



## **Community Action Partnership of Lancaster and Saunders Counties**

### **RFP for Lincoln's Healthy Food Access Collaboration Manager**

Distributed August, 2018

Healthy Food Access Program (HFA) is a collaboration to bring healthy food to Lincoln's children. The primary partners are Community Action Partnership of Lincoln and Lancaster Counties (Community Action) and The Food Bank of Lincoln (The Food Bank). HFA is primarily funded by the Community Health Endowment (CHE) for a two year period beginning July 1, 2018. The grant narrative and the work plan, including proposed outcomes, is attached to this scope of work as Attachment A.

Onsite office space will be provided at 210 O Street, Lincoln.

Individuals interested in being considered should submit a cover letter summarizing qualifications and relevant experience, resume and an applicable writing sample to Vi See, Community Action, 210 O Street, Lincoln, NE 68508 by Friday, August 24, 2018

#### **Scope of Work:**

Primary duties/details focus on collecting and sharing results generated through implementation of the Health Food Access Program and in facilitating creation of the vision and plan to continue increased access to healthy foods in Lincoln, especially for our most vulnerable community members. It is assumed that this will be the Manager's primary work for a period of one year beginning October 1, 2018.

1. Oversee accomplishment of project outcomes and activities as noted in the grant. Manage reporting process as detailed in agreement with the funder.
  - Work with Lone Tree Foods, Kinder Bites and, others using the commercial kitchen, and the Food Bank to develop processes to collect data relating to indicators/evaluation criteria noted in the grant's work plan.
  - Explore involvement of REVO to enhance program design.
  - Partner with the Food Bank's Healthy Food Access Coordinator to develop the operational plan, prioritize neighborhoods, and promote use.
  - Support UNL Extension's work to build the capacity of Community Action and Food Bank staff and others, businesses and nonprofits, involved in the Healthy Food Access project. Complete tracking as described.
  - Facilitate updates to Community Crops per their role defined within the grant work plan.
  - Represent Healthy Foods Access in community meetings and conversations.
2. Promote outcomes of Healthy Food Access programming and Community Action's visibility as a leader in this work.
  - Facilitate the release of information relating to opening the kitchen, launching the produce truck, summer food program 2019, increasing availability of fresh produce to meal providers, and other outcomes noted in the grant.

- Provide presentations and tours relating to programming.
  - Work with Community Action's Communication and Development Department and CHE to identify and pursue media opportunities to promote program activities.
3. Complete a community assessment describing access to healthy foods in Lincoln, Nebraska. Detail gaps that exist relating to geography, vulnerable populations, business models, and others. (January 2019)
    - Participate in community conversations convened by others relating to healthy food access in Lincoln; share with partner agency leadership and governance, funders, elected officials, nonprofits and governmental entities and the community.
    - Provide presentations as requested relating to the assessment.
  4. Create a plan to build the capacity of the Healthy Foods Access Program, including identifying new partners and creating community involvement opportunities. (June 2019)
    - Facilitate community conversations relating to access to healthy foods as begun by the Community Health Endowment; expand group to include additional voices.
    - Share project updates and assessment results with partner agencies, funders, elected officials, and the community.
    - Consider the need for additional shared kitchen space for general or specific needs.
  5. Provide regular reports as later defined to the Executive Directors of Community Action and the Food Bank of Lincoln.

Necessary Talents/Experience: Excellent written and verbal ability; must demonstrate talent relating to both. Previous experience in project management. Experience in meeting facilitation.

Payment for completion of work as described for the one year period will be \$60,000, paid as invoiced by Contractor.

**Attachment A:**  
Healthy Food Access Grant Narrative and Work Plan

## Population(s) to be Served\*

Provide a clear description of the population(s) that will be served by your project. Why did you choose to focus on this population? What are the size, characteristics and location of the population? How many people and what percentage of the target population will be served by your project? Include Lincoln-specific data (e.g. demographics, health status, poverty rate) and, if applicable, geographic target area (e.g. census tract(s), block group(s), neighborhood) to support your focus on this target population. Maps, both static and interactive, from CHE's Place Matters Community Mapping project are available here: <http://www.chelincoln.org/placematters/>.

