

**CITY OF EMERYVILLE/EMERYVILLE REDEVELOPMENT AGENCY  
2020-2021 COMMUNITY GRANTS  
FINAL REPORT**

Organization Name Emeryville Citizens Assistance Program

Mailing Address 3610 San Pablo Avenue, Emeryville, California 94608

Contact Person Bobby Miller Title: Volunteer Admin Assistant Phone: 510-410-3195

Project Title Emeryville Citizens Assistance Program

Start Date July 1, 2020 End Date: June 30, 2021

Please complete all sections of this form and **return 2 copies of the report form and 1 copy of all supporting documents to the City of Emeryville by 5 pm May 31, 2021.** If necessary, you may use additional sheets of paper. Supporting documents MUST include copies of any publicity the project received, marketing materials, programs, and/or brochures, and may include photographs, slides and other relevant materials which document your project activities. **BE SURE THE REPORT IS SIGNED, AND BE SURE TO MAKE A COPY FOR YOUR FILES.** This report must be typed.

1. Provide a brief description of approved project (incl. activities, dates, sites). Please briefly describe any changes in the project since the application was submitted:
  1. Healthy food distribution six days per week: products include fruits, vegetables, meats, can goods, dry packaged foods, frozen meals, and water.
  2. Prepared hot food from healthy food vendors distributed six days per week by ECAP to nearby parks and homeless encampments.
  3. Distributing USDA emergency foods boxes prepared by Daylight Foods
  4. Clothing distribution: giving away new and used clothes donated to ECAP.
  5. Holiday donation drives collecting essentials to provide Thanksgiving food baskets, Christmas gifts (children's toys) and Christmas dinner.
  6. Regular distribution of donated household items.
  7. Daily pickups from local stores.
  8. Weekly shopping at the Alameda County Food Bank warehouse.

All operations were carried out by ECAP volunteers. Donations from the City of Emeryville, County of Alameda Food bank, corporate, foundations and private individuals made the project possible. Many volunteers give of their time and contribute monetarily to help keep the program going.

2. Did this project achieve the goals which had been originally intended? Identify any significant problems or difficulties encountered in the execution of this project. Please be frank.

ECAP met and vastly exceeded the goals that had been originally intended as follows:

ECAP statistics are tracked by program:

- (1) Non-government distributions consists of supplies from food drives, regular donations from local Emeryville businesses, Oakland and Alameda stores, corporate food stores in Marin and Contra Costa Counties, as well as direct food purchases using private and corporate donations. Alameda County's Food Bank also provides large quantities of fruits, vegetables, meats and dry products to the program.

Individuals and families are given food often as their need arises, many coming several times per week in order to have enough food for themselves and to share with extended families and friends. It is practically impossible to track the exact numbers served, due to further distributions after the food leaves ECAP and the daily deliveries to many homeless encampments where food is dropped off in pans and divided up in a communal process.

- (2) The Emergency Food Assistance Program (TEFAP) is a federal program that provides low-income individuals and households with surplus commodities donated by the United States Department of Agriculture (USDA) and distributed by ECAP. In response to covid-19, USDA through Daylight Foods expanded the emergency food program with prepacked boxes for anyone in need as often as they need help. Throughout covid-19 ECAP distributed over 1200 of these prepacked boxes weekly.

The following statistics reflects the total number of people counted during daily distribution at ECAP. This process may be capturing only about 60% of the real numbers served.

(1) Non-government distributions:

Total number of people served	894,027*
Total number of households(families)	327,015*

(2) USDA government monthly distribution: (one time per month program)

Total number of people served	23,473 *
Total number of households(families)	8,567 *

\* Total number of people counted at each distribution

Additional USDA prepacked food boxes	62,400	# people served 168,480
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Due to covid-19, total USDA recipients have increased approximately 800%. Non-government clients increased over 200% Fortunately our food supply has increased enough to meet the rising needs in the community. Weekly, ECAP received and distributed approximately 35 tons of food, enough to prepare more than 58,000 meals.

Processing and handling the heightened demand also greatly increased our work load.

Clothing distributed — New and used clothes have been handed out in another location from the food bank. We strive to help people find suitable clothing..

Holiday drives for Thanksgiving food, Christmas gifts and Christmas dinner

Prepacked Thanksgiving food boxes was distributions to seniors and their families this year. We visited local senior citizen living facilities and numerous people who were sick and shut in throughout the city. Additionally, food bags were delivered to homeless encampments. Over 2000 pre-boxed and heated Christmas dinners were passed out to homeless encampments in Emeryville, Berkeley, Oakland and Richmond.

