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## **Homeless Services Advisory Committee Mayor's Fund Subcommittee**

**Date:** July 28, 2023

**Item:** Urban Community Outreach, Inc. Mayor's Fund Application

**Staff Analysis:**

The staff reviewed the House of Haven proposal on July 13, 2023, by Cherry Bush and Kimel Conway.

Urban Community Outreach, Inc. (UCO) is a non-profit organization with a Drop-In Center in Downtown Long Beach, located at 241 Cedar Ave on the First Congregational Church Long Beach campus. The Drop-In Center is available every Sunday afternoon. There clients are provided with a safe space, hot meals and twice a month access to basic healthcare with the help of a volunteer doctor and nurse. In addition to hot meals UCO employs a housing specialist, that helps clients apply for services and locate permanent housing.

In 2008, the grassroots movement known as Urban Community Outreach formally became an independent nonprofit, separate from First Congregational Church Long Beach (FCC) created to serve the unhoused. Prior to that, FCC had opened the church campus to provide a safe place for the unhoused community of downtown Long Beach to get out of the elements.

The UCO proposal requests a total of \$8,521 for reimbursement; \$5000 of which would be in advanced payment. The request is for \$2,616 in food cost, \$578 in supplies, \$3,120 in salaries for Chef, \$2,207 for volunteer stipends.

The proposal fits the intent of the Mayor's Fund for Action as it supports the critical needs of shelter services. Staff has concerns that the funding proposal is to cover the operational cost for this year. The funding should be used to augment services and/or add a new program to the list of services. However, with the increase in clients from last year, it could be assumed that the previous budgets were exceeded. For that reason, staff requested a revised budget from the to include the cost directly pertaining to the hot meals program that would cover food, supplies, the salary of the part-time chef and volunteer stipends. City staff requested additional clarification from UCO, included below.

As of August 15, 2023, the Mayor's Fund for Homeless Action has a balance of \$126,990.60 with \$56,100.71 in available funds.

**Clarifying Questions via E-mail:**

**1. How did UCO come about?**

First Congregational Church Long Beach (FCC), realized that when the city closed the main library on Sundays, it left the unhoused community of downtown Long Beach with no place to go to get out of the elements. First Congregational Church Long Beach opened the church campus to provide a safe place for the unhoused community of downtown Long Beach to get out of the elements. This grassroots effort eventually led to the formation of Urban Community Outreach, Inc. (UCO) as an independent nonprofit in 2008.

**2. Where was UCO located before using the space on Cedar?**

UCO has always been housed at 241 Cedar Ave.

**3. It seems like there is a request to support the meal service program, please provide and explain a little further what the meal service program is?**

The meal service program is at the core of UCO's services. It provides warm, nutritious meals to individuals experiencing homelessness, serving approximately 150 meals every Sunday, totaling around 7,000 to 8,000 meals annually. UCO is the only organization providing food to the homeless and economically disadvantaged on Sundays in Long Beach.

**4. Please provide a copy of the Meal Service Program Budget at UCO? This should include all the requested items for comparison.**

Given recent increased demand for meal services, UCO anticipates an additional 45 meals per month or approximately 500 meals annually. Based upon the 3-month project budget attached to this funding request, the additional cost would be approximately \$270 for that time period. See attached project budget for additional details.

3 MONTH PROJECT BUDGET  
UCO Weekly Meal Services  
REVISED 7/17/2023

MAYOR'S FUND TO END HOMELESSNESS  
3 MONTH PROJECT BUDGET  
UCO Weekly Meal Services  
REVISED 8/7//2023

FOOD	\$2,346
FOOD for projected/additional 45 client meals/month	270
SUPPLIES	912
SALARIES/PAYROLL TAXES/WORKERS COMP.	6,519
VOLUNTEER STIPENDS	2,205
PHONE/INTERNET SERVICE/MILEAGE REIMB.	340
TOTAL BUDGET	\$12,592

FOOD	\$2,346
FOOD for projected/additional 45 client meals/month	270
SUPPLIES	578
SALARIES/PAYROLL (Chef salary only)	3,120
VOLUNTEER STIPENDS	2,207
TOTAL BUDGET	\$8,521

## 5. Where and how do you source the food?

UCO works in conjunction with Food Finders, a local non-profit that provides donated food from area grocery stores and restaurants. We also receive some food from the Southern California Food Bank. The chef, in collaboration with the Executive Director, plans the menu based on the donations, and they purchase additional food as needed to complete the meals.

## 6. What types are supplies are being requested?

The city's financial support will help us continue to purchase the necessary paper goods and cleaning supplies which are not donated.

## 7. How many individuals are served by the meal service program per month? How many hot meals are provided a month if the number is different?

Every Sunday we serve hot meals to approximately 150 individuals, which calculates to approximately 7,000 - 8,000 meals served to our clients annually.

## 8. Is the chef a full-time employee?

No, the chef who was unhoused when she started at UCO (she has been with UCO for 8 years) is a part-time employee.

## 9. How does the Executive Director work directly with meal service program? If so, how many hours are allocated to the program (e.g., serve, source, etc.) Not a question but if salaries are approved, we will require supporting documentation of payroll register, worker comp and time and activity report.

The Executive Director runs the program's operations, including working with the chef on the weekly menu, purchasing goods and supplies, and managing the budget. The Executive Director works 26 hours a week.

**10. For the phone and internet service reimbursement, to whom will it be billed to? (I ask since a utility bill was not provided, should we expect a contract between First Congregational and UCO stating the agreement?)**

The phones used are owned by the executive director and housing specialist. They are reimbursed \$40 monthly for phone service and internet service.

**11. What is UCO transporting and to where?**

UCO transports food bank boxes to any of our housed clients who cannot get to the drop-in center. The transportation expense in the budget is for mileage reimbursement for the Executive Director and Housing Specialist.

Delete the gas reimbursement/transportation (for clients only) from the budget we submitted (\$69). A revised project budget is attached.

**12. Since the Mayor's Fund is not used to provide gap/emergency funding; are you expecting to add an additional 500 meals to the service or anything more than last year?**

No, the funding is a request to help UCO continue to fund our current services.

**13. Without the funds would you be able to still provide meal service?**

Without funding from the city or other donors, UCO would not be able to continue providing its meal service. As we mentioned earlier, UCO is the only organization in Long Beach providing food for the unhoused-on Sundays.

**14. What are the expected volunteers needed? What is the expected stipend per hour?**

UCO relies heavily on volunteers, and the organization occasionally receives help from other community-based organizations as well. A core group of 4 volunteers helps prepare food and fill coverage gaps, receiving a stipend of \$45 per week.

**Websites:**

First Congregational Church- Urban Community Outreach -  
<http://www.firstchurchlb.org/involvement/justice-outreach/>