



The Friendly Kitchen

The Friendly Kitchen seeks to provide a meal for the hungry in a warm and caring non-discriminating environment through the coordination of community volunteer resources.

In partnership with



To: Matt Walsh, City of Concord----

From: Valerie Guy, The Friendly Kitchen
Ellen Groh, Concord Coalition to End Homelessness (CCEH)

Date: July 24, 2020

Re: CDBG-CV Funding Application

Dear Mr. Walsh,

The Friendly Kitchen (TFK) and the Concord Coalition to End Homelessness (CCEH) respectfully submit this request to be included in an application by the City of Concord for CDBG-CV funding. As part of our response to COVID-19, TFK and CCEH are working in partnership to provide increased access to warm, safe, socially distanced, inside space during daytime hours in the coming winter season.

The Need:

In typical times, TFK is only open during breakfast, lunch and dinner mealtimes in winter, and is staffed primarily by volunteers. TFK has been offering “to go” meals only since the pandemic. It has been hard to access volunteers during this pandemic, as many volunteer groups are either organization-based or consist of older volunteers.

In typical times, CCEH’s daytime Resource Center is only open from 9 am- 1 pm, Monday through Friday, and we also rely on volunteers to help oversee the space and assist guests. The Resource Center has been operating outside, under a canopy tent, since the pandemic started, but we intend to bring operations back inside in October. It is still unclear how many individuals can safely be inside at the same time, and we are researching UV-C air purification systems.

Many of the public places that people experiencing homelessness typically access during the day may not be available due to COVID-19, such as public libraries and fast food restaurants. Access to restrooms and places to get warm may be severely limited this winter. This, in combination with the drastically longer periods of exposure to the elements without reprieve, greatly increased the risk of harm, or even death, of people struggling with homelessness

Proposal:

Details are still being finalized, but safe, indoor, socially distanced space would ideally be provided at the TFK, in between the lunch and dinner mealtimes. TFK would provide paid staffing to oversee the space, and CCEH is committed to providing case management support at TFK for two hours each weekday during the extended afternoon hours. TFK staff have identified several ways in which they could possibly provide a safe and monitored environment for both volunteers and guests.

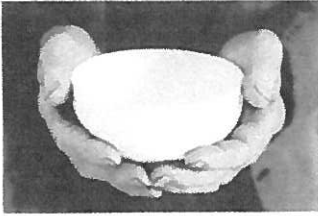
If, as plans are finalized, it becomes apparent that TFK space cannot be utilized as expected, these extended hours would be provided either at the CCEH Resource Center, or at another site to be identified. However, CCEH has a much smaller space than TFK, and fewer individuals could be inside in the afternoons. Additionally, CCEH is exploring a partnership with Waypoint, unrelated to COVID-19, to possibly serve homeless youth aged 18-24 at the Resource Center in the afternoons, making that space unavailable. If the Resource Center is utilized for afternoon hours, CCEH would have the same need for some additional paid staff to help oversee the space.

Details: of Operations:

- Three part-time, temporary staff persons from TFK on site in dining room during all open hours, with one of those staff to potentially provide case management services
- CCEH to provide on-site case management 2 hours per day, Monday-Friday
- TFK and CCEH to work collaboratively to ensure the hours at the overnight Winter Shelter, the Resource Center, and the Friendly Kitchen are designed to allow guests to move from one location to the other without requiring additional time outside
- Strict rules in place at TFK to prevent behavior issues and to reduce the potential spread of the virus, including mandatory masks and check-in procedures
- With 6-foot spacing, approximately 60 guests can be inside the dining area at one time

Budget: Please see the attached budget form, which includes funding for:

- Increased staffing for TFK, both to serve meals indoors and to monitor the space between meals.
- UV-C air purification system for TFK to make indoor air safer
- Paper plates and utensils to lower the risk of spreading Covid-19.
- Cleaning supplies, non-permanent partitions to create case management area and separation between kitchen and dining area
- Operational expenses increased by extended hours of use



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PERSONNEL	\$53,280
TAXES	\$11,500
AIR PURIFICATION	\$10,000
FOOD PREP EXPENSES	\$14,350
REPAIRS/ MAINTENANCE/JANITORIAL SUPPLIES	\$4,000
UTILITIES	\$8,450
SUPPLIES	\$14,230
TOTAL	\$115,810