

Regional Food Bank of Northeast Florida, Inc. d/b/a Feeding Northeast Florida –

Growing to Meet the Need Program

FY 2024-2025 City Grant Proposal Term Sheet

Grant Recipient: Regional Food Bank of Northeast Florida, Inc. (d/b/a Feeding Northeast Florida) (“FNEFL” or “Recipient”)

Program Name: Growing To Meet The Need (the “Program”)

City Funding Request: \$ 152,362

Contract/Grant Term: October 1, 2024 – September 30, 2025

Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

PROGRAM OVERVIEW:

Food insecurity affects 12.5% of the Northeast Florida region, or approximately 272,600 people. Even with a twelve-county reach, Feeding Northeast Florida (FNEFL) focuses 58% of our efforts to benefit Duval alone, as this is overwhelmingly the highest area of need. In Duval, we are addressing food insecurity for 75,120 adults and 51,250 children, while combating a \$100,868,000 county-wide food budget shortfall. As we celebrate a decade of service to our shared home of Duval, and FNEFL’s eleven additional counties, the food bank seeks an investment from the City of Jacksonville (COJ) to conclude work on our Jacksonville-based headquarters that will expand storage facilities, convene community partners, and solidify efficiencies.

For ten years, FNEFL has grown in physical and operational capacity to provide enough immediate and ongoing food and nutritional education assistance to our neighbors through thoughtful programming, an experienced food banking team, and strong relationships that have built a 495-partner hunger-relief network. In the summer of 2024, we consolidated two Jacksonville-based facilities (65,000 square feet combined) into one 110,000 square foot warehouse with operational efficiencies and state-of-the-art features that enable FNEFL to provide high-quality services: an expanded Volunteer Center, a Community Kitchen, an Education Center, event space available to community partners, increased cool and dry storage, a Demonstration Garden, and a Center for Nutrition Security.

From our move-in date of June 2024 to present, the team has had four months to operate in the new warehouse located at 5245 Old Kings Road. Approximately 80% of the activity at this facility is dedicated to supporting Duval County residents. We have identified existing work to complete and adjustments to be made to the physical infrastructure for the warehouse to remain a safe and efficiently run facility:

1. A modification to the receiving Truck Well is required to accommodate a greater variety of vehicles that deliver donations and food purchases.
2. Due to temperature differences between the Primary Cooler and the Receiving Bay, a dehumidifier system is required within the Cooler to prevent condensation to unsafely pool on the floor where team members work to store and transport food.
3. Caused by the high humidity of Florida, our secondary, smaller cooler used by Volunteer Services and the Agency Share Floor (“Volunteer Cooler”) produces condensation. The volume of condensation causes the

water to flow under a protective block wall, producing a high risk of water damage to adjacent administrative offices. To address this, we must install a drier system within the wall space.

4. Although high-speed doors on the Primary Cooler and Freezer tout numerous benefits (temperature control, energy efficiency, workflow efficiency, and food safety), automated doors can result in injuries without the proper safety measures in place. We must install a Horn & Strobe system to the doors that will sound an alarm/strobe before the door automatically closes to ensure the warehouse team can safely navigate walking and rider pallet jacks, as well as forklifts, under the open doors without risk of injury.
5. We are proud to host well-resourced gathering spaces at the food bank that are available to community partners as an Education Center and an Event Space. Gathering spaces ensure the community can convene key stakeholders for meetings and conferences that aim to progress on critical initiatives that improve our community. To utilize these spaces to their full potential, we must install additional lighting options and system infrastructure.

There are numerous elements that occur behind-the-scenes that contribute to the successful operation of a regional hunger-relief organization supporting community members of the City of Jacksonville, Duval County, and eleven surrounding counties. With funding assistance from COJ focused on infrastructure, we can course-correct key pain points and enhance the level of care we give to local families. Thank you for your consideration and support of this initiative.

