



## 2018 S.L. Gimbel Foundation Fund Holiday Food Program Grant Application

Internal Use Only:
Grant :



### Organization / Agency Information

<b>Organization/Agency Name:</b> Covenant House, Inc.		
<b>Physical Address:</b> 600 Shrewsbury Street		<b>City/State/Zip:</b> Charleston, WV 25301
<b>Mailing Address:</b>		<b>City/State/Zip:</b>
<b>CEO or Director:</b> Ellen Allen		<b>Title:</b> Executive Director
<b>Phone:</b> 304.344.8053 ext. 20	<b>Fax:</b> 304.344.4331	<b>Email:</b> ecallen@wvcovenanthouse.org
<b>Contact Person:</b> Angela Douglas		<b>Title:</b> Development Coordinator & Ex. Assistant
<b>Phone:</b> 304.344.8053 ext. 22	<b>Fax:</b> 304.344.4331	<b>Email:</b> adouglas@wvcovenanthouse.org
<b>Web Site Address:</b> <a href="http://www.wvcovenanthouse.org">http://www.wvcovenanthouse.org</a>		<b>Tax ID:</b> 31-1015583

### Program / Grant Information

<b>Program/Project Name:</b> Covenant House Food Pantry			<b>Amount of Grant Requested:</b> \$15,000
<b>Total Organization Budget:</b>  \$1,390,934	<b>Per 990, Percentage of Program Service Expenses (Column B / Column A x 100):</b>  84%	<b>Per 990, Percentage of Management &amp; General Expenses Only (Column C / Column A x 100):</b>  15%	<b>Per 990, Percentage of Management &amp; General Expenses and Fundraising (Column C+D / Column A x 100):</b>  16%
<b>Purpose of Grant Request (one sentence):</b>  This request is to help stock our food pantry with healthy food and to provide diapers and hygiene products for the homeless and working poor.			
<b>Gimbel Holiday Grants Received: List Year(s) and Award Amount(s)</b> 2014 \$10,000 2015 \$10,000 2016 \$11,000			

### Signatures

<b>Board President / Chair: (Print name and Title)</b>  Daniel Lattanzi, Esq., Board President	<b>Signature:</b> 	<b>Date:</b>  10/26/18
<b>Executive Director/President: (Print name and Title)</b>  Ellen Allen, Executive Director	<b>Signature:</b> 	<b>Date:</b>  10.26.2018

## 2018 S.L. Gimbel Foundation Fund Holiday Grant Application

Please provide the following information for items I. through III. by answering all questions in ONE PAGE-12 Font. Please be thorough, clear, specific, and concise.

**I. Organization/Agency Background:** State your mission, vision, purpose, and provide a brief history. What are your core programs and activities? How many people do you serve? How many paid staff, full time and part-time? How many volunteers?

Covenant House was founded in 1981 to help people with the fewest resources meet their basic needs: food, clothing, and shelter. After 38 years, our core mission remains the same. Whether a person is homeless, facing eviction, or needs food for their table, Covenant House is a safety net, an advocate, and a safe haven in times of crisis.

**Our Mission:** "Covenant House of West Virginia is dedicated to working for justice by offering direct services for people in need while creating social change through advocacy and education. Covenant House is dedicated to social justice through our efforts to eradicate hunger, homelessness, and poverty. Our diverse faith, cultural, and belief traditions unite us in reaching out to those in need, irrespective of race, class, gender, religion, creed, sexual orientation, gender identity, age, disability, or national origin."

**Our core programs and activities:** We operate the only day shelter in our Capitol city. People experiencing homelessness, or vulnerability to homelessness, can access the following services: shower and laundry facilities; a choice food pantry; clothing and diapers; hygiene packs and/or female hygiene products; utility assistance and access to various community resources; access permanent housing through our Rapid-Rehousing, Housing First, and Community Housing initiatives; SNAP and/or Medicaid enrollment; a LGBTQ website (<http://drrainbow.org>) for culturally sensitive health care providers to the LGBTQ community; and other education, awareness, and advocacy initiatives advancing social justice in Appalachia. Covenant House hosts the Centralized Point of Entry for our community's homeless population. Special events include Adopt-A-Family Christmas Program, Construction food drive and our signature fundraiser, Chef's Challenge.

