

Partner Agency Application for Funding

FY2016

FACE SHEET

Agency Name:	Fredericksburg Area Food Bank				
<i>Has the City/ County Funded This Agency in Previous Years?</i>					<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Physical Address:	3631 Lee Hill Drive				
Mailing Address/PO Box:	PO Box 1006				
City:	Fredericksburg,	State:	VA	Zip:	22402
Telephone Number:	540-371-7666	Fax Number:	540-371-2968		
Federal Tax ID #:	54-1255013				
Web Address:	www.fredfood.org				
General Email Address:	info@fredfood.org				
Agency Main Contact:	Dayna Klein	Title:	Major Gifts & Grants Manager		
Telephone Number:	540-371-7666 x 131				
E-Mail Address:	dklein@feedingamerica.org				

Agency General Information

Agency Mission:	To feed the hungry through a community-wide network of partner agencies and engage our community in the fight to end hunger.				
Number of years agency has been in operation:	32				
Localities Served:	Stafford, Spotsylvania, Caroline, King George, the City of Fredericksburg and Locust Grove.				

Agency Financial Information

	List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget
1.	Pantry Distribution Program	398,360	121,523	299,037	818,920
2.	USDA Commodity Distribution Program	34,640	10,567	23,538	68,745
3.	Mobile Pantry Program	21,326	1,944	128,580	151,850
4.	Food-4-Families School Pantry Program	30,107	4,032	138,158	172,297
5.	Kids on the Go Summer Feeding	26,975	2,096	85,136	114,207
6.	Club Kids Program	12,786	1,944	56,782	71,512
7.	Food for Life Senior Feeding Program	10,525	1,555	83,061	95,141
8.	Brown Box Disability Feeding Program	2,631	389	20,765	23,785
	Agency Administration:	-	-	82,375	82,375
	Capital Outlay:	-	-	-	-
	Total Agency Budget:	537,350	144,050	917,432	1,598,832

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

Submission Checklist: <i>(include 1 copies of each)</i>	<input type="checkbox"/> IRS 501(c)(3) Letter	<input type="checkbox"/> Audit Report <i>(with Audit Management Letter)</i>	<input type="checkbox"/> Current Financial statement	<input type="checkbox"/> IRS 990
<input type="checkbox"/> Accountant Contact Information	<input type="checkbox"/> Organizational Chart	<input type="checkbox"/> Current Board Roster <i>(with contact information)</i>	<input type="checkbox"/> Agency's Current Strategic Plan	

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BUDGET EXPLANATIONS

Agency Name:

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Fredericksburg Area Food Bank

Agency Administrative Expenses:

In the box below, provide an overview of the administrative costs detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of administrative costs that are defrayed by locality funds. If your agency is requesting an increase or decrease in administrative funding, please describe, in detail, the reasons for these changes. (The description should not exceed 15 lines of text.)

Charity Tracker	\$ 6,000
Fundraising Expense Postage	\$32,146
Fundraising Database Admin Expense	\$ 5,748
Program printing	\$ 7,904
General printing	\$ 2,059
Accounting Expenses	\$12,600
Auditor Expenses	\$13,500
Legal	\$ 2,418

We are not requesting that and locality grant funding be used to defray administrative costs.

Capital Outlay:

In the box below, provide an overview of the capital expenses detailed on the face sheet for the agency as a whole. Please provide justification for and specific amounts of capital costs that are defrayed by locality funds. (The description should not exceed 10 lines of text.)

No capital improvements projected for FY16.

Personnel Expenses (General):

In the box below, provide an overview of any increases or decreases in general personnel expenses for the agency. This would include any planned or projected merit or COLA increases, or new positions being requested. Also include a description of any changes to agency benefits structure or cost. (The description should not exceed 10 lines of text.)

Benefits structure is remaining the same.
COLA increases projected at 1%.
One additional warehouse position is being requested.
(Additional produce receipts results in more time devoted to quality control of product prior to distribution.)

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BUDGET EXPLANATIONS

Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the budget specifically allocated to your agency from each locality/entity listed below.

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline	0	0	8,150
Fredericksburg	6,800	6,800	13,000
King George	2,678	2,678	2,678
Spotsylvania	0	0	22,000
Stafford	14,128	14,128	14,128
United Way	140,774	160,000	170,000
Grants	192,125	300,000	330,000
Client Fees	304,532	304,532	304,532
Fundraising	146,824	168,848	194,175
Other <i>(explain below)</i>	650,268	747,815	860,000
Total Agency Budget for PD16	1,458,129	1,676,848	1,918,663

Detail below what is included in the category 'Other':

Feeding America engages in Cause Marketing campaigns with local and nationwide retailers to raise funds and hunger awareness for the benefit of the nationwide network of food banks.

