

# American Rescue Plan Act (ARPA) Funding Application

[Print](#)**Submitted by:****Status:** Open**Priority:** Normal**Assigned To:** Jonathan Storage**Due Date:** Open**Attachments**

- [ARPA Documents Food Truck.pdf](#) - 2021-12-14 06:52:44 pm

**American Rescue Plan Act (ARPA)****Funding Application****Non-Profit, Community Groups, Neighborhood Associations, and Businesses****APPLICATION DEADLINE: December 15th 2021**

Application must be completed in full to be considered. Applications may be submitted online using this fillable form. But forms and attachments may also be submitted by email to [ARPA@cityofcharleston.org](mailto:ARPA@cityofcharleston.org) or by U.S. Mail to City Manager's Office, 501 Virginia Street East Charleston, WV 25301.

All requests for funding **must be directly related to COVID-19 mitigation or recovery efforts** and must fall within the parameters of at least one of the goals set by the treasury department along with other requirements listed within this application.

**GENERAL INFORMATION****\* Name of Project/Program:**

So the hungry can eat- food truck

**\* Organization Name:**

Manna Meal

**\* Address:**

1105 Quarrier Street, Charleston, WV 25301

**\* Primary Contact Person:**

Amy Wolfe

**Title:**

Executive Director

**\* Phone:**

3043457121

**\* Email:**

amy@mannameal.org

**Federal Tax ID:**

31-0977670

**If applicable: DUNS Number:**

949124168

To obtain a DUNS number please visit <https://fedgov.dnb.com/webform> After obtaining, please register your organization with the System for Award Management at <https://sam.gov/SAM/>

**List the organization's owner(s), Board of Directors, senior staff members, and other key members:**

Zach Drennen, President Ann Garcelon, Vice- President Judy Margolin, Secretary Laura Wehrle Mike Burgess Ibastem Barazi Tim Bradford Marc Slotnick Kelsey Abad Cathy Townsend-Estep Shawn Taylor Patricia Paul Lynne Gianola -Acting Treasurer Senior Staff: Amy Wolfe, Executive Director Dave Harrison, Operations Manager/Head Chef

**Describe any partner organizations, their roles, and your relationship with them:**

Manna Meal has a long standing relationship with collaborating with community partners to improve results and outcomes. Manna Meal has engaged with the following groups or entities to enhance the proposed project by leveraging space, resources, and volunteer capacity. WV Health Right Kanawha Valley Collective United Way of Central WV Religious Coalition for Community Development City of Charleston CARES Office Charleston-Kanawha Housing Authority Trinity Evangelical Church Kanawha Valley Senior Services Cabin Creek Health Systems Covenant House Charleston Police Department Mountaineer Food Bank Facing Hunger

**BUDGETARY OVERVIEW - Must match Budget Worksheet****\* Funds Requested**

\$970,456

**\* Total Program/Project Cost**

\$1,064,256

**Annual Organization Budget**

\$857,650

**Request Summary**

1. Provide a narrative overview/summary of the request.

Topics that may be included but not limited to:

- a. Purpose and anticipated outcomes
- b. Individuals, entities, or communities served
- c. How the pandemic has necessitated this request
- d. Amount of any estimates and bids received to date
- e. Timeline for project completion