PROGRAM SCOPE OF WORK AND DELIVERABLES:

1. Modification to the Truck Well: To adjust the well to the appropriate height, we must pour eight additional inches of concrete. We must also build up the storm drain to keep water from pooling in the well.
2. Primary Cooler Dehumidifier System: Installation of the system would include installation of panels, wiring, two desiccant driers, and sealing all seams to be weatherproof.
3. Volunteer Cooler Drier System: To correct the condensation issue, we must install a drier system within the 6-inch wall space between the Cooler and the Administrative Offices. This dryer system is smaller and less advanced than the dehumidifier system listed in the second project due to the differences in specific nature of the problems to correct within both coolers.
4. High-Speed Door Alarm: We must install a Horn & Strobe System to the Primary Cooler and Freezer speed doors to ensure the warehouse team can safely navigate walking and rider pallet jacks, as well as forklifts, under the open doors without risk of injury.
5. Lighting-Convening Spaces:* The installation of lighting and system infrastructure includes:
 - a. House Lighting: 2 Power Driver LED Lights; 20 Spatial Flat LED Lights; and 20 Canopy LED Lights
 - b. System Infrastructure: 5 cables; 1 install component that includes connectors, jumpers, custom plates, and panel mounts; 1 Case; system control components.
 - c. Electrical Infrastructure to support the energy of the System Infrastructure-specific work to be determined by electrician.

*These enhancements result in lighting options to accommodate numerous types of convenings (conferences, special events), increased visibility in high-traffic areas, lighting that guides guests to essential services, and lighting that can highlight the efforts of Volunteers in combating food insecurity.

Deliverables:

FNEFL will provide details regarding progress of all projects, including when items are completed. Output Metrics that can be expected include qualitative reports that explain the improved operations possible with the completion of each project. We expect additional deliveries to be expected in the Truck Well from a variety of vehicles, a decrease/elimination of condensation on the floor of the Primary Cooler, decrease/elimination of condensation in between the Volunteer Cooler and adjacent Administrative Offices, elimination of injuries associated with the closure of the speed door, increased visibility in high-traffic areas, and an increase in the use of convening spaces.

PROGRAM COSTS/PAYMENT TERMS:

City funds shall be expensed in accordance with the approved budget. Funds will be disbursed on a reimbursement basis upon the City’s receipt and approval of required documentation including but not limited to paid invoices, cleared checks and bank statements. Prior to commencement of improvements, Recipient shall provide the City with proof that all required permits and approvals have been obtained. Recipient shall also be required to provide proof of the total actual cost of improvements.

All machinery and equipment shall be installed and all improvements completed on or before 9/30/25.

Identified improvements have been quoted with a total cost of \$190,520. Recipient has requested 80% funding support and a maximum contribution of \$152,362 from City of Jacksonville for these costs. In the event total actual costs are less than \$190,520, the City’s contribution shall not exceed 80% of the total actual costs.

Cost Estimates:

	COJ	FNEFL	Total
Primary Cooler Dehumidifier System and Installation	\$52,000	\$13,000	\$65,000
Volunteer Cooler Drier System and Installation	\$5,600	\$1,400	\$7,000
Speed Door Alarm System and Installation	\$3,680	\$920	\$4,600
Lighting and System Infrastructure with Installation	\$39,082	\$9,918	\$49,000
Truck Well and Ramps	\$52,000	\$13,000	\$65,000
	\$152,362	\$38,238	\$190,600

PROGRAM IMPACT & REPORTING:

Goal 1: Completion of all projects within the grant period.

- Projects 1-4 are shovel-ready and awaiting the approval of funding to commence. Each of the three projects are anticipated to be completed in the first six months of the grant period. The fifth project must have an electrician inspect and quote the electrical work, which will occur before the end of 2024. All projects will follow a project plan to be established between the Chief Operating Officer (COO) and the vendor, with the COO monitoring progress against the plan. Any delays will be addressed by the COO.