We employ 10 full-time, two part-time staff, two AmeriCorps and 100 plus volunteers, over 30 of whom volunteer in the Covenant House Food Pantry on a weekly basis.

**II. Project Information:** Describe your food distribution program. **ANSWER ALL QUESTIONS.** Explain the community need including demographics, geographic characteristics of the area or community to be served, community conditions and income level. What are the specific activities of the food program?

The Covenant House Food Pantry is located at the First Presbyterian Church near Covenant House. Food is secured by donations from local churches, individuals, schools, Facing Hunger Food Bank, and Mountaineer Food Bank. We primarily serve the City of Charleston and Kanawha County. The vast majority of our program participants are chronically homeless and the working poor; our community's most vulnerable citizens, most of which qualify for Medicaid. We identify and qualify eligible participants through DHHR documentation, the HMIS system Service Point, and our collaboration with similar local organizations as a member of the Kanawha Valley Collective.

The food pantry is open Monday-Friday for a total of 17.5 hours per week. The pantry has one part-time staff member and many dedicated volunteers. Our pantry is unique because it is a choice pantry that includes canned food, meats, milk, and fresh vegetables. Families may visit the pantry every 14 days. We provide nutritionally appropriate choices and the amount of food distributed per family is based upon the USDA food pyramid for choice pantries. The goal of our food pantry is to eradicate hunger in our community.

In 2017, we distributed 125,375 pounds of food, serving 14,142 men, women, and children.

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**2018 S.L. Gimbel Foundation Fund  
Holiday Grant Application**

**III. Project Budget**

Please provide a detailed line-item budget for your project by completing the budget form below. **The maximum requested amount is \$15,000** or 25% of your operating budget, whichever is less. You can request for less than \$15,000. You may delineate your line items requests per examples below:

- 85% of total request for the purchase of food items only. (Ex. Total request of \$15,000; 85% is \$12,750 for food)
- 15% of total request for female hygiene products and/or diapers. (Ex. Total request of \$15,000; 15% is \$2,250 for diapers and female hygiene products)
- 100% of total request for the purchase of food items
- Canned tuna will not be funded.

**Food items must be delineated (i.e. canned vegetables, soup, pasta, dried beans, rice, etc.). For each food item, indicate the cost per unit (pound, carton, case, etc.) and the quantity. See attached example.**

Line Item	Line Item Description	Requested Amount
Canned Meat	1,000 cans (Chicken, Beef and Pork only)/ \$2.00 per can/ Prices may vary.	\$2,000
Ground Beef	875 ind. wrapped packages of 1 lb. ground beef/ \$2.00 per 1 pound	\$1,750
Canned Milk	2,000 cans/\$1.00 per can/Prices may vary.	\$2,000
Canned Vegetables	2,000 cans/\$1.00 per can/Varieties of vegetables. Prices may vary.	\$2,000
Canned & Dried Beans	2,000 can/packages/\$1.00 per can/packages. Various varieties of beans. Prices may vary.	\$2,000
Rice	1,500 bags/\$1.00 per bag. Prices may vary.	\$1,500
Pasta	1,500 bags/\$1.00 per bag. Prices may vary.	\$1,500
Diapers	5,800 diapers/200 packages of diapers/\$6.00 per package (Quantity will vary)	\$1,200
Female Hygiene Products	3,500 tampons/7 cases/\$59.74 per case 4,800 maxi and ultra-thin pads/ 100 packages/\$4.98 per package 3,240 panty liners/27 packages/\$4.98 per package (Quantity will vary)	\$1,050
<b>TOTAL:</b>		<b>\$15,000</b>

**IV. Administrative Expenses Percentage**

This section calculates how much the organization spent for general management, overhead, indirect items as a percentage of the organization's total expenses. The figures are based on your most current 990 form that you submitted, Part IX Statement of Functional Expenses.

Management & general expenses (Column C only)	/Total expenses (Column A)	= Administrative Percentage
\$224,200	\$1,550,332	15%

## **SL Gimbel Foundation Holiday Food Grant Final Evaluation Report**

### **Name of Organization**

Covenant House, Inc.