Food insecurity is not a new issue in Charleston. For years, West Virginia has had one of the highest rates of food insecurity in the nation. In the wake of the COVID-19 pandemic, however, as the cost of groceries has skyrocketed alongside a massive spike in unemployment, food insecurity in our area has developed into a full-fledged community crisis extending well beyond Manna Meal's current service area. For 45 years, Manna Meal has been serving nutritious meals to those in need. We provide two meals daily, 365 days a year, no questions asked, and we have never missed a meal. Housed in St. John's Episcopal Church in the center of downtown Charleston—within walking distance of the city's shelters, aged and disabled housing, and other assistance service organizations—we are ideally positioned to serve our community's most vulnerable populations. Even so, there are many hungry individuals and families in Charleston whom we cannot reach, and who cannot reach us, at this location due to challenges such as transportation, health, and weather-related issues, and more. Manna Meal is thus seeking funds to purchase a food truck that would allow us to expand our hot meal program and provide consistent access to nutritious meals to those who reside in other underserved areas of the city and may not be able to make it to our location downtown. This new mobile unit would also expand the services of our mobile food pantry, as clients would have the option to take with them bags containing several days' worth of food in addition to a hot meal. Manna Meal has witnessed a staggering increase in both food costs and need since the beginning of the pandemic in March 2020. While the number of meals we are serving has risen 49%, we know that significant need remains unmet—so we must continue to grow to meet it. While COVID-19 has perhaps most severely impacted those who were already experiencing poverty and hunger, thousands of individuals and families in Charleston are, as a result of the pandemic, currently facing food insecurity for the first time. All are welcome at Manna Meal, no questions are asked, and there are no eligibility requirements with respect to age, gender, income,

or residence, because we believe that no barrier should ever stand between a person and a nutritious meal. In order to measure the success of the food truck program, Manna Meal will track the number of individuals served at each feeding event. We aim to serve 150-200 meals daily, or 550-600 weekly. Once funded, we anticipate being able to acquire the truck and hire and train necessary staff within six months. By making Manna Meal's critical services available to more of our neighbors in need, the implementation of this new mobile unit would be a crucial step toward our entire community's recovery from the ongoing public health crisis. Estimates and Bids Received to Date \$231,486 - truck (one of four bids) \$5,500 - delivery \$4,000 - insurance \$5,000 - marketing \$60,000 - food \$6,000 - disposables (to-go containers, cups, cutlery) \$4,000 - small ware (pots, pans, etc.) \$125,400 - staffing One salaried manager at \$36,500/year Three full-time staff at \$29,640/year = \$88,920 \$870 - tables and chairs \$5,200 - fuel cost/year TOTAL \$447,456 - first year \$205,600 - second year (cost to operate minus truck cost, tables and chairs, delivery fees) Asking for funding for 4 years \$1,064,256

Attach any additional information such as bids, concepts, designs, letters of support, etc. If submitting electronically the documents must be in PDF, Excel, or Word format and total file size must not exceed 10 megabytes.

## Program/Project Details

\* 1. The funding will be used to:

- Start a new program/project  
 Maintain an existing program/project  
 Expand an existing program/project

\* 2. If funded, will the program/project be completed within FY 2022?

- Yes  No

If no, when is expected completion year?

Once funded, we anticipate being able to acquire the truck and hire the necessary staff within six months.

3. Which eligible ARPA Expenditure Category does this program/project represent (See <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf> for further details)? Please check all that apply:

\*

- Public Health  
 Negative Economic Impacts  
 Services to Disproportionately Impacted Communities  
 Premium Pay  
 Infrastructure  
 Other

4. Briefly describe the program/project funds are being requested for:

Manna Meal is seeking funding from the ARP to purchase a food truck to address food insecurity in underserved areas of the community exacerbated by the COVID-19 pandemic. In addition to the food truck purchase, this funding request includes expenses associated with operating the food truck, such as staffing (program manager and three hourly staff), food, supplies, fuel and maintenance. With a mobile food truck, we will be able to serve those in need who may not be able to get to Manna Meal's physical location in downtown Charleston. Many in our community do not have transportation or the means to travel to our location. Manna Meal will serve meals three days weekly during the initial six months of the program and increase to five days weekly after the pilot period. The mobile food truck will make nutritious meals accessible to individuals and families on the West Side, as well as other underserved areas in Charleston. We anticipate serving approximately 550-600 meals per week to those who, at present, often go without food at some point in their day.

