AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: CSBG Mini Grant

Action Requested: County Manager Signature

Parties to the Agreement: Colorado Community Action Association

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

Capacity building grant for Mountain Roots

Fiscal Impact: 3437

Submitted by: elizabeth.holena@state.co.us **Submitter's Email Address:** elizabeth.holena@state.co.us

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, will be included in budget amendment request with other COVID-19 new grants. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/13/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 5/15/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/15/2020 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\emense Discharge Date: 5/15/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/19/2020

Revised April 2015

The CCAA's Mission is to partner with other private and public organizations, including CSBG Grantees, serving low-income people, through advocating, communicating and providing educational and training resources.

May 6, 2020

Elizabeth Holena
Gunnison County
220 North Spruce Street, Gunnison CO 81230

CCAA Capacity-Building and Technology Mini-Grant Agreement

By signing this award agreement, the Grantee, Gunnison County (on behalf of Mountain Roots), agrees to the conditions put forth herein by the Grantor, Colorado Community Action Association (CCAA).

Support may come in the form of reimbursement and/or equipment/cost incurred on behalf of the Grantee by the Grantor. Any costs incurred by Grantee and included on a reimbursement request that do not fall within allowable costs, as determined by the grantor, will be disqualified and will not be reimbursed. All equipment/cost being incurred on behalf of the Grantee or any reimbursement requests by the Grantee must include "CCAA Capacity-Building and Technology Mini-Grant Purchase/Reimbursement Request Form", receipts and any other appropriate back-up documentation **(such as invoices).**

1. The awarded support, not to exceed $3,437.00 total, may be used on any of the following eligible activities:
   - Online Marketplace License; Kitchen Rental Fees; Kitchen Utilities; Storage Rental; Freezer Purchase; and Transportation Fees.

2. ***Purchase/Reimbursement Requests must be submitted to the Grantor (CCAA) by June 30, 2020 (via email) or the awarded funds will be vacated.***

3. A "CCAA Capacity-Building and Technology Mini-Grant Final Report" will be submitted to the Grantor by July 31, 2020.

4. Checks for reimbursement of eligible expenses (provided correct documentation, including receipts is submitted) will be mailed to the below listed contact once this signed agreement is received by Grantor and reimbursement requests are submitted. Purchases incurred on behalf of the Grantee (provided approval by CCAA) will be shipped to the below listed contact once this signed agreement is received by Grantor and requests are submitted.

Up-front cash payments will not be made. All funds will be made available on a cost incurred on behalf of Grantee basis or a reimbursement basis (costs must be incurred by Grantee and then reimbursement requests can be made through invoice for payment & copies of receipts/invoices as back-up for expenses).

Purchases Shipped to and/or Reimbursement Check made payable to

Mailing/Shipping Address:

Agreement Contact Name, Phone Number and Email:

By signing below the Grantee agrees to all of the conditions stated herein.

Grantee Authorized Signatory Signature (may be typed if submitted electronically) Date

Grantee Authorized Signatory Name/Title

Address, City, State, and Zip

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

The CCAA's Mission is to partner with other private and public organizations, including CSBG Grantees, serving low-income people, through advocating, communicating and providing educational and training resources.

May 6, 2020

Elizabeth Holena
Gunnison County
220 North Spruce Street, Gunnison CO 81230

Dear Betsy,

The Colorado Community Action Association (CCAA) is pleased to inform your agency, Gunnison County (on behalf of Mountain Roots), it has been awarded $3,437.00 in reimbursable support of the purchase and shipping of, and/or cost(s) incurred on behalf of the Grantee by the Grantor, for Online Marketplace License; Kitchen Rental Fees; Kitchen Utilities; Storage Rental; Freezer Purchase; and Transportation Fees. Congratulations!

Please complete the agreement form provided with this approval letter in order to complete the application process.

Please note that the mini-grant support is reimbursement-based only (unless Grantor paying for costs on behalf of the Grantee is agreed upon in advance), meaning that the agency must pay for the activities and request reimbursement with the appropriate receipts/invoices, *from the CCAA by June 30, 2020*.

The reporting requirement for this award consists of "CCAA Capacity-Building and Technology Mini-Grant Final Report" (attached), to be completed and submitted by July 31, 2020.