### **Grant #**

20160690

### **Grant Period**

12/14/2016-6/30/2017

### **Location of your organization**

**City** Charleston

**State** West Virginia

### **Name and Title of person completing evaluation**

Angela Douglas, Development Coordinator

### **Phone Number**

3043448053

### **Email Address**

adouglas@wvcovenanthouse.org

### **Total number of clients served through this grant funding**

8,098

### **Approximate volume of food purchased with grant funds?**

165 packages of Diapers

1,007 cans of Meat

2,168 cans of Milk

2,298 cans of Soup

2,772 cans of Beans

2,996 packages of Rice

### **Describe the project's key outcomes and results based on your goals and objectives:**

The goal of this project was to provide food for the homeless and working poor in Kanawha County, West Virginia through Covenant House's food pantry. The project resulted in 8,098 people obtaining food that may have been unable to without our assistance.

**Please describe any challenges/obstacles the organization encountered (if any) in attaining states goals & objectives.**

After our Canstruction event in April where colossal art structures are built entirely out of canned food we had 12 pallets of canned food. Space for storing food from that and this grant became a problem.

**How did you overcome and/or address the challenges and obstacles?**

We worked with First Presbyterian Church where our Food Pantry is located and they graciously let us use one of their Sunday School classrooms to store the food for the last few months. Now we are only down to a couple pallets of food which will be gone by the end of July.

**Describe any unintended positive outcomes as a result of the efforts supported by this grant.**

As of June 2016, Covenant House's food pantry was able to serve 7,166 people. During the December 2016 - June 2017 grant cycle Covenant House has been able to provide 8,098 people with food. Thanks to the S.L. Gimbel Foundation we have already been able to provide 932 more people with food than this time in 2016. Southern West Virginia is economically devastated because of the dying coal industry. Your support helped us reach more insecure families.

**Briefly describe the impact this grant has had on your organization.**

This grant has provided funding to allow Covenant House to provide healthy, nutritious meals to a higher number of our community's most vulnerable citizens.

**Please provide a brief narrative on how the funds were used to fulfill grant objectives.**

**Support documents (receipts or expenses reports) can be emailed to [klampert@thecommunityfoundation.net](mailto:klampert@thecommunityfoundation.net) or faxes to 951-684-1911.**

Through thrifty shopping we are to purchase more diapers, milk, soup, beans and rice with the grant money. With meat costs on the rise we weren't able to purchase 2000 cans but only 1007 cans.

The breakdown of our spending:

Item	Quantity we said we would purchase	Amount Awarded	Purchased	Spent
Diapers	125 packages	\$1,000.00	165 packages	\$1,001.84
Canned Meat	2000 cans	\$2,000.00	1,007	\$2,001.64
Canned Milk	2000 cans	\$2,000.00	2,168	\$2,000.28
Canned Soup	2000 cans	\$2,000.00	2,298	\$1,997.88
Canned Beans	2000 cans	\$2,000.00	2,772	\$2,000.11
Rice	2000 cans	\$2,000.00	2,996	\$2,001.45
	<b>TOTAL</b>	<b>\$11,000.00</b>	<b>11,241 cans/ 165 pkg diapers</b>	<b>\$11,003.17</b>

**Please relate a success story:**

Not long after Christopher moved in with his cousin Jacob, Jacob suffered an accident and had to be hospitalized for several months. Christopher went from a two income household to a one income household overnight. Christopher mentioned how hard it was to make sure all the bills got paid and have money to eat. He asked if we had any food to give him and I was able to direct him to the Covenant House Food Pantry which he has utilized several times since the accident.

**Please relate a success story:**

The Thompson family recently moved to West Virginia and their SNAP card had to be changed from Florida to West Virginia but it still hadn't come in the mail after several weeks. They are on a fixed income and if not for our food pantry the family may not have had food for the rest of the month. We were able to give them a food voucher so they could go to the Food Pantry for food.