The target population for the Healthy Food Access (HFA) Program will be children under age 18 in Lincoln. Children in our community are increasingly vulnerable and at-risk for poor health outcomes, with 10,878 who are living below the poverty level and 12,830 who are food-insecure. CHE has demonstrated that children living in poverty face some of the greatest disparities for poor health outcomes. While this is due to a variety of factors, food insecurity – defined by the USDA as “the state of being without reliable access to a sufficient quantity of affordable, nutritious food” – plays a significant role. The HFA Program aims to reduce health disparities of children living in poverty by increasing their access to healthy food. Specific populations to be served by the program are described below:

### CHILDREN IN COMMUNITY ACTION HEAD START:

Thirty-five percent of children living in poverty in Lincoln are age 5 and under. Through its center-based Head Start programs, Community Action serves 255 (approximately 8%) of these children. Daily breakfasts, lunches, and snacks will be prepared by the HFA Program for Head Start enrolled children. Centers are located in two of Lincoln's highest poverty, highest obesity neighborhoods – one at the Health 360 Clinic located at 23rd and O Streets and one within the west wing of the Purdue (formerly Kaplan) University building at 18th and K Streets. To be eligible for Head Start, children must come from families with income at or below 100 percent of the federal poverty level (currently \$25,100/year for a family of four), be homeless, in foster care, or have a verified disability. Programs also serve a diverse demographic of children, including a high number of racial/ethnic minorities who face even greater risk for poor health outcomes. Last year, 61% of children were non-White. Children served through Head Start live in some of Lincoln's highest needs neighborhoods, as demonstrated on the attached map.

### CHILDREN PARTICIPATING IN SUMMER FOOD SERVICE PROGRAM:

Another target population of the HFA Program will be children ages 2 to 18 who are participating in the Summer Food Service Program (SFSP). This program targets children living in poverty, though any age-eligible child is able to access meals. Lincoln has 60,732 children under the age of 18; of which, 10,878 (17.9%) are living below the poverty level. The HFA Program will address a need to improve the health and appeal of the approximately 100,000 meals served through this program between the months of May and August. SFSP sites will be strategically located to reach our target population. Sites – just to draw upon a few – will be specifically located at Belmont Recreation Center in census tract 30.02 (27% poverty, 11% non-White, 16% children under 18, 24.1-26% childhood obesity); Elliot Elementary School in census tract 18 (44% poverty, 44% non-White, 17% children under 18, 24.1-26% childhood obesity); and Pershing Elementary School in census tract 2.01 (41% poverty, 28% non-White, 14% children under 18, 26.1-28% childhood obesity). Sites will also be located outside of Lincoln's core where poverty and obesity have been slowly emerging over the past two decades.

### FOOD BANK HEALTHY FOOD ACCESS VEHICLE:

The Healthy Food Access (HFA) Vehicle, to be operated by the Food Bank of Lincoln, will visit 8 sites in Lincoln where individuals will have the opportunity to get up to 10 pounds of fresh produce per week. The HFA vehicle will target neighborhoods with low access to healthy food. Specific sites will be set up in just some of the following areas: census tract 32.02 with 18.9% poverty, Lincoln's highest concentration of single-parent females, and between 17.1-22.7% childhood obesity; census tracts 20.01 and 20.02 with 41.3% and 35% poverty, respectively; and census tract 3, which has the city's lowest access to healthy foods and highest childhood obesity rates.

A map depicting sites for the SFSP and HFA Vehicle is attached.

## Project Outcomes\*

Describe specific and measurable outcomes you expect to achieve. Describe the indicators you will track to measure your progress toward these outcomes and how you will evaluate the project. Be ambitious, yet reasonable, in proposing outcomes. Whenever possible, set your project outcomes relative to baseline data.

Lincoln has a need to improve the health, appeal, and freshness of food served to children. This need has been identified by many organizations that serve food to children, including Community Action, the Food Bank of Lincoln, child care centers, and others. Over the past year, Community Action and the Food Bank have participated in many conversations with CHE and other local stakeholders regarding needs and the best solution to address those needs. Out of those conversations came the idea for the Healthy Food Access (HFA) Program.