In FY14 the "other" category contains a combination of the following amounts:

- \$16,730 which is our portion of the funds received from Feeding America Cause Marketing campaigns; and
- \$520,656 from direct mail
- \$83,811 from bounce backs
- 2,725 Matching gifts
- \$2,640 – Gift Cards
- 23,706 – Government/employee contributions

In FY15 and FY16 we have increased the amounts required for fundraising and other gifts by 15% to allow for the increase in purchased food, fuel and transportation costs.

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BUDGET EXPLANATIONS

Fredericksburg Area Food Bank

Please detail below any legislative initiatives or issues that may impact the agency for the upcoming year and how you are planning for them. This could include new legislation that may increase or decrease projected funding at any level (Federal/State/Local), or could affect grants or designated funds as they are currently received. If you are aware of "outside" funding sources that will expire or be reduced on a set cycle or date, please note those below and how you are planning for them.

The food bank does not receive any federal or state funding but we do rely on grants, CFC and CVC donations through the United Way.

Please detail below any identified agency needs or areas of concern that are currently not being addressed in your funding request. This could include training or technical assistance for specific areas, administrative support for a program or service, evaluation of current programs, or consultation for strategic planning, board support, or fundraising.

We are always in need of program evaluation, Board support and fundraising assistance.

Our programs will change and evolve to incorporate new technology or allow us to collaborate to better meet the need. Some of the best ideas for program support have come from the community and we love to hear new ideas and receive technical assistance in implementing new program strategies.

Our Board of Directors is always looking for passionate community members that are willing to be involved and share their expertise as an active member on our Board.

We always need money and help with fundraising. We love to hear new and exciting ways to incorporate our love of the community with meeting the needs of the hungry.

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LOCALITY NOTES

Please use the area below to provide any locality specific notes or statements that may be relevant to your application.

City of Fredericksburg:

The cost value of food provided to all our partner agency pantries in FY14 was \$4,878,024.00.

In FY14 the City of Fredericksburg's portion of the cost value to provide food to their hungry was \$1,069,659.56.

Unduplicated numbers served by all 19 City of Fredericksburg FAFB Partner Agency Pantries, as reported through Charity Tracker for FY14 are 3,629 residents.

To partially cover the cost of providing food to the Fredericksburg partner agencies each pantry agrees to help share in the maintenance for non-perishable food. Fredericksburg pantries received 665,317 pounds of food and shared in the maintenance to provide \$39,412.35 or 3.68% of the cost.

Caroline County:

The cost value of food provided to our partner agency pantries in FY14 was \$4,878,024.00.

In FY14 Caroline County's portion of the cost value to provide food to their hungry was \$551,819.00

Unduplicated numbers served by all 12 Caroline County FAFB Partner Agency Pantries, as reported through Charity Tracker for FY14 are 3,342 residents.

To partially cover the cost of providing food to Caroline partner agencies, each pantry agrees to help share in the maintenance for non-perishable food. Caroline County received 352,130 pounds of food and contributed to shared maintenance to provide \$15,402.05 or 2.79% of the cost.

King George County:

The cost value of the food provided to our partner agencies in FY14 was \$4,878,024.00.

In FY14 King George's portion of the cost value to provide food to their hungry was \$190,186.47

Unduplicated numbers served by all 6 King George County FAFB Partner Agency Pantries, as reported through Charity Tracker for FY14 are 2,173

To partially cover the cost of providing food to the partner agency pantries each pantry agrees to help share in the maintenance for non-perishable food. King George pantries received 118,660 pounds of food and contributed to the shared maintenance to provide \$4,479.80 or 2.35% of the cost.

Spotsylvania County:

The cost value of the food provided to our partner agencies in FY14 was \$4,878,024.00.

In FY14, Spotsylvania's portion of the cost value to provide food to their hungry was \$1,785,617.73.

Unduplicated numbers served by all 21 Spotsylvania County FAFB Partner Agency Pantries, as reported through Charity Tracker, for FY14 are 9,034.