5. Describe the need for this program/project:

In the wake of the COVID-19 pandemic, unemployment has drastically increased, and food insecurity is on the rise. More than 50 million people are experiencing food insecurity as a result of the coronavirus. Data from America's Health Rankings by United Health Foundation identifies food insecurity in West Virginia at 15.7%—fourth highest in the nation. Food insecurity describes a household's inability to provide enough food for every person to live an active, healthy life due to insufficient quantity of affordable, nutritious food. It is a complex problem that may be influenced by several factors including income, employment, race/ethnicity, and disability. Currently, unemployment rates are at the highest since the Great Depression, and, since the pandemic, food costs have also skyrocketed. According to Seth DiStefano, Policy Outreach Director at the WV Center on Budget and Policy, "The increased demand on household food budgets combined with lower earnings for families due to massive unemployment spike and significantly higher costs of groceries has led to a predictable outcome: West

Virginia families do not have enough to make it through the month." People are going hungry. Data collected through the Census Household Pulse Survey revealed that a staggering 82,000 West Virginia adults living with children reported that the children in their care were not eating enough because they simply could not afford the necessary food. Poverty rates have the most direct and constant effect on food insecurity, and the US Census' five-year estimate (2015-2019) identifies 20.7% of Charleston's population as living at or below the poverty level. Compounding the problem is the existence of a food desert in downtown Charleston. Food insecurity does not affect an individual or family as an isolated problem. It also leads to health-related issues such as malnutrition, which causes reduced muscle mass, decreased mobility and stamina, and difficulty staying warm. Deficiencies in vitamins and minerals lessens the body's ability to combat illness. Malnutrition causes heart disease, diabetes, and eye problems. Additionally, food insecurity increases behavioral health issues such as anxiety and depression. These conditions lessen our coping skills, impair judgement, increase anger, and decrease our ability to perform appropriately in a working or personal environment. If an individual is experiencing food insecurity, it is logical that they cannot afford medical treatment, so health problems become chronic, and contagious diseases are spread more readily and place additional burdens on our healthcare system.

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**6. List other Charleston organizations in Charleston that address this need:**

To our knowledge, there is only one other organization in Charleston addressing food insecurity via a food truck—Food Shack. The Food Shack's mission is to provide free meals to impoverished children in the Kanawha Valley. The Food Shack delivers meals on Friday, Saturday, and Sunday, to approximately 60 children daily. In addition, the Salvation Army has a food truck/cantina, but it does not operate on a regular schedule. It is our understanding that it operates during disasters and for special events only.

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**7. Describe the level of collaboration with other organizations on this program/project:**

Collaboration has always been key to our success. Manna Meal works daily to provide food to people in need while building solutions to fight hunger in our community. As the demand for food continues to rise, we remain steadfast in our mission. We are in ongoing communication with our social service partners throughout the city to maintain safe practices that ensure healthy food continues to be served and distributed to our neighbors in need. Collaboration with other assistance organizations gives us the opportunity to focus on our mission while simultaneously addressing clients' multifaceted needs. Few of our clients are just experiencing food insecurity—many also face issues with shelter, utilities, medical/psychological care, and substance abuse. For our new food truck program, Manna Meal will partner with the Religious Coalition for Community Renewal through participation in the HOME Program. This street outreach will help us identify even more areas in the city that need access to healthy foods. CARES office will be available to connect individuals with resources to address additional needs, and WV Health Right will provide testing, as well as assistance with any health concerns. Our wide-ranging community partners include Covenant House, United Way of Central West Virginia, Kanawha Valley Collective, Kanawha Charleston Health Department, Sojourners, Presteria, Trinity's Table, WV Health Right, City of Charleston CARES office, Charleston Police Department, Union Mission, Roark Sullivan, Mountaineer Food Bank, Facing Hunger, Garnet Career Center, Catholic Charities, Salvation Army, along with other soup kitchens and food pantries across Kanawha County. We know that collaborating with a variety of organizations across sectors and services areas is essential to making Charleston healthier and stronger.

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**8. How will duplication of services be prevented?**

The Manna Meal Food Truck will be unique to Charleston so there will not be duplication of services.