The HFA Program will strive to achieve three primary outcomes: 1) Children and families in low food access, high poverty neighborhoods in Lincoln will gain increased access to fresh foods (including fruits and vegetables) through weekly visits by a Healthy Food Access Vehicle; 2) Children participating in the Summer Food Service Program (SFSP) and Community Action Head Start will gain increased access to nutritious meals (i.e. made with fresh produce and little to no processed ingredients); 3) Local schools, nonprofit organizations, and healthcare facilities serving meals to children will have increased access to affordable, locally sourced foods (including fruits and vegetables) and food waste will be reduced; and 4) HFA workers will become equipped with the knowledge and skills to provide effective programming and promote healthy behavior change among those served.

Following are specific objectives to achieve these outcomes:

-Distribute 2,500 to 3,000 pounds of fresh produce across 8 Lincoln sites with low food access and high poverty to 300 to 400 individuals each week. Produce will be distributed via the Healthy Food Access Vehicle by the Food Bank of Lincoln and will be free to consumers. To track achievement of this objective, Food Bank staff will weigh the amount of food distributed at each site and then enter data into an Excel spreadsheet.

-Prepare and distribute hot, healthy meals (including fresh fruits and vegetables and minimal to no processed ingredients) to an average of 1,000 low-income children per day who are participating in the Summer Food Service Program from May through August. In 2018, an estimated 55,000 meals will be served via Food Bank sites and 46,000 will be served via Lincoln-Lancaster County Health Department sites. By 2019, the Food Bank will assume responsibility for managing all but 4 SFSP sites, directly overseeing the provision of 100,000 meals. The Food Bank will count meals distributed and enter into an Excel spreadsheet.

-Prepare and serve hot, healthy meals and snacks (including fresh fruits and vegetables and minimal to no processed ingredients) to 255 low-income children enrolled in Community Action's center-based Head Start programs. Approximately 300 healthy meals – including breakfasts, lunches, and snacks – will be served per day for 224 days per year. A total of 67,200 meals will be prepared and served to Head Start children per year. Community Action's accounting system will be used to track meals purchased and distributed to children.

-Process 2,000 pounds of locally sourced produce in Year 1 (growing to 10,000-20,000 by Year 2) to be distributed and sold to local markets including school systems, healthcare facilities, grocery retailers, and other organizations serving meals to children. This additional produce processing, made possible through utilization of the kitchen facilities, will also result in reduced food waste. To track achievement of this objective, our partner – Lone Tree Foods – will weigh produce processed and distributed and use their accounting system to track sales.

-HFA workers will receive training from UNL Extension related to utilization of Extension resources, how to create environments that promote healthy behavior change, and how to talk about food with children. Training sessions provided will be tracked in an Excel spreadsheet.

## Project Overview and Activities\*

Describe your project and the activities you will undertake to achieve your expected outcomes. Identify any partnerships or collaborations that will be part of the project and the current status of those relationships.

Community Action and the Food Bank of Lincoln propose a cross-sector, highly collaborative project (temporarily called the Healthy Food Access Program (HFA)) to bring healthy food to Lincoln's most vulnerable children and their families. CHE funding requested will provide the start-up expenses necessary to bring this project to fruition. Funding, specifically, will be used to: 1) Construct and partially equip a 5,000 square foot commercial kitchen within the east wing of Community Action's agency building which will be leased by a) Kinder Bites, a food service company that caters to childcare centers, to prepare daily meals for children in Community Action's center-based Head Start programs and for the Summer Food Service Program and b) Lone Tree Foods, a local food sales and distribution company, which will utilize space to store and process locally produced foods for distribution to larger local markets and, in turn, reduce the amount of produce currently going to waste; 2) Purchase, fabricate, and stock a Healthy Food Access Vehicle that will be used by the Food Bank to deliver fresh produce to high-needs neighborhoods year-round in Lincoln; 3) Employ a Healthy Food Access Coordinator, to be housed at the Food Bank, to manage the Healthy Food Access Vehicle; 4) Employ a Healthy Food Access Collaboration Manager, to be housed at Community Action, to manage involvement of partners, convene regular healthy food access roundtable meetings with stakeholders, and create the ultimate vision for the program; and 5) Contract with REVO, an organization dedicated to assisting nonprofits with exploring earned income opportunities, to provide consultation related to growth of the program.