To partially cover the cost of providing food to the partner agency pantries each pantry agrees to help share in the maintenance for non-perishable food. Spotsylvania pantries received 1,121,824 pounds of food and shared in the maintenance to provide \$62,514.09 or 3.50% of the cost.

Stafford County:

The cost value of the food provided to our partner agencies in FY14 was \$4,878,024.00.

In FY14, Stafford's portion of the cost value to provide food to their hungry was \$1,280,741.32.

Unduplicated numbers served by all 16 Stafford County FAFB Partner Agency Pantries, as reported through Charity Tracker, for FY14 are 6,471.

To partially cover the cost of providing food to the partner agency pantries each pantry agrees to help share in the maintenance for non-perishable food. Stafford County pantries received 805,888 pounds of food and shared in the maintenance to provide \$40,647.80 or 3.17% of the cost.

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PROGRAM INFORMATION

Program Name:	Page 10
Pantry Distribution Program	

Each agency submitting a funding request must fill out the following pages for each program serving citizens within the region and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Each locality reserves the right to request additional information once the application has been submitted.

Program Name:	Pantry Distribution Program	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Mishelle Krogstad	Title:	Agency & Programs Director
Telephone Number:	540-371-7666 x 134		
E-Mail Address:	mkrogstad@feedingamerica.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

The Pantry Distribution Program provides food assistance to the hungry of Planning District 16; the counties of Stafford, Spotsylvania, Caroline, King George, and the City of Fredericksburg. The Fredericksburg Area Food Bank is a resource for our 74 partner faith-based and member non-profit organizations throughout Planning District 16 to obtain the food they need to stock their shelves for distribution to the hungry. Our partner agencies come to the Fredericksburg Area Food Bank each week to select perishable and non-perishable food to take back to their individual pantries. Our partner agency pantries agree to never sell or charge a fee to the hungry for this food. This food is then distributed to those in need throughout the community via the 15 neighborhood USDA pantries and the 59 community pantries. Our partner agency pantries agree to share in a small portion (less than 5%) of the maintenance of this food distribution program. This helps to ensure the lights are on and FAFB trucks are on the road so we always have enough fresh, perishable, and non-perishable food resources as well as health and hygiene items available for our partner agencies to distribute to the hungry through the FAFB Pantry Distribution Program.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of the region and why the localities should consider this funding request. If this is a new program, be sure to include the benefit to the region for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

According to 2014 Map the Meal Gap data published by Feeding America, there are 30,300 hungry and food insecure residents in Planning District 16. 37% of the food insecure population earns below the Supplemental Nutrition Assistance Program (SNAP) threshold of 130% poverty or less and 63% struggle between 130-185% of the poverty threshold. This means 37% or 11,212 of the food insecure residents of Planning District 16 have access to Federal food assistance programs such as SNAP while 63%, or 19,089 defined as the working poor, may not qualify for other food assistance. The Pantry Distribution Program is a safety net for those receiving SNAP benefits and a supplemental food resource for the working poor that may experience food shortages during the year.

In FY16 to qualify for SNAP benefits the household income for a family of 4 must be less than \$31,005 per year.

In an effort to close the meal gap, in FY14, the Pantry Distribution Program distributed over 3.5 million pounds of food to the hungry and working poor through our 74 partner agency food pantries and programs. This is an increase of 4% from previous FY13 data but there are still over 19,000 working poor who may not have access to food assistance unless it's received through the Pantry Program.

3. Program Collaboration: *(The following should describe, in detail, examples of collaborative efforts and key partnerships between your program and other programs or agencies in the area, and should not exceed 10 lines of text.)*

We collaborate with all 74 of our partner agency pantries from throughout PD16 and the Virginia Cooperative Extension as together we work to end hunger in our community. (see attached partner agency list)

Canstruction – In partnership with Stafford County Schools Learn and Serve and Band Together hosted by MVHS.

We collaborate with agencies and volunteers to distribute Food for Life and Brown boxes to the elderly and disabled.

Our Kids on the Go Summer Feeding program partnered with the Salvation Army to distribute from their Fredericksburg site. We also distributed food to 800 children each week during 9 weeks of summer through school sites in Caroline.

Our Mobile Pantry Program works with churches & social service offices throughout PD16 and one Spotsylvania school.

WIC volunteers maintain the garden on the front lawn of the food bank and work to provide over 1,600 pounds of fresh produce. The Grow for Your Neighbor program has expanded from the farmers market to schools in Spotsylvania and Fredericksburg providing 8,000 pounds of produce for schools and the community.