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## **Program Requirements and Objectives**

**1. Identify the target recipients of proposed services. Specify the number of City residents the program will serve during the fiscal year and explain the basis upon which this number is calculated.**

Manna Meal estimates that at least 65% of our recipients are low-income individuals and families who are experiencing additional stress and lack of access to resources due to the pandemic, and the remaining 35% of our recipients are homeless. This segment of the "working poor" is often minimum wage workers such as servers, dishwashers, retail clerks, etc. compensated on an hourly basis. In many cases they are individuals who have gone from surviving on limited income to reduced or no income as a result of the pandemic and are living "paycheck to paycheck." This population needs Manna Meal to prevent hunger. Former clients are frequently bringing friends, family, and neighbors who previously did not need our services, but now, left without other options, have come to depend on us for their next meal. The mobile food truck will make nutritious meals accessible to individuals and families on the West Side, as well as other underserved areas in Charleston. We anticipate serving approximately 550-600 meals per week to those who, at present, often go without food at some point in their day.

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**2. List any eligibility requirements the program has with respect to age, gender, income, or residence.**

There are NO eligibility requirements with respect to age, gender, income or residence. All are welcome to eat at Manna Meal.

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**3. If this is a continuing activity, describe a measurable outcome of the previous year's work regardless of funding source.**

NA

**4. If this is a new program describe two anticipated measurable outcomes for the proposed program.**

The program mission of the Manna Meal Food Truck is to provide access to healthy meals and foods to underserved areas in Charleston. Manna Meal will track the number of individuals served at each feeding event. Manna Meal anticipates serving approximately 150-200 meals daily/550-600 weekly, but this number is an estimate until the program is operational. Once the program has been operational for several months, we will have more comprehensive data on the numbers served. Manna Meal will also expand our mobile food pantry through the addition of the food truck. Individuals will not only receive a hot, nutritious meal—they will also be provided with 2-3 days worth of groceries to take with them, making the food truck and mobile pantry more impactful.

**Budget****\* 1. Has the organization received funding from the City of Charleston in the past for a similar program/project?**

Yes  No

**\* 2. Has the organization requested funding from other Federal, State, or Local government entities for any program/project support related to COVID-19?**

Yes  No

**3. If yes, explain from which entities and the amounts requested for each program/project.**

CDBG CV 2020 Requested \$218,310.00 Received \$100,000.00 CDBG CV 2021 Requested \$149,720.00 Received \$127,000.00 EFSP CARES 2020 Requested \$25,000.00 Received \$20,453.00

**4. List any other Federal, State, Local, or private funding or grant awards received in the last three years and the amount and status of each award.**

Anthem/Unicare - CV-19 Response 2020 \$20,000 Food Purchase - Closed City of Charleston CDBG 2020 \$33,000.00 Food Purchase - Closed 2020 \$17,000.00 Salary - Balance Remaining \$ Daywood Foundation 2019 \$14,500.00 Food Purchase - Closed 2020 \$15,500.00 Food Purchase - Closed 2021 Award notification pending Encova CV-19 Response 2020 \$5,000.00 FEMA EFSP 2019 \$15,000.00 Food Purchase - Closed 2020 \$11,725.00 Food Purchase - Closed 2021 \$11,500.00 Food Purchase - Closed First Presbyterian Church of Charleston, WV - Local Grant Mission 2019 \$8,000.00 Food Purchase - Closed 2020 No Grants Due to COVID 2021 \$6,000.00 Food Purchase - Closed Greater Kanawha Valley Foundation (GKVF) Basic Needs Grant \*This is a 3 year collaborative grant with the Covenant House being the lead, 2019 \$29,700.00 Food Purchase - Closed 2020 \$29,700.00 Food Purchase - Closed 2021 Awaiting Award GKVF CV-19 Response 2020 \$7,000.00 Food Purchase - Closed GKVF Emergency Aid 2021 \$30,000.00 Food Purchase - Mobile Pantry - Closed 2019 \$33,250.00 Kitchen Equipment - Closed Pallottine Foundation CV Response 2020 \$15,000.00 - Food Purchase - Closed Pallottine Foundation 2019 \$7,640.00 2020 \$15,000.00 Food Purchase - Closed 2021 \$15,000.00 Food Purchase - Closed 2021 \$25,000.00 General Operating Expenses - Closed 2021 \$30,000.00 Food Purchase TC Energy CV-19 Response 2020 \$10,000.00 Food Purchase - Closed United Way of Central WV CV-19 Response 2020 \$5,000.00 Food Purchase - Closed 2020 \$5,000.00 Food Purchase - Closed United Way of Central WV 2021 \$20,000.00 Additional Freezers - Delayed due to supply chain issues WesBanco CV-19 Response 2020 \$5,000.00 Food Purchase - Closed