This project has multiple components, with each coming together to fulfill our project goal to increase access to healthy food for Lincoln's most vulnerable children. Following are descriptions of each:

### COMMERCIAL KITCHEN

A 5,000 square foot commercial kitchen will be constructed within the east wing of Community Action's main agency location at 210 O Street in Lincoln. This kitchen will serve as the central hub for food storage, processing, and production for the HFA program. It will be equipped with the equipment necessary to operate as a full commercial kitchen including, but not limited to: cold, frozen, and dry storage units; a large-capacity cook-top unit and oven; produce peeling/cutting equipment; food packaging equipment; and a commercial hood.

The need to develop this kitchen in order to serve healthier food to children – both in Head Start and the Summer Food Service Program – comes as a result of a feasibility study conducted by Community Action and multiple conversations with CHE and other stakeholders. As part of the study, a needs assessment was conducted that explored multiple options to serve healthier food to children. Through this process, we have learned that many other organizations share the same desire to enhance health of meals served to children, but lack the capacity to do so. Constructing a kitchen, which will be utilized to serve healthier meals to Head Start children and those participating in the Summer Food Service Program, is the best solution to help stakeholder organizations build this capacity and ultimately meet shared goals of serving healthier meals to children affordably.

Placing the kitchen at Community Action's main location is strategic for a number of reasons. The first reason relates to cost savings. Community Action owns the building the kitchen will be situated within, and based on its age (constructed in 1999), there will be no anticipated costs incurred associated with lead-based paint or asbestos removal or significant changes to the building structure. In addition, the space already has a loading dock and an existing heating/air conditioning system, ductwork, and drain/sewer systems. The building also allows room to grow, including space for a potential cooking demonstration classroom adjacent to the kitchen.

The second reason for placing the kitchen within the proposed space is location. The proposed location – 210 O Street – has been identified by CHE as having low access to healthy foods, high rates of childhood obesity (17.1 to 22.7%), and high poverty (40.1 to 50%). Planting healthy food in this area will assist in

reducing food access disparities in Lincoln. Additionally, the building is situated in a part of the city that allows easy access to major thoroughfares including I-180, Salt Creek Roadway, Cornhusker Hwy, and O Street. This will allow for seamless food deliveries – both in and out of the kitchen.

Kinder Bites will lease the space Monday through Friday to prepare daily healthy meals for 255 children in Community Action's center-based Head Start programs, the Summer Food Service Program (likely), and their other existing/potential customers (our feasibility study indicated need and interest among other early care providers to serve healthier food). Kinder Bites' mission surrounds providing healthy and nutritious meals that children will want to eat. They work directly with a NAP SACC (Nutrition and Physical Activity Self-Assessment for Child Care) representative to create a menu that offers fresh fruits and vegetables to the children they serve daily. They are also experiencing growth and need greater capacity to increase efficiency and meet market demand, which the kitchen will provide. Lone Tree Foods, a food sales and distribution company, will also lease the space to process (wash, cut, package) food to be distributed to their customers. Lone Tree Foods procures produce from over 40 local farmers and sells to local grocers, restaurants, private schools, healthcare facilities, and individual customers. They, too, are experiencing rapid growth, and need additional capacity in order to expand to new markets and process an increased amount of produce. Lincoln Public Schools (LPS) is just one potential customer. LPS requires that foods be processed before they purchase. The kitchen will allow Lone Tree the ability to do this, which could result in even more children receiving healthy, locally produced foods. The storage space and processing equipment in the kitchen will additionally allow Lone Tree to reduce food waste (they estimate that approximately 25% of produce is currently going to waste). Kinder Bites is also a potential buyer of Lone Tree's locally sourced produce. Lease income will sustain operation of the kitchen.