Please contact the CCAA if your agency encounters any challenges in fulfilling its plan to utilize the awarded funds, or has any questions regarding the eligible activities or reporting requirements of this grant. The CCAA is available to provide Technical Assistance and/or Training to your agency in many areas such as: grant and fiscal reporting requirements, grant opportunities research and applications, grants management, and overall organizational management; or we can often refer your agency to the proper Technical Assistance/Training provider(s). Please contact the CCAA at any time to discuss Technical Assistance/Training opportunities in your agency.

Once again, congratulations!

Sincerely,
Josiah Masingale
Executive Director
Colorado Community Action Association

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
ccaa@coloradocommunityaction.org
www.coloradocommunityaction.org

Colorado Community Action Association

Our Mission is to partner with other private and public organizations,
Including CSBG Grantees, serving low-income people,
Through advocating, communicating and providing educational and training resources.

Colorado Community Action Association Capacity-Building and Technology Mini-Grant Application

The Colorado Community Action Association Capacity-Building and Technology Mini-Grant is available to Colorado Community Services Block Grant (CSBG) Eligible Entities and their sub-contractors (local partners that are not CSBG sub-contractors may be supported based upon relationship to the local CSBG Eligible Entity at the CCAA's discretion).

These funds are available to support the Colorado Community Action network's agency capacity-building activities and/or technology needs related to the COVID-19 emergency, such as help to purchase technology (laptops, scanners, webcams, etc) or other capacity building support (such as food pantry equipment rentals, etc) in order for staff to more effectively telecommute and/or for agency/program operations to be moved to be more remote-based and/or deal with increased demand. Activities going back to February 15, 2020 are eligible. Please contact the CCAA for further information.

Any support provided by this mini-grant must not have been, and/or will not be in the future, supported by any other funding (no double-dipping) other than to help pay portions that these funds could not cover. Funding requests will be accepted, reviewed and decided upon in rounds, **with the first-round deadline being Friday April 24, 2020 at Noon MST**, and continuing weekly until available funds are liquidated. An agency may apply more than once. A committee of the CCAA Board of Directors will make funding decisions on a weekly basis.

Date: 04/21/2020

Name: Elizabeth Holena

Phone: 970-642-4665

Email: Elizabeth.holena@state.co.us

Organization: Gunnison County Department of Health and Human Services
Title: Program Manager CSBG

Address: 220 North Spruce Street, Gunnison CO 81230

Colorado CSBG Eligible Entity (Grantee): ☒ Yes ☐ No

Colorado CSBG Sub-Contractor: ☐ Yes ☒ No

Colorado Community Action Association Member: ☐ Yes ☒ No

Are you applying on behalf of another organization (fiscal agent): ☒ Yes ☐ No

If yes, please provide the partner organizations name, mission, and relationship to the fiscal agent:
Mountain Roots Food Project is a community-based nonprofit food systems initiative in Gunnison, CO, a high-elevation, rural Rocky Mountain community of ~17,000 people. The mission is to cultivate a resilient food system by enhancing healthy connections among earth, food, and community. Over the past 8 years, Gunnison County DHHS has partnered with Mountain Roots Food Project on a variety of collaborative efforts to combat food insecurity in vulnerable populations. Mountain Roots is a critical member of Gunnison County's Basic Needs Subcommittee, partnering with Human service programs such as SNAP, Healthfirst Colorado, TANF, CSBG and WIC.

Helping People. Changing Lives.
community Action
PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

Collaborative efforts with Mountain Roots has allowed those most vulnerable to access services, providing stability and safety for Individuals and families Mountain Roots has also partnered with Gunnison County DHHS to provide Cooking Matters courses since 2015; the program maintains a gold-level standard and always has a waiting list. Mountain Roots runs community gardens, a community farm, and a home gardeners' network, which work together to stock the food pantry shelves with fresh local produce during the growing season, and to provide residents access to land and opportunities for education in nutrition, gardening, self-sufficiency, and healthy living. In addition, their Backyard Harvest program (a combination food rescue/food donation program) provides fresh food boxes via home delivery to families in need that have been referred to the program through approved channels. Mountain Roots operates a 16-week CSA serving Gunnison Valley residents. Lastly, Gunnison County DHHS and Mountain Roots continue to collaborate on two additional grants, No Kid Hungry and CSA food boxes, both bring fresh food and warm meals to families experiencing food insecurities.