**5. Briefly summarize project revenues and expenses related to this request. This should coincide with the budget worksheet.**

The proposed Manna Meal Food Truck Project in this application is based on a 4-year funding model. Expenditures in Year One will be higher than in subsequent years due to the purchase of the food truck, tables, chairs and small ware for the truck. These costs are a one-time capital expenditure. For the program to launch, these capital expenditures need to be funded. Year One capital expenditures, reported under "Other" on the budget worksheet, total \$241,856 and include the above mentioned food truck, tables, chairs and smallware. Additional funding requested includes: \$407,800 for salaries, \$300,800 for supplies, and \$20,000 for marketing. The \$241,856 for the purchase of food truck, small ware, and table and chairs will allow us to keep up with the demand of the increase in our numbers. The \$407,800 for staffing will be utilized to hire staff to support the Food Truck project. Staff will include a full-time salaried program manager and 3 full time hourly employees. In addition to new hires for the project, existing Manna Meal staff will help support the program. Manna Meal will provide internal funds in the amount of \$93,800 for existing staff salaries. The \$300,800 for supplies is allocated as follows: \$60,000 for food purchases; \$6,000 for disposable to-go boxes, cups and cutlery, and \$11,200 fuel, and insurance. The \$20,000 for marketing will be to promote the availability of the food truck, including billboards, flyers, Public Service Announcements, and social media. The total funding for 4 years of the program is \$1,064,256.00

**6. If this request is not fully funded, what adjustments to the program/project is the organization prepared to make?**

If the request is not fully funded, Manna Meal will revise the proposed plan to adjust to the funding level. A drastic reduction in budget will greatly impact the anticipated outcomes and scope and could cause the program to be delayed indefinitely.

**7. Describe the plan for sustainability of the program/project or initiative after the requested award has been exhausted.**

Manna Meal will work to seek other sources of funding to continue providing these services beyond the 48-month timeline. Because the pandemic is now in its second year, it is anticipated that these services will be needed for the foreseeable future. In addition, once the program is fully functional, Manna Meal will seek opportunities to participate in food truck events, such as Live on the Levee and Food Truck Friday. Participation in these events will both generate revenue and help to promote the services of Manna Meal. Revenue generated from food sales and donations will be allocated directly to the food truck budget to help with the sustainability of the program.

**8. Briefly describe the organization's fiscal oversight / internal controls to minimize opportunities for fraud, waste, and mismanagement.**

Manna Meal is governed by a volunteer Board of Directors consisting of community leaders who meet every other month. The Executive Committee receives and reviews financial statements monthly, prepared by a CPA. The full Board of Directors receive and review financial statements at each Board meeting. The Finance Committee works closely with the Executive Director and CPA throughout the year. Manna Meal is audited annually. The Outreach Coordinator picks up the mail and logs all checks received before giving the checks to the Executive Director to process and deposit. The CPA reconciles all deposits with the bank statements. All invoices are reviewed by the Executive Director and presented for review along with the affiliated check to be signed by one of three authorized members of the Executive Committee.

**9. How does your agency plan to separate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing?**

If funded, the food truck program will be closely monitored and will have a detailed budget to capture all revenue and expenses associated with the program. The majority of funding for the program will come from ARPA funds, and all expenditures associated with ARPA funds will be tracked for reporting and auditing purposes.