There are other potential uses for the kitchen in the future. Through the feasibility study process, many organizations expressed desire and interest for a space that would allow them to conduct activities – from cooking classes to workforce development training. Community CROPS plans to train local farmers to use the space for their own processing, increasing their ability to offer locally grown produce to the masses. UNL Extension has expressed interest in utilizing the space for their own nutrition education efforts. Other opportunities will be explored during the grant period.

We anticipate the Kitchen will be fully operational by the spring of 2019.

#### SUMMER FOOD SERVICE PROGRAM

By the summer of 2019, the Food Bank will assume operation of all but four Summer Food Service Program sites, which provide meals to low-income children ages 18 and under when school is not in session. There is significant opportunity for this program to serve healthier, more wholesome meals to children and the proposed collaborative effort will allow this to happen. The Food Bank will distribute approximately 55,000 hot, healthy meals to children participating in the program from May through August in 2018 and 100,000 by 2019. Meals will likely be prepared by Kinder Bites in the aforementioned kitchen and will meet USDA nutrition standards, providing children with everything they need to grow up strong and healthy. Meals will be served to children in approximately 17 sites across Lincoln in 2018 and 34 sites by 2019. Proposed sites for 2018 are depicted on the attached map.

#### HEALTHY FOOD ACCESS VEHICLE

CHE funding will allow the Food Bank to purchase and fabricate a produce vehicle (van) that will be utilized to deliver fresh fruits and vegetables to neighborhoods in Lincoln with the highest childhood obesity rates, lowest access to healthy foods, and highest poverty rates as shown on CHE's maps. This van will visit two sites per day, four days per week, between the hours of 8:00 AM and 5:00 PM. A Healthy Food Access Coordinator (to be hired by the Food Bank) will develop the exact schedule and a marketing plan to communicate the availability of services to target neighborhoods. The van's design will be visually appealing and inviting to consumers. It will be fully wrapped with pictures of brightly colored produce, include messages surrounding healthy eating, and have logos of partner agencies, including CHE's, on it. Large windows will open up on the van and below them will be baskets filled with fresh produce. Consumers will also have the opportunity to walk into the van where more baskets of produce will be available for them to choose from. All produce will be free to consumers. The Food Bank will provide shopping bags for consumers

to fill, but through our marketing, we will also encourage consumers to bring their own recyclable bags. We anticipate the van will be fully operational by August 2018 if funds are awarded.

#### PARTNERSHIP WITH UNL EXTENSION

UNL Extension will provide training to food service workers (Food Bank and Community Action personnel) related to food procurement best practices; and how to utilize Extension resources, create environments that encourage healthy behavior change, and talk about foods with children. There is opportunity for this partnership to develop even further in the future.

### Expected Barriers/Challenges\*

Every project will face barriers and challenges. Describe barriers and challenges that could arise for your project and how you would address them.

Community Action, the Food Bank, and our partners see this project as only the beginning to something revolutionary for the city of Lincoln – which is exciting, but also challenging just due to the nature and scope of the project. When all of the pieces come together, our community’s most vulnerable children will be provided the nutrition they need to thrive; food-insecure families will be connected with fresh, healthy food; the amount of local produce currently going to waste will be reduced; and schools, hospitals, and institutions city-wide will have the opportunity to procure large amounts of locally-sourced, healthy food from Lone Tree Foods, which will not only benefit the health of the people they serve, but will stimulate our local economy. But there is so much additional opportunity that we have not even considered yet. This is why it will be important to have someone in place as the project starts up to oversee growth potential, problem-solve challenges, and convene community stakeholders to continue to drive the community’s vision to connect as many children in Lincoln as possible with healthier food. This is why we plan to utilize CHE funding to hire a Healthy Food Access Collaboration Manager while this project starts up. This individual, specifically, will: 1) Manage involvement of all partners, nonprofits, and businesses; 2) Convene Healthy Food Access “roundtable” meetings regularly to drive visioning for additional opportunities in Lincoln; 3) Provide community-wide information related to the project launch and outcomes, including hosting tours and events; 4) Assess additional capacity within the kitchen post-opening; and 5) Monitor, manage, and report on grant success. In addition, we plan to utilize CHE funding to contract with REVO to explore additional earned income opportunities for the kitchen.