**Which category best describes your organization.**

Basic Needs Support

**What is your organizations primary Program Area of Interest?**

Homeless

**Percentage of clients served through grant in each Ethnic Group Category.**

Total must equal 100%

African American	17%
Asian/Pacific Islander	1%
Caucasian	69%
Native American	1%
Hispanic Latino	2%
All Ethnicities	0
Other	0
Unknown	10%

**Approximate percentage of clients served from grant funds in each category.**

Children Birth-5 years	8%
Children 6-12 years	9%
Youth ages 13-18	4%
Young Adults 18-24	15%
Adults	58%
Senior Citizens	6%

**Approximate percentage of clients served with disabilities from grants funds.**

No clients served with disabilities

Physically Disabled	1%
Blind & Vision Impaired	
Deaf & Hearing Impaired	1%
Mentally/Emotionally Disabled	6%
Learning Disabled	1%
Speech Impaired	
Other Disability	

**Approximate percentage of clients served in Economic Group**

At/Below Poverty Level	60%
Homeless/Indigent	5%
Migrant Worker	
Working Poor	35%
Other	


**Approximate percentage of clients served from grant funds in each population category.**

Single Adults	17%
Families	37%
Single Parent Families	22%
Disabled	7%
Ethnic Minority	
LGBTG	1%
Abused Women/Children	1%
Homeless/Indigent	5%
Immigrants	
Military	4%
Parolees	
Students	
Elderly	6%
Children/Youth (without families)	

## Food Pantry Grant Spending -

SL Gimbel Foundation					
Item	Rough Quantity	Amount Awarded	Quantity Left to Purchase	Purchased	Spent
Diapers	125 pkg	\$ 1,000.00	0	165	\$ 1,001.84
Canned Meat	2000 cans	\$ 2,000.00	993	1007	\$ 2,001.61
Canned Milk	2000 cans	\$ 2,000.00	0	2,168	\$ 2,000.28
Canned Soup	2000 cans	\$ 2,000.00	0	2,298	\$ 1,997.88
Canned Beans	2000 cans	\$ 2,000.00	0	2,772	\$ 2,000.11
Rice	2000 cans	\$ 2,000.00	0	2,996	\$ 2,001.45
	<b>TOTAL</b>	<b>\$ 11,000.00</b>	<b>993</b>	<b>n/a</b>	<b>\$ 11,003.17</b>



 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248164798  
July 26, 2013 LTR 4168C 0  
31-1015583 000000 00  
00017223  
BODC: TE

COVENANT HOUSE INC  
600 SHREWSBURY ST  
CHARLESTON WV 25301



RECEIVED  
7.26.13

081288

Employer Identification Number: 31-1015583  
Person to Contact: Mr Bayer  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 17, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in October 1981.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.



## Covenant House Board of Directors – 2018

<u>Board Member</u>	<u>Occupation</u>	<u>Officers</u>
Daniel Lattanzi, Esq.	Lawyer	President
W. Patterson Lyles	Pastor	Vice-President
Justin Williams, Esq.	Lawyer	2 <sup>nd</sup> Vice-President
Page Hamrick, Esq.	Lawyer	Treasurer
_____	_____	Secretary
Lisa Westfall	Vocational Rehabilitation Specialist	Immediate Past President
Kevin Baker, Esq.	Lawyer	
Bonnie Brown	Retired / Delegate	
Sarah D'Agostino	Human Resource Director	
Bill Harvit, Esq.	Lawyer	
Lindsey McIntosh, Esq.	Lawyer	
Venu Menon	Business Owner	
Natalie Roper	Executive Director, Generation West Virginia	
Ruth Sheff	Paralegal Specialist, US Dept. of Justice / Business Owner	
Teresa Sitler, MD	Physician	
Nancy Thomas	Retired / Volunteer – Covenant House Clothing Center	
Martha Walker	Retired / DHHR	

# Covenant House Board of Directors - 2018



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Vacant, Secretary

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(Started: January 1, 2012; term ends: December 31, 2018)

## COVENANT HOUSE MANAGEMENT STAFF:

Ellen Allen, Executive Director  
David Bennett, Assistant Director  
Angie Douglas, Development Coordinator & Executive Assistant  
Phil Hainen, Property Manager  
Tonda Johnson, Deputy Assistant Director  
Beth Lazear, Director of Program Services  
Stacy Reynolds, Finance Manager