**REQUESTED BUDGET WORKSHEET****Revenue Source Projections**

List all Estimated Funding for this Program/Project

**\* Proposed City ARPA Funding**

\$970,456.00

**Internal/Self-Funding**

\$93,800.00

**Donations/Other Fundraising**

0

**Government Grants/Other**

0

**\* TOTAL REVENUE**

\$1,064,256.00

**Expenses Projections**

List all Estimated Expenses for this Program/Project

**Salaries/Wages****Amount Requested from City**

\$407,800.00

**Amount from Other Sources**

\$93,800.00

**Total Estimated Expenses**

\$501,600.00

**Benefits & Matchings**

**Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

0

0

0

**Contracted Services****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

0

0

0

**Program Materials****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

0

0

0

**Marketing****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

\$20,000.00

0

\$20,000.00

**Supplies****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

\$300,800.00

0

\$300,800.00

**Other****Amount Requested from City****Amount from Other Sources****Total Estimated Expenses**

\$241,856

0

\$241,856.00

**Total Expenses****\* Amount Requested from City****\* Amount from Other Sources****\* Total Estimated Expenses**

\$970,456.00

\$93,800.00

\$1,064,256.00

NOTE: Revenues and Expenses must balance, and the use of requested funds must be directly related to COVID-19 recovery efforts.

**Organizational Details**

**1. Describe the history of the organization and its current programs and activities.**

Manna Meal is a nonprofit organization established in 1976, with the sole purpose of providing free, nutritious meals to food insecure populations. Sometimes referred to as a soup kitchen, and during the Great Depression as a bread line, Manna Meal is that and more to those we serve in Charleston. Manna Meal has been serving two meals daily, 365 days a year, for 45 years. Neither holidays, nor weather-related events, nor even a pandemic has been reason for closing. When other organizations suspended or scaled back their services in response to COVID-19, Manna Meal took all of the measures and safety precautions necessary to expand—we began also serving dinner twice weekly—so that we could help meet the visible increase in need. Housed in St. John’s Episcopal Church in the center of downtown Charleston since our inception, Manna Meal is within walking distance of the shelters, aged and disabled housing and other assistance service organizations, making us ideally positioned to serve the city’s most vulnerable populations. We maintain a “no questions asked” policy in support of our mission, “So the hungry can eat,” because we believe that no barrier should ever stand between a person and a nutritious meal. The only qualifying factors to receive Manna Meal’s services are the need to satisfy hunger and willingness to help uphold a safe, hassle-free, and non-threatening environment. In addition to providing on-site meals, Manna Meal distributes food boxes as requested, usually on behalf of clients’ non-ambulatory family/friends. We also operate a small food pantry that offers “24-hour” bags of food. As other local pantries are open only for limited hours during the weekdays, Manna Meal fills a critical void when they are closed. Recently, Manna Meal began operating a mobile pantry that delivers food directly to areas based on the level of food assistance needed in parts of our community as well. Manna Meal’s pantry, mobile food pantry, and regular meal preparations all utilize food from our community garden, which produces thousands of pounds of vegetables and is run solely by volunteers. Food insecurity never occurs as a singular issue, so we are prepared for participants to ask for assistance with other needs. Guests have ready access to a social worker who is able to link them to other service organizations. Our consistency, availability, and safe environment allows us to develop trusting relationships and act as a front-line connection to a vast array of critical resources. At Manna Meal, we know that feeding people isn’t the same as nourishing them. Compassion needs a place at the table. This philosophy is the driving force behind our mission, and it is the reason that we have been able to serve as an effective safety net for our entire community for over four decades.

**2. Provide the organization’s mission statement/purpose.**

So the hungry can eat; no questions asked.