Another smaller anticipated challenge relates to weather conditions during operation of the Healthy Food Access (HFA) Vehicle. The vehicle will be designed to have baskets of produce on its exterior, adding to the visual appeal and making it easy for individuals to quickly grab what they need. If it is raining or snowing, however, our ability to do this might be impacted. The Food Bank plans to hire a Healthy Food Access Coordinator who will manage this aspect of the project, including putting together a plan for weather-related challenges. One initial idea to address is to purchase tents to put up for individuals to stand under while they are waiting. Additionally, the vision for the vehicle, in part, is to have produce baskets on the inside as well, which will allow individuals to get their produce protected from the elements. Another anticipated challenge related to the HFA Vehicle is simply related to promotion. This will be a completely new service to the Lincoln community, so it will be important to get the word out. The Healthy Food Access Coordinator will address this by putting together a marketing plan, including coordinating with nonprofit organizations, SNAP (Supplemental Nutrition Assistance Program) workers, and community associations/groups to help spread the word.

With any new project, there will be start-up related challenges. From past experience, we anticipate that some things will come up during construction of the kitchen. To minimize construction-related challenges, a general contractor will be in place to oversee successful completion of construction who will coordinate with Community Action’s Facilities Manager who has extensive experience managing projects of this kind. Combined, Community Action and the Food Bank have been operating successfully and implementing new projects/programs in this community for 88 years. Our experience and capacity lends well to piloting a project of this magnitude. And whatever unanticipated challenges come our way, we know – based on our past success – that we will have the capability to form solutions.



## Diverse Perspectives\*

How do you propose to draw upon diverse perspectives in the community to strengthen the proposed project?

There is great opportunity to get perspective from our community to make this project successful. Both at Community Action and the Food Bank, we value input from those we serve and use that feedback to influence program design. One idea we have thought of is to ask those visiting the Healthy Food Access Vehicle to provide feedback related to quality of produce being offered, ease of access, how the service has helped their families, and what additional produce they would like to see offered. This information will be collected via a survey, to be developed by the Healthy Food Access Coordinator, and entered into a spreadsheet/database to allow for easy reporting. Our hope is to collect this information twice per year and use it to improve offerings. Another idea relates to getting feedback from children receiving meals through the Summer Food Service Program (SFSP). We would especially like to know what meals they like the best, and what meals and fruits and vegetables they would like to try and grow to love.

Community Action has existing systems in place to get perspective from those we serve. Annually, we distribute a survey that we ask our participants to complete related to their satisfaction of services and additional needs they might have. We plan to use this survey to gather information about needs our participants have related to food and assess whether or not the HFA Program has current or potential capability to address those needs. Survey data will be compiled into a database and shared with the Healthy Food Access Collaboration Manager, who will use input to improve program offerings. Community Action will additionally get input from Head Start parents via monthly Parent Committee meetings.

It will also be important to ensure cultural appropriateness of food served to children in Head Start, which has a large number of children who have diet restrictions based on their culture. To ensure we are aware of these restrictions, we will ask parents at the beginning of the program year to list any foods their children cannot have (pork, for example, is not permitted in Muslim culture). In a similar fashion, we will ask parents to list any food allergies their children have. This will help us to assure that food offerings are adapted, when necessary, to children's dietary needs.

## Applicant's Qualifications\*

Describe how your organization is uniquely qualified to carry out this project. If you include information about your organization's history, mission, vision, services provided, and/or populations and geographic area served, explain how it is relevant to your ability to successfully complete this project.

Combined, Community Action and the Food Bank have been addressing barriers of those living in poverty in Southeast Nebraska for 88 years. The Food Bank's mission to alleviate hunger in Southeast Nebraska is achieved through the provision of food distribution and various other programs to meet the food and nutritional needs of those struggling with food insecurity. In 2016 alone, the Food Bank distributed 8,008,234 pounds of food to those struggling with hunger and provided 836,457 meals to children through their child hunger programs, just to name a couple achievements. The community already associates work focused on addressing hunger and food insecurity with the Food Bank. The Food Bank's experience, reputation, achievements, and more make them highly qualified to be a Healthy Food Access (HFA) Program partner.