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Revised 8.15.2018

**Part IX** Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	95,366.	42,915.	52,451.	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	420,019.	357,616.	62,403.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	31,351.	31,351.		
9 Other employee benefits	119,316.	67,092.	52,224.	
10 Payroll taxes	55,027.	41,953.	13,074.	
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch O.)	48,827.	34,703.	6,024.	8,100.
12 Advertising and promotion				
13 Office expenses	35,939.	20,342.	6,476.	9,121.
14 Information technology				
15 Royalties				
16 Occupancy	24,412.	22,140.	2,272.	
17 Travel	2,930.	2,266.	664.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	59,525.	40,498.	19,027.	
23 Insurance	6,120.	3,550.	2,570.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a ASSISTANCE TO INDIVIDUALS	572,774.	572,774.		
b COLLABORATIVE SERVICES	33,537.	33,537.		
c REPAIRS & MAINTENANCE	18,080.	11,065.	7,015.	
d OTHER GRANT EXPENSES	17,760.	17,760.		
e All other expenses	9,349.			9,349.
25 Total functional expenses. Add lines 1 through 24e	1,550,332.	1,299,562.	224,200.	26,570.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here  if following SOP 98-2 (ASC 958-720)

Covenant House, Inc.	2018 Budget
<b>Personnel Salaries</b>	593,832
<b>Salaries/Fringe</b>	183,961
Social Security/Medicare	36,543
Retirement	30,375
Long Term Disability	8,000
Unemployment	5,123
Workers Compensation	11,800
City Service Fee	1,720
Health Insurance	91,600
Payroll Expenses	2,200
<b>TOTAL PERSONNEL</b>	607,793
<b>Consulting &amp; Professional Services</b>	45,200
Auditor	9,500
<b>Technology Support, Contract Labor and other Professional Services</b>	35,700
Travel	18,500
<b>Staff Training /Development and Travel</b>	10,000
Truck	500
<b>Consumable Supplies</b>	14,500
CSO Supplies (Office Supplies)	9,000
CSO Postage	5,500
<b>Facilities</b>	27,900
Utilities	6,000
RJC Utilities	8,000
<b>Property Maintenance/Janitorial Service</b>	8,000
Property Insurance	5,000
<b>Other Costs</b>	20,400
Printing	10,000
Amortization	10,400
<b>Equipment/Furniture</b>	9,000
Equipment/Furniture	1,000
<b>Leased Equipment and Maintenance Contract</b>	8,000
<b>Miscellaneous</b>	23,500
Special Events/Fundraising	40,000
Food Pantry/Emergency Assistance	30,000
Antioch House/Health Spaces	3,000
Clothing Closet	500
<b>OPERATIONAL EXPENDITURES</b>	200,100
<b>Grant Expenditures</b>	503,041
ESG/HRG	98,000
ESG-CDC	27,576
FEMA/Broadway Care	9,000
Housing First I	26,619
Housing First III	47,799
Housing First IV	29,200
Housing First V	25,194
HOPWA	95,300
LGBT (Health Action)	31,000
State Budget Aids	43,370
<b>TOTAL OPERATING BUDGET</b>	1,120,934
<b>Income</b>	473,000
Individuals	198,000
Corporations	40,000
Foundations	165,000
Special Events	110,000
<b>Grants</b>	817,771
CBBS	7,107
ESG/HRG	340,000
ESG-CDC	35,000
HRVF	49,825
FEMA/Broadway Care	9,000
Housing First I	164,142
Housing First III	72,361
Housing First IV	48,091
Housing First V	48,391
HOPWA	134,042
LGBT (Health Action)	50,000
State Budget Aids	50,000
SHP	27,370
<b>Rental and Misc. Income</b>	37,700
Rental Income/Misc Income	17,000
Community Housing	5,700
<b>Anticipated Assets and Investment Income</b>	20,000
<b>Total Income</b>	1,328,471
<b>Total Net Loss/Gain</b>	(62,463)
Capital Depreciation	20,000
Transfer from Endowment for Repairs	(20,000)
<b>Total Income/Loss</b>	(62,463)
Depreciation	61,100
<b>Total Income/Loss after Depreciation</b>	(123,563)
<b>INVESTMENT ACCT BALANCE</b>	1,680,000
Withdraw to Offset Operational Losses	(62,463)
Withdrawal for Capital Expenses	(20,000)
% of Investment Account	5.00%