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PROGRAM INFORMATION

4. Program Audience and Service Delivery: *(The following should describe the program's intended audience or client base and how those clients are served. This should include the location of the service and what geographic areas are served or targeted for service. If your program has specific entry or application criteria, please describe it below. Please do not exceed 10 lines of text.)*

The Pantry Distribution Program is intended to provide our 74 partner agency pantries with food and grocery items to stock their individual community pantries. The food is distributed by the pantries to the hungry in each community throughout Planning District 16 through select days and times as decided by each individual partner agency pantry. There are multiple pantries in each local with different schedules, such as day or evening hours or open weekends, to allow for the needs of the clients of that community. Someone who is hungry in Stafford can receive assistance from a Stafford pantry; someone who is hungry in Fredericksburg can receive assistance from a Fredericksburg pantry and so on throughout Planning District 16. All FAFB partner agency pantries apply to become part of the program, agree to be monitored, agree to training, agree to share in the maintenance of the program, and participate in Charity Tracker to help track all service provided to each client thus reducing the amount of duplication of services.

5. Client Fees: *(Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)*

Our partner agencies enter into agreements with the food bank to share in the maintenance of the food distribution program and to **never charge the hungry for food**. The term "shared maintenance" is an IRS accepted term and is defined as the fee charged on a per pound basis to recoup a portion the Food Bank's costs of food industry donated food. This amounts to less than 5% of the cost to provide the food. Feeding America which oversees the nationwide network of food banks allows the Fredericksburg Area Food Bank to assess our partner agencies a shared maintenance fee of no more than 19 cents per pound for non-perishable product such as canned food, toiletries, and paper goods. We are not allowed to charge a shared maintenance fee for perishable products such as meat, dairy or produce. The food bank does not receive state or federal funding but we do receive USDA commodities. There is never a shared maintenance fee for any USDA government commodities distributed to our partner agency pantries.

6. Budget Information: *(Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)*

	FY2014 Actual	FY2015 Budgeted	FY2016 Projected
Caroline	0	0	7,725
Fredericksburg	5,000	5,000	14,975
King George	2,678	2,678	2,678
Spotsylvania	0	0	25,000
Stafford	14,124	14,124	17,930
United Way	140,774	140,000	140,000
Grants	75,000	75,000	75,000
Client Fees	304,532	304,532	304,532
Fundraising	77,320	78,000	78,000
Other	153,088	153,200	153,080
Total Program Budget for PD16	772,516	772,534	818,920

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY2016. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please describe in detail if any increase is sought for new positions or personnel.

Currently Caroline and Spotsylvania Counties do not contribute to providing food assistance to their localities.

Stafford and the City of Fredericksburg contribute to the Pantry Distribution Program but when you look at the value received by the community pantries in meeting the needs of their hungry, the rate of food distribution is higher than their rate of contribution.

King George consistently contributes at a 1.4% rate so we are using their contribution level to account for the proportional increases in the request for funds from the other localities.

7. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your **Logic Model** for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Food Bank partner agencies have adequate, accessible supplies to wholesome food to stock their pantries.

Objectives:

1a.	Food Bank partner agencies provide quarterly reports identifying (positively or negatively) the adequacy and accessibility to a supply of wholesome food to stock their pantries.
1b.	Food Bank Distribution records and partner agency quarterly reports collect data and record the number of pounds of food distributed in last twelve months to partner agency pantries.

Program Goal 2:

Food Bank partner agencies are able to meet the needs of the individuals in need of food assistance.

Objectives:

2a.	99% of all partner agencies report they had an adequate supply of wholesome food throughout the year to meet eligible clients' requests for assistance.
2b.	Eligible persons living in poverty will receive on average 150 pounds of food per person per year to meet their nutritional requirements.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

To evaluate program objectives monthly food bank distribution records are submitted to Feeding America for oversight and partner agency quarterly reports are compiled detailing the types and amounts of service provided.

Individual Pantry Program information data is processed and monitored through Charity Tracker to ensure a reduction in redundancy and duplication of service to program participants.

8. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: July 1, 2013 – June 30, 2014

Objective 1a.

Quarterly reporting figures for FY14 indicate that all partner agency pantries had adequate access to a supply of wholesome food from the FAFB.

Objective 1b.

Pantry reporting data for FY14 indicates that all partner agency pantries were able to distribute 96.4% of the food received from the FAFB back to the hungry of the community either through the Pantry Distribution Program or through USDA Pantry Distribution.