Community Action also has the qualifications and capacity to successfully implement the HFA Program. The agency's mission to empower people living in poverty to reach economic stability is achieved through the provision of 17 poverty-fighting programs in the impact areas of early childhood education, homelessness prevention, financial and family well-being, and hunger relief. In its last fiscal year alone, Community Action provided 72,166 services to 17,499 individuals. Community Action has a 53-year history of successfully piloting programs designed to meet the needs of those living in poverty in Lincoln. Some local nonprofits – such as Community CROPS, HUB Central Access Point for Young Adults, Clinic with a Heart, and Legal Aid – began as programs of Community Action before they became their own separate entities. One of the goals for the HFA Program is to explore opportunities to generate earned income to sustain and build upon program

offerings. Community Action has experienced success doing this; LanguageLinc, which began as a grant-funded program of the agency's, was made into its own LLC and now generates a small profit which is put back into programming. Finally, the agency has 52 years of ensuring children living in poverty – the target of this project – have the developmental, health, and nutritional supports they need to achieve long-term success. This experience, combined with strong management systems and ability to form meaningful and productive partnerships, make Community Action the ideal agency to implement the HFA Program.

### Applicant Status\*

Has your agency violated state or federal law in the current year or the preceding two years?

No

### Explanation

If yes, please explain.

Not applicable.

### WORK PLAN

#### Project Work Plan\*

Please complete the following steps to attach your work plan. Refer to the work plan worksheet to guidance in completing your work plan.

1. Download the work plan template.
2. Complete the work plan and save it to your computer. Be sure to fill in the "Project Name" and "Agency" sections of the form.
3. Attach the completed work plan to this application by clicking the Upload a file button below.

HFA Work Plan\_Community Action.doc

### BUDGET AND JUSTIFICATION

#### Budget\*

[https://chelincolnorg.presencehost.net/file\\_download/d143af7b-b936-4161-aad1-8881dc1e7362A](https://chelincolnorg.presencehost.net/file_download/d143af7b-b936-4161-aad1-8881dc1e7362A) Budget is required for each year of requested funding. The Budget template available in Excel format. Two tabs are provided for each budget year in this file (one tab for support/revenue and one tab for expenses). Please complete the following steps to submit your Budget Form(s).

- Download a Budget template.
- Complete the Budget and save it to your computer.
- Attach the completed Budget to this application by clicking the **Upload a file** button below.

Stage 2 - Multi-Year Budget 2.20.18 Healthy Food Access Program.xls

## Stage II Form C: Work Plan

( See Work Plan Worksheet for guidance.)

Project Name: Healthy Food Access (HFA) Program: A Collaboration to Bring Healthy Food to Lincoln's Children

Agency: Community Action Partnership of Lancaster and Saunders Counties and the Food Bank of Lincoln

(Please do not change the font theme or size in the table below.)

