words is 1200.*)

**Who will be involved? What is their role? (e.g., staff, volunteers, subcontractors, partners)**

**What is the organization's capacity to expand the existing meal distribution program to address unmet needs due to COVID-19? Include staffing, infrastructure, procurement, preparation, distribution, and outreach in the response.**

Muneer Karcher-Ramos, Andy Rodriguez, and Marcus Pope will be involved in managing any grants received for this meal expansion program. Muneer Karcher-Ramos is the Director of the Office of Financial Empowerment, Andy Rodriguez is the Recreation Services Program Supervisor, and Marcus Pope is Vice President of Youthprise. The three of them will serve in ensuring the partnership achieves the proposal objectives, managing the dispersal of grant funds to community-based organizations, and building site capacity, and managing the data and metrics that need to be tracked to ensure a successful implementation.

The City of Saint Paul holds the capacity to expand the existing meal distribution program to address unmet needs due to COVID-19. By providing staff from the Parks and Recreation Department to administer the expansion and coordinating with Youthprise, the City will implement the expansion of distributing meals until the end of December.

Youthprise's Nutrition Program focuses on alleviating hunger because research shows that good nutrition promotes academic achievement for youth. Youthprise established its Nutrition Program in 2014 to contract with the CACFP and SFSP to become a sponsor for youth-serving organizations throughout the Twin Cities and greater Minnesota. In 2015, the Minnesota Department of Education designated Youthprise as the state's first CACFP At Risk unaffiliated sponsor to cater meals for youth development programs. The long-term vision of the Youthprise Nutrition Program is to help decrease hunger and improve outcomes for youth across the state.

CKC Good Foods prepares and then distributes meals to the Saint Paul Parks and Recreation Centers, and this would continue as it has been since the COVID-19 meal distributions launched on April 28, 2020. Much of the infrastructure and preparation is done by CKC Good Foods, which is a meal supplier that excels in using fresh and high quality ingredients. CKC Good Foods has extensive guidelines for their food production and in 2018-2019 CKC Good Foods prepared more than 30,000 daily meals that were served at over 115 client sites. Their 38 National School Lunch Program (NSLP) Client Schools surpass the expectations of auditors when they undergo their USDA Administrative Reviews.

Evidence of the capacity of this partnership to meet this need can be found in the success over the past three months of distributing approximately 350,000 meals in response to COVID-19.

### Evaluation Plan

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## Evaluation Plan (10 points possible)

A complete response will answer all of following questions. *(Maximum number of words is 400.)*

**What will be the organization’s process for collecting the required evaluation data (as listed in the “Evaluation Requirements for Award Recipients” section of the Instructions document)?**

**How will the organization ensure that the data are accurate and consistent?**

Youthprise and its meal distribution site partners use a customized computerized database designed by their national partner, the Family League of Baltimore, to track program inputs and outputs of food and meals delivered and served across the network. At each site, Youthprise trains each staff member on how to collect data on meaningful metrics while serving families.

The City of Saint Paul, through the help of Youthprise, will plan to collect the total number of meals served between July 1 and December 30, 2020, the number of additional meals served using grant funds between July 1 and December 30, 2020, and the estimated unduplicated number of children and adults served between July 1 and December 30, 2020

To ensure that the data are accurate and consistent, Youthprise trains volunteers on how to collect it properly. Systems have also been developed for reporting, serving meals, and accessing the federal meal programs partners, which has created efficiencies and access to databases and cloud-based systems that allow sites and Youthprise to share data and closely collaborate.

Outcomes tracked:

- Increased consistent access to nutritious meals
- Increased number of children and families participating in healthy meal activities
- Increased healthy food consumption/behavior

### Excel Budget with Descriptions

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## Budget with Descriptions (required, but not scored)

### Excel Budget

Complete and upload the [Excel budget worksheet](#). Specify the grant amount requested. Detail all necessary and reasonable expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available.

Since the grant is being offered by MDE, all awardees must utilize Uniform Financial Accounting and Reporting (UFARS) requirements for school districts. Additional information related to budget item coding is provided in the Excel budget template. The UFARS source code 01F499 will be used for all grant expenses.

[Budget - Federal FY21 Food Access Grant Final.xlsx](#)



## Budget Descriptions

**Provide sufficient description and justification for budget line item entries in relation to COVID-19 response. Reviewers should be able to determine the following based on the budget narrative:**

**Whether the budget aligns with the project activities and primary purpose of the funding.**

**Whether the budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.**

**Whether the planned expenses appear necessary and reasonable for the success and purpose of the project.**

The attached Federal FY21 Food Access Grant Budget details the planned dispersal of funds if the City of Saint Paul were to be awarded this grant in the amount requested. The total request is for \$395,146 for the expansion of the City's food distribution program, which aligns with the primary purpose of the funding.

< 110 Administrative/Supervision/Manage> (\$163,800). This pays for the staffing costs of Community Recreation Leaders that are responsible for the actual implementation of meal distributions, which involved packaging prepared meals into grocery bags and delivering to vehicles curbside during the defined window of time. These staff are paid at 4.36 FTE for 6 months as well. These projections are based off of real data going back to April 28th, 2020. This line item includes the necessary capacity costs at the City to respond to COVID-19. These budget projections reflect comparable costs for meal distributions completed by Youthprise and the City of Saint Paul since April 2020.

< 299 Other Employee Benefits - identify> (\$27,846) set aside for City Employee benefits for 4.36 FTE. This makes up approximately 17% of their salary. All costs detailed above are reasonable approximations of the activities to be performed and are necessary for the success and purpose of this project.

< 304 Federal Contracts/portions of each exceeding \$25,000> (\$203,500) goes to Youthprise as part of a contract. Youthprise will distribute \$110,000 of that to as grants to community-based organizations and meal distribution sites for food costs for adult meals and operating expenses. These grants range from \$5,000-\$30,000. In addition to the money to be used as grants, this portion of the budget also covers Youthprise's staffing costs (\$93,500) to administer the expanded program at Saint Paul sites. This amount pays for 2 staff at .40 FTE x 6 months and 1 staff at .50 FTE, plus overhead costs. This line item includes the necessary capacity costs at Youthprise to respond to COVID-19.

(untitled)

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**Applications must be submitted by July 20, 2020, 11:59 p.m., Central Time.**

**A complete submission must include:**

**Applicant Information**

**Narrative responses to all application sections**

**Completed budget in Excel format**

**Thank You!**

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**Thank you for submitting your application for the Expanded Meal Access for Children and Adults grant.**

**You may [edit your application](#) until the application deadline of July 20, 2020 at 11:59 p.m. Central Time. Edits will result in an updated submission; only the most recent application submission will be reviewed.**

**A confirmation email will be sent to [Muneer.Karcher-Ramos@ci.stpaul.mn.us](mailto:Muneer.Karcher-Ramos@ci.stpaul.mn.us) and will include a PDF of your application. If you do not receive this email within 24 hours, please check your junk folder. If you still do not have it, please email [mde.fns@state.mn.us](mailto:mde.fns@state.mn.us)**

**You will be contacted regarding application results by the end of August 2020.**