The annual Christmas toy drive that involved Emeryville Unified School District, the Alameda County Fire Department in Emeryville, and ECAP did not happen this year due to covid-19. Only a small number of toys were donated, so these were given to Anna Yates School.

Additional services provided by ECAP during the year included emergency shuttle service transportation to medical and other important appointments; resource referrals; neighborhood cleanup and responding to needs of families referred by the food bank and other agencies for assistance. Distribution of prepared lunch at homeless encampments during the week increased our outreach in the homeless community.

3. Briefly describe your marketing effort and discuss its effectiveness.

We have made ECAP signs placed on the sides of our vehicles. We have established social media with facebook page: profile name Emeryville Citizens Assistance Program – ECAP, Twitter, “Go Fund



Me", PayPal, YouTube, and internet web page [www.ecaprogram.com](http://www.ecaprogram.com) .

In addition, ECAP has a printed tri-fold information pamphlet and flyer, along with business cards.

These efforts have produced heightened awareness and interest in helping ECAP, as many new volunteers have come forward willing to work. Liaison with additional businesses resulted in more donations of food, etc. ECAP is working to help people become self-sufficient individuals.

4. List the number of people directly employed by this project including yourself, if applicable. Attach a list of all paid staff to this report:

A. Artistic Personnel: 0  
C. Other Personnel: 0  
B. Administrative Personnel: 0  
D. Total (Add A+B+C): 0

5. How many people (individuals and households) were directly reached by this project (not including organization/project personnel):

**1,085,980 individuals/ 397,982\* households(families).**

\*These numbers include repeat customers.

6. How did the program/activity benefit the Emeryville community and/or contribute to the artistic and cultural aspects of Emeryville?

ECAP provides a source of support for many people in need of food, clothing, and other basics for survival, the kind of support and outreach that serves to help keep families together. The program serves all age groups, genders, preferences, national origins, color, and disabled.

Volunteers treat people with dignity and respect. Our client-choice shopping method gives participants the same experience as if they were shopping in a regular grocery store. Covid-19 forced changes in the delivery of food to the public to maximize safety. Once the virus is completely controlled we plan to return to the client-choice method of food delivery. This positive community interaction makes some people more appreciative of the City of Emeryville and inspires them to volunteer, helping to clean up some of the street blight and trash and pass out food. For others who are not destitute, ECAP services help elevate them to the point they can make it on their own, improving their dignity and sense of pride.

ECAP provides a mechanism for the City, through its grant support, to improve the conditions of people in need, helping them to become self-sufficient.

Date: 5/27/2021

Bobby Miller  
Bobby Miller, Operations Manager

**CITY OF EMERYVILLE  
COMMUNITY GRANTS  
FY 20-21 FINAL  
REPORT BUDGET  
SUMMARY**

<b>Emeryville Citizens Assistance Program</b>		
<b>Actual FY 19-20 Program/Activity Cash Expenses</b>		
<b>Line-Itemn</b>	<b>Total Actual Line Item Cost</b>	<b>Amount of Community Grant Funds Used for Line-Item</b>
Admin. Salaries & Fees (including any Fiscal	0	0
Artistic Salaries & Fees	0	0
Other Salaries & Fees (specify)	0	0
Equipment	35,000	0
Supplies/Materials	27000	0
Travel/Transportation	15000	0
Promotion/Publicity	1,200	0
Other Expenses (Specify)		
1.Vehicle Insurance	8,500	0
2.Legal	1,000	0
3 Liability Insurance	5,150	0
4 Credit line -	2,500	0
5 Unexpected costs	3,500	0
Other Administrative Expenses (Specify)		
1 Rent/ taxes	45,000	45,000
2 EBMUD	1,400	1,400
3 ATT	1,530	1,530
4 Verizon	3,890	3,890
5 PG&E	9,225	9,225
6 Electrical/Refrigeration	1,663	1,663
7 Covid-19 safety - vehicle	15,324	12,574
<b>Total Program/Activity Cash Costs</b>	<b>132,743</b>	<b>75,282</b>
<b>Total Community Grant Funded Costs</b> (should be equal to grant award amount, unspent grant funds must be returned to the City/Agency per Section 3 of the funding agreement.)	<b>78,032</b>	<b>75,282</b>

**Applicant's Name: Emeryville Citizens Assistance Program**

<b>Actual FY 20-21 Program/Activity Cash Income</b>	
	<b>Cash Amount</b>
<b>Emeryville Community Promotions Grant Request</b>	\$75,282
<b>Other Funding Sources</b>	
Other Public Grants	
Private Foundations	30,000
Corporate Contributions	24,000
Concessions/Ticket	
Private Donations	\$49,300
<b>Other Funding Total:</b>	<b>\$103,300</b>