Project Outcome(s)	Project Activity/Activities	Timeline	Indicators/Evaluation Criteria
1) Children and families in low food access/high poverty neighborhoods in Lincoln will gain increased access to fresh produce.	<p>-Purchase, fabricate, and stock a vehicle (van) with fresh produce to be driven weekly by the Food Bank to target neighborhoods in Lincoln, allowing individuals to get up to 10 pounds of fresh produce at no cost to them.</p> <p>-Hire a Healthy Food Access Coordinator, to be housed at the Food Bank, who will manage distribution schedule, market services to communities, procure produce, and coordinate efforts to collect feedback from individuals served.</p>	-The Healthy Food Access Vehicle will be fully operational by the summer of 2019. Once operational, it will make visits to target neighborhoods weekly.	-2,500 to 3,000 pounds of fresh produce will be distributed across 8 Lincoln sites with low access to healthy food and high poverty to 300 to 400 individuals each week. To track achievement of this objective, Food Bank staff will weigh the amount of food distributed at each site and then enter into an Excel spreadsheet.
2) Children participating in the Summer Food Service Program and Community Action Head Start will gain increased access to nutritious meals (i.e. made with little to no processed ingredients and a lot of fresh produce).	-Construct a Commercial Kitchen at Community Action's main agency location that will have the capacity to allow for high volume meal production, which will make meals affordable for Community Action Head Start and the Summer Food Service Program. Kinder Bites, LLC will lease the space to prepare meals for children participating in Community Action Head Start, (likely) the Summer Food Service Program, and other local	-The Commercial Kitchen will be fully operational by the summer of 2019. Daily breakfasts, lunches, and snacks will be delivered to Head Start enrolled children 224 days per year. Meals will be served to children participating in the Summer Food Service Program from May through August.	<p>-67,200 healthy breakfasts, lunches, and snacks will be prepared for children in Community Action Head Start per year. Meals purchased will be tracked via Community Action's accounting system.</p> <p>-55,000 hot, healthy meals will be distributed to children participating in the Summer Food Service Program in 2018, growing to 100,000 by 2019. Meals purchased will be tracked</p>

## Stage II Form C: Work Plan

( See Work Plan Worksheet for guidance.)

**Project Name:** Healthy Food Access (HFA) Program: A Collaboration to Bring Healthy Food to Lincoln's Children  
**Agency:** Community Action Partnership of Lancaster and Saunders Counties and the Food Bank of Lincoln

(Please do not change the font theme or size in the table below.)

Project Outcome(s)	Project Activity/Activities	Timeline	Indicators/Evaluation Criteria
	customers.		utilizing the Food Bank's accounting system.
3) Local schools, nonprofit organizations, and healthcare facilities serving meals to children will gain increased access to affordable, locally sourced foods (including fresh fruits and vegetables) and food waste will be reduced.	<p>-Lone Tree Foods, a local food distribution company, will utilize the kitchen to store, process (wash, peel, chop), and package locally sourced produce for distribution to larger, currently "untapped" markets. The kitchen will provide Lone Tree the capacity needed to grow their customer base and make local foods more accessible to schools, hospitals, and other organizations serving children.</p> <p>-Community CROPS will recruit local farmers to utilize kitchen space to do their own produce processing.</p>	<p>-The Commercial Kitchen will be fully operational by the summer of 2019. Lone Tree Foods will utilize the space daily to do their produce processing. Farmers recruited by Community CROPS will have the opportunity to utilize the space for their produce processing when it's not otherwise being utilized.</p>	<p>-An estimated 10,000 pounds of locally sourced produce will be processed and sold by Lone Tree Foods in their first year of utilizing the kitchen. By their second year, it is estimated that they will process and sell 10,000-20,000 pounds of locally sourced produce. Pounds of produce processed and distributed will be tracked utilizing Lone Tree Foods' accounting system.</p>
4) HFA workers will become equipped with the knowledge and skills to provide effective programming and promote healthy behavior change among those served.	<p>-UNL Extension will build capacity of HFA staff by providing training related to:</p> <ul style="list-style-type: none"> <li>• Utilization of Extension resources and technical assistance to promote best practices for summer and Head Start meal services.</li> <li>• How to create environments</li> </ul>	<p>-Training and ongoing technical assistance will be provided throughout the project period: July 1, 2018 through June 30, 2019.</p>	<p>-Trainings provided, including topics explored, by UNL Extension will be tracked in an Excel spreadsheet.</p>

## Stage II Form C: Work Plan

( See *Work Plan Worksheet* for guidance.)

Project Name: Healthy Food Access (HFA) Program: A Collaboration to Bring Healthy Food to Lincoln’s Children

Agency: Community Action Partnership of Lancaster and Saunders Counties and the Food Bank of Lincoln

(Please do not change the font theme or size in the table below.)

Project Outcome(s)	Project Activity/Activities	Timeline	Indicators/Evaluation Criteria
	<p>that promote behavior change.</p> <ul style="list-style-type: none"> <li>• How to talk to children about foods offered, based in current research on introducing new foods.</li> </ul>		