Please provide Information on your organization's background, history and mission:
Community members organized Mountain Roots Food Project in 2010 as a grassroots initiative to build a sustainable local food system. The first vacant-lot urban garden engaged more than 50 volunteers and produced 600 pounds of food for local food pantries and schools. Momentum built quickly, and with the annual engagement of 300+ volunteers contributing over 4,000 hours per year projects, by 2014 Mountain Roots had established a district-wide Farm to School Program, a network of youth and community gardens, and conducted a Community Food Assessment to inform the food security initiatives that would be piloted over the next few years. Cooking Matters (a free six-week course for low income people), Backyard Harvest (a food rescue/food donation program), and The Giving Garden became anchors for the Food Security program. The demand for fresh, local food has continued to increase, outpacing supply and presenting more equity challenges. By 2016, the demand for our Food Security programs doubled each year, and the school district requested an expansion of the environmental education and nutrition education programs. In 2017, Mountain Roots established a 2-acre diversified community farm, launched a beginning farmer training program, and helped to establish a Producer's Guild cooperative and an 80-member CSA (Community Supported Agriculture weekly food box program) to support emerging farmers establish their farms and expand their production for local and now regional markets.

What is the primary focus of your organization?
Overall: Today, Mountain Roots Food Project engages and serves over 5,600 unique individuals (over 1/3 of the community's population) with local food – whether in production, distribution, education, or as recipient of or donors to hunger relief efforts. Our work crosses socio-economic demographics and positively impacts community and individual health, education, culture, quality of life, economy, and conservation / environment.

Specific to COVID-19: When coronavirus hit, Mountain Roots stepped up to the front lines of the emergency food response, providing staff and AmeriCorps members to fill vacancies left when a majority of the food pantry's regular volunteers (all seniors) stepped back to reduce their risk of exposure. When CBMR and the majority of restaurants closed, Mountain Roots and the Gunnison Country Food Pantry worked together to rescue thousands of pounds of food and re-distribute to people in need. Next, Mountain Roots convened long-standing partners including the school district, the food pantry, Gunnison DHHS and others to quickly assess the overall food needs, identify resources, and to collaborate on rapid response funding requests. Then, within the span of ten days, Mountain Roots imagined, developed, and launched a Family Supper Program that provides 1000-1600 meals *per*

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

week to low income families in response to the impacts that coronavirus is having on families.

Approximately how many low-income customers (please note individuals and/or households) are being served by your organization?

Mountain Roots provides direct services to 12,700 individuals in vulnerable population groups across a 5-county region of rural Colorado mountain communities. In Gunnison, Mountain Roots provides food, food resources, and education to 1280 individuals: 500 adults and all 780 of the low-income children in the Gunnison school systems.

Please describe the organizational capacity-building activity and/or technology you are requesting support for:

As part of the social distancing measures required to combat COVID-19, the way people, institutions, and governments buy and acquire food has changed. While this has disrupted (closed) markets for some Colorado producers at the same time as it has created some new opportunities.

As a short snapshot of capacity building and technology that MR has needed / will need related to COVID 19:

1. Rental of a mobile commercial kitchen to prepare meals for the hungry for 6-8 weeks
2. Acquire a refrigerated van for meal and fresh food deliveries
3. Cold food storage (refrigeration and freezer), to increase the community's capacity to connect with local and regional food resources (producer-to-consumer, food hub-to-food hub, and food rescue-to- those in need)
3. Purchase of an on-line marketplace sales platform for farmers to reach consumers digitally and the training / tech assistance to get it set up *fast*. (We represent 7 local farmers, and could better connect to the regional network of 100+ farms and 2 other food hubs)

Please describe the expected outcomes and the impacts CCAA support will have on the capacity of your organization and/or the Community Action network of Colorado:

The overall outcome of all capacity building request is: More food to more people.

Specifically,

1. Mountain Roots will apply and activate the results of rapid response research around food systems while they are immersed in COVID-19 and during the comprehensive community recovery. MR will provide a responsive solution to emerging trends such as: surge in local food spending, 807% increase in on-line purchases, the need for delivery options vs. in-person options, combined with an exponential increase in the number of people who find themselves in a place of need due to job loss, illness, closures, and other COVID challenges.
2. As a small food hub that's been in high demand during the COVID-19 crisis, increased storage capacity allows MR to be a more valuable connection between food resources and food needs, serve as a midpoint between two other regional food hubs in neighboring counties, and make better use of the state-wide Colorado Food Matchmaking resource.

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

3. Promote the health and wellness of the population, especially vulnerable populations, and to limit negative impacts of economic and food supply chain disruptions resulting from COVID-19.

What contribution has/will your agency be making toward this activity?