Goal 2: Increased quantity and variety of truck deliveries that utilize the renovated Truck Well.

- Through our business management hub NetSuite, we track the number of deliveries in a period. FNEFL will measure the number of deliveries to the truck well from time of completion to the end of the grant

period. The Warehouse/Inventory team will report on the number of trucks denied before the renovation compared to after the completion of the project.

Goal 3: Decrease/Elimination of condensation on the floor of the Primary Cooler.

- After the project has been completed, the Facilities Manager will observe the Primary Cooler as part of continuous safety inspections and report to the monthly Safety Meeting the status of the cooler floor.

Goal 4: Decrease/Elimination of condensation between the Volunteer Cooler and adjacent Administrative Offices.

- After the project has been completed, the Facilities Manager will observe the Volunteer Cooler Wall as part of continuous safety inspections and report to the monthly Safety Meeting the status of the condensation.

Goal 5: Elimination of injuries associated with Speed Door.

- After the project has been completed, the Facilities Manager will report the number of injuries, including injuries associated with the Speed Door, to the monthly Safety Meeting.

Goal 6: Increased visibility within the Advocacy Hallway and Pre-Event Space, as well as increased use of the Education Center and Event Spaces by FNEFL and Community Partners.

- After the project has been completed, FNEFL will record the number of gatherings that occur in the convening spaces, as well as survey the FNEFL team to gain feedback as to the visibility within high traffic areas that required new lighting.

Upon completion of the property improvements (Program), Recipient shall provide the City with proof that all mechanic/construction leans have been removed and a certificate of occupancy (or equivalent certification of completion) has been received.

ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

If City funds expended for real property improvements are equal to or greater than \$25,000, Recipient shall enter into a restrictive covenant agreement with the City of Jacksonville to ensure dedicated use of the relative facilities or properties for public purposes for a period of not less than ten years.

FY2025 City Grant Application
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: Regional Food Bank of Northeast Florida, Inc. (d/b/a Feeding Northeast Florida)
Program Name: Growing to Meet the Need
Agency Fiscal Year: January 1-December 31

BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
1 N/A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy -04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$125,600.00	\$22,000.00	\$0.00	\$100,362.00	\$0.00	\$3,238.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Real Property Improvements)	\$0.00	\$0.00	\$65,000.00	\$13,000.00	\$0.00	\$52,000.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$190,600.00	\$35,000.00	\$0.00	\$152,362.00	\$0.00	\$3,238.00
Direct Expenses Total	\$0.00	\$0.00	\$190,600.00	\$35,000.00	\$0.00	\$152,362.00	\$0.00	\$3,238.00
Percent of Budget	-	-	100.0%	18.4%	0.0%	79.9%	0.0%	1.7%

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost
 FY 2025 City Grant Application
 Program Budget Narrative (Max. 2 Pages)
 Proposed Funding Period: FY 2024-2025
 COJ Funding Only**

Agency: Regional Food Bank of Northeast Florida, Inc.

Program Name: Growing to Meet the Need

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

II. Operating Expenses

III. Operating Capital Outlay:

Machinery & Equipment - 06402

Machinery and Equipment to be installed at the facility have been estimated to have a total cost of \$125,520. FNEFL is requesting an 80% grant, as detailed below.

	COJ	FNEFL	Total
Primary Cooler Dehumidifier System and Installation	\$ 52,000	\$ 13,000	\$ 65,000
Volunteer Cooler Drier System and Installation	\$ 5,600	\$ 1,400	\$ 7,000
Speed Door Alarm System and Installation	\$ 3,680	\$ 920	\$ 4,600
Lighting and System Infrastructure with Installation	\$ 39,082	\$ 9,918	\$ 49,000
	\$ 100,362	\$ 25,238	\$ 125,600

Other - (Please describe)

Other Real Property Improvements (Truck Well & Ramps) is anticipated to cost \$65,000. FNEFL is requesting an 80% grant of \$52,000.