**3. List any third-party references that can verify the organizations qualification or prior grant experience.**

Laura Boone, Senior Program Officer, Pallottine Foundation of Huntington lkboone@pallottinehuntington.org Amy Clark, CDBG Program Manager, City of Charleston MOECD amy.clark@cityofcharleston.org Margaret O’Neal moneal@unitedwaycwv.org Derek Vance, Program Manager, Greater Kanawha Valley Foundation dvance@tgkvf.org

**COVID-19 Impact****1. Explain the impact of the COVID-19 pandemic and how it relates to your request. For example, reduction in services, closures, increased costs, community impact, etc.**

Since the beginning of the pandemic in March of 2020, planning and building strategies to address the impact of the crisis on the community we serve has been one of Manna Meal’s top priorities. As the pandemic has continued to unfold, businesses close, services become restricted, and individuals fall into unemployment or transition to working from home, Manna Meal has not missed a single meal. COVID-19 has not stopped hunger, and it has not stopped Manna Meal, either. Manna Meal has reimagined nearly all of our daily processes and procedures in order to meet the increasing need. We served meals outside for nearly four months in our parking lot under a tent to adhere to CDC recommendations. At the same time, in the wake of the pandemic, we have served approximately 49% more meals. 2019 2020 2021 Meals Served 92,115 138,141 151,603 Pantry Bags 1,077 2,196 5,969 We quickly adapted both to the necessity of a new approach to service and the drastically increased number of meals served. Adjustments to our standard operating procedures have included dining room occupancy limited to 50%, utilization of all disposable items, masks being handed out to anyone entering the building, and the halting of our robust volunteer program. Coronavirus is the perfect storm for our neighbors struggling to make ends meet. For 45 years, Manna Meal has been a reliable and constant source of relief to those suffering from food insecurity and hunger by serving two meals daily, 365 days a year. In response to other organizations suspending or altering services, we expanded our services in March 2020 by providing dinner for the first time in our history on Wednesdays and Saturdays to meet the need. What we thought would be a temporary service continues today due to other feeding programs remaining closed. For over four decades, we have attributed a large portion of our success to the volunteers that have consistently supported Manna Meal. During the pandemic, however, out of an abundance of caution, we had to suspend our volunteer program for the first time. We have relied upon our small staff and added temporary help to absorb the functions of the volunteers, thus increasing our staffing costs. We continue to implement additional safety precautions and go above and beyond when it comes to cleaning all areas of Manna Meal, especially in the high traffic areas of the kitchen, dining room, and restrooms, in order to protect the health and well-being of our staff and guests alike. Staff sanitizes each seat and table between use, and restrooms are disinfected every 30 minutes during mealtimes. Traditionally, meals have been served cafeteria-style from buffet tables, but to adhere to the strictest safety recommendations, we have prepared and placed all meals in disposable containers to reduce contact and help prevent the possible spread



of any contaminant. Furthermore, COVID-19 has caused a major disruption within the supply chain, hence increasing costs of groceries and supplies. With unemployment at its highest since the Great Depression, many people are facing food insecurity, perhaps for the first time. Our small food pantry is a lifeline for many individuals and families, as the request for pantry bags steadily climbs. Unlike other food pantries in our community, our pantry is open seven days a week and doesn't have any frequency restrictions or referrals required. The COVID-19 crisis may differ in many ways from a weather-based natural disaster, but, as is the case for various storms we have faced in the past, the impact has been devastating and long-lasting, and the need for hunger-relief support will continue for months, if not years. COVID-19 has most-impacted communities and populations that are already vulnerable to hunger, as well as those who were just barely surviving. Unfortunately, and unsurprisingly, a new study from Feeding America projects that the number of food-insecure individuals will grow by 38%, including a 49% growth for children and teens. That means approximately 1 in 5 people may face hunger, including 1 in 3 children. The Manna Meal Food truck will allow us to reach an ever-increasing food insecure population, expand our hot meal program, and provide more healthy food options to those in underserved areas of Charleston. It is an opportunity to ensure that more people in our community have access to healthy food consistently, as reaching Manna Meal's main location has proven to be a difficult task for many of our neighbors due to transportation, health, and weather-related obstacles. In the face of the record-breaking levels of unemployment and food insecurity resulting from the pandemic, the mission of Manna Meal matters now more than ever. As a life sustaining organization, Manna Meal takes its commitment to serving every member of our community very seriously. With safe and efficient protocols, we are increasing our distribution of food to everyone who needs it, either through a hot meal or pantry bag, because no person should ever have to worry about having enough to eat.