1. Mountain Roots has the bulk of the infrastructure in place – they have a food hub location and some cold and dry storage – for example, they have an 8x8 walk in refrigerator, they need funding to cover electricity for 3 months, because they typically don't turn it on until June when the farm harvests start coming in. They have a small chest freezer; they want to purchase a 24 cu ft. upright freezer.
2. Mountain Roots has solid staff of 20 people, including AmeriCorps service members, to implement all projects. This includes one primary staff member who is dedicated to aggregation and distribution and to the transition to the online platform that will better connect farmers and ranchers who have product with local consumers, and the on-staff kitchen crew that are preparing meals for the hungry.
3. The cost of the meals they are preparing and delivering is covered. Mountain Roots has received donations and rapid-response grants that cover the cost of the meals that are being prepared, equivalent of $6,000 per week for 1,000-1600 meals per week to low-income families.
4. Mountain Roots will assume responsibility for the ongoing expenses of the online marketplace platform, electricity for cold storage, and kitchen rental after 3 months to ensure the long term sustainability of the projects we put in motion today.

If request is technology-based, would you be willing to accept donated (refurbished) equipment or are you requesting to purchase equipment and be reimbursed?

If requesting reimbursement for purchasing technology, does your agency have a Techsoup account to purchase reduced cost equipment?

Please list all expected expenses associated (individually with projected cost indicated) with this activity along with projected dates of expenditures of support:

$366 storage space
$1,000 upright freezer (purchase)
$180 electric 3 months
$800 commercial kitchen rental
$1000 online marketplace platform start up / set up
$450 on line marketplace subscription 3 months
$500 down payment on refrigerated delivery van

$4,296 total for Mountain Roots

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

Colorado Community Action Association

Our Mission is to partner with other private and public organizations,
Including CSBG Grantees, serving low-income people,
Through advocating, communicating and providing educational and training resources.

Mini-Grant Request Budget

Requests for support are limited to the areas listed below. Please contact the CCAA if your needs or requested support fall outside of these areas. All support is direct purchase on behalf of the recipient and/or reimbursement-based (which will require submission of backup documentation to support the expense).

Item Type	Required Specifications and/or Features	Calculation/Narrative	Dollar Amt.
Laptop		Number of Laptops Requested:	$
Printer/Scanner/Copier		Number of Printers/Scanners/Copiers Requested:	$
Laptop Software Upgrades		Number of Laptop Software Upgrades:	$
Internet Wireless Router		Number of Internet Wireless Routers:	$
	Other Equipment:	Description and Number:	$
Capacity-Building	Description: Commercial Kitchen rental	Description and Number:1 Inspected/licensed	$800
Capacity-Building	Description: online market place platform	Description and Number:1 Startup/setup/subscription x3 months	$1450
Capacity-Building	Description: storage	Description and Number:1 16x16 ft	$366
Capacity-Building	Description: Utilities	Description and Number:1 Electric for 3 months	$180
Supplies	Description: Upright freezer	Description and Number:1 GE Garage Ready 21.3 cu. Ft. Frost Free Upright Freezer in White, Energy Star	$1000
	Description: Transportation	Description and Number:1 down payment of refrigerated van	$500
		TOTAL Support Requested=	$4,296.00

Comments/Questions

Please use this section to provide any miscellaneous comments, or to advise CCAA staff of additional information pertaining to your request:
Thank you for your consideration, stay safe.

Helping People. Changing Lives.
community Action
PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org

Colorado Community Action Association

Our Mission is to partner with other private and public organizations,
Including CSBG Grantees, serving low-income people,
Through advocating, communicating and providing educational and training resources.

Certifications

I certify that all information provided in this mini-grant application is accurate.
I certify that I understand any CCAA mini-grant funds provided may not be used to support activities that have been funded by another funding source.
I certify that all CCAA mini-grant support provided will be effectively implemented to provide high quality CSBG services.

Elizabeth Holena	Elizabeth Holena Manager Gunnison DHHS Heath and Human Services	4/23/2020
Signature (may be electronic)	Name/Title/Organization	Date

Completed applications should be submitted electronically to the CCAA by email at ccaa@coloradocommunityaction.org.
Applications deadlines are every Friday at Noon MST until funding is no longer available.

Helping People. Changing Lives.
community Action
PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK

Colorado Community Action Association
PO Box 18321
Denver, CO 80218-0321
303.949.9934 Phone
coloradocommunityaction@gmail.com
www.coloradocommunityaction.org