**2. If funds are being requested to replace revenue lost due to COVID-19, provide details, and attach supportive documentation.**

NA

**3. If awarded, how will ARPA funding aid in the recovery from the COVID-19 pandemic?**

Awarded ARPA funding, the implementation of a food truck will make nutritious meals available at no cost to individuals families in underserved areas of the city, thereby helping mitigate food insecurity locally, along with numerous other health issues and homelessness that so often go hand in hand with hunger. This project is critical to our community and the recovery from the COVID-19 pandemic.

**THE APPLICANT UNDERSTANDS:**

\*

**1. This application and other materials submitted to the City may constitute public records which may be subject to disclosure under the West Virginia Freedom of Information Act. Documents containing sensitive information may be marked as "confidential."**

\*

**2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.**

**THE APPLICANT CERTIFIES THAT:**

\*

**1. I have reviewed the US Treasury guidelines regarding the eligible uses of American Rescue Plan State and Local recovery funds. <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund/request-funding>**

\*

**2. By submitting this request, I represent that I am an authorized officer, or member of the organization for which I am submitting, and the information contained in my submittal is true and correct to the best of my knowledge and belief.**

\*

**3. The information submitted to the City of Charleston ("City") in this application, and substantially in connection with this application, is true and correct.**

\*

**4. The applicant is in compliance with applicable laws, regulations, ordinances and orders applicable to it that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project.**

\*

**5. The applicant is not in default under the terms and conditions of any grant or loan agreements, leases or financing arrangements with its other creditors that could have an adverse material impact on the project.**

\*

**6. I understand and agree that I must disclose, and will continue to disclose, any occurrence or event that could have an adverse material impact on the project.**

\*

**7. I certify that the requested funding is needed to ensure this program/project will occur within the City limits of Charleston West Virginia.**

\*

**8. The Board of Directors or governing body of the organization has approved submission of this application. Please attach a copy of the authorizing resolution or meeting minutes using the file upload.**

\* **Signature**

\* **Date**

Amy Wolfe

12/14/2021

Authorized representative of Applicant/Organization

Format: MM/DD/YYYY

\* **PRINTED NAME:**

Amy Wolfe

\* **TITLE OF APPLICANT:**

Executive Director

\* **ORGANIZATION NAME:**

Manna Meal

**Upload a File**

No file chosen



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MOST GOOD®

William Booth, *Founder*  
Brian Peddle, *General*  
Commissioner Willis T. Howell, *Territorial Commander*  
Lt. Colonel Allan Hofer, *Divisional Commander*  
Majors Joseph and Jayne May, *Charleston Area Command Officers*

December 15, 2021

City of Charleston, West Virginia  
City Manager's Office  
501 Virginia Street East  
Charleston, WV 25301

Dear City Manager's Office,

We at The Salvation Army of Charleston are grateful to be able to apply for funding through the American Rescue Plan grant managed by Charleston. Thank you for receiving our application.

During this extremely busy time of year for us all, we at The Salvation Army are particularly swamped with Holiday Season programs to raise support for and provide services to those in need in our community. This is true all around the county, and even the world.

Because of this, it has not yet been possible for our Divisional Finance Board in Washington, D.C. to get to approving this application for funding. However, I spoke directly with Mr. Andy Wood today in the Finance office regarding this difficulty and he assured me that our application could still be completed and submitted as if already approved, and would still be considered, provided I leave a note such as this specifying that we will make every effort to seek speedy approval on the request on our end.

Our Divisional Finance Board meets weekly, and I have gone all the way to the top to make sure this request can get on the agenda as soon as possible, so there should be no reason to treat our application as any different than any other. I assure you that such approval will be a formality as soon as it can be attended to.

Thank you for understanding time constraints and bottlenecks at the divisional level for such a large and busy organization as The Salvation Army. We here at the local Charleston Command are glad to be operating in a town with a strong community of mutual support and look forward to your hopefully favorable decision on our application for much-needed aid to support our community through the Covid Pandemic.

Sincerely,

Daniel Christy  
Regional Resource Development Director  
(304) 410-5371