Objective 2a.

98.2% of all partner agencies report they had an adequate supply of wholesome food throughout the year to meet eligible clients' requests for assistance.

Objective 2b.

In FY14, eligible persons living in poverty received on average 196.32 pounds of food per person per year to meet their nutritional requirements.

9. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Quarterly reporting figures for FY14 indicate that all partner agency pantries had adequate access to a supply of wholesome food from the FAFB. The first quarter of FY15 shows that all partner agencies have adequate access to food.

Pantry reporting data for FY14 indicates that all partner agency pantries were able to distribute 96.4% of the food received from the FAFB back to the hungry of the community either through the Pantry Distribution Program or through USDA Pantry Distribution. The 96.4% is a result of partner agencies not always having the proper transport equipment to ensure food safety. The FAFB has written grants to ensure that all our partner agencies will receive transport coolers and cooling blankets to ensure all partner agencies are equipped for safe food transport from the FAFB to the partner agency pantry.

The percentage for the first quarter of FY15 is up at 97.2% with the goal to exceed 99% by year end.

Program Goal 2:

We exceeded the poundage each eligible person living in poverty received in FY14. With an average 196.32 pounds of food per person per year to meet their nutritional requirements.

98.2% of all partner agencies report they had an adequate supply of wholesome food throughout the year to meet eligible clients' requests for assistance. For a few of our agencies safe food transport and storage hindered having an adequate supply of perishable items. The aforementioned grant is assisting those agencies with safe food storage and transport to enable the numbers to be increased by year end.

10. Community Impact: *(Please provide at least two examples of how your services have impacted members of our community. This description should not exceed 20 lines of text.)*

Christ Church Food Pantry – Spotsylvania – “Clients come to the pantry primarily from Spotsylvania and Caroline county. We have been a partner agency pantry for over a decade, growing into a full service pantry including distributing Food for Life and USDA boxes to 180 families each month. Only through our relationship with the FAFB is this possible.”

St. Georges Episcopal Church – Fredericksburg – “St. George’s relies on the food bank to provide both perishable and non-perishable goods for our pantry. Last year we distributed over 151,000 pounds of food to the hungry and we could not have done that without our partnership with the food bank.”

LUCHA Ministries – PD 16 – “We focus on the specific needs of the Latino immigrant population and the types of food they want to receive. We have greatly benefitted from products (received from the FAFB) that are not necessarily in high demand by other pantries such as 20-lb bags of rice, jalapenos, and Hispanic food items.”

SERVE – Stafford – “Member benefits include (non-perishable) food at .19 lb. shared maintenance for our pantry, free training, free USDA foods, free Food for Life Senior Feeding boxes, the ability to order food at FAFB cost with no tax, we receive holiday turkeys and hams at no cost, fresh produce, dairy and bread items at no cost.”

Bountiful Blessing Food Pantry/King George Church of God- “For more than seven years, BBFP has served the communities of King George and surrounding area through our partnership with the FAFB. The training programs, network and access to affordable food has been invaluable. Operating a pantry would be cost-prohibitive without the resources provided through the FAFB.”

The Salvation Army – PD16 – “The Salvation Army has been a member of the FAFB for many years and we receive a majority of our food from the FAFB.” “We would not be able to serve the hungry of the community as we do without that partnership. The most exciting development was our summer food distribution through their Kids on the Go program.”

11. Collaborative Impact: *(Please describe how the community would be impacted if your agency were dissolved or merged with another partner agency. This description should not exceed 20 lines of text.)*

The FAFB exists as a collaborative effort between Feeding America, retail merchants, our 74 partner agency pantries and program partners to end hunger in our community. All merchants must rotate stock. It used to be that if food was not sold by the “sold by” date it was removed from store shelves and destroyed. Feeding America brokers contracts on behalf of all food banks to encourage merchants to donate instead of destroying the food. Through the donation process the food bank is able to pick up good quality food each day and the merchant is able to rotate stock and receive a formal donation receipt to account for the loss of the sale.

Before it can be distributed all food that comes into the food bank must be inspected for damage, weighed, categorized by product type, and code dated according to regulations set forth by the FDA (Food and Drug Administration) and VDA (Virginia Department of Agriculture). It takes over 17,000 volunteer hours each year to sort, inspect and categorize all donated food for use by our partner agency pantries and programs.

From its inception, the Fredericksburg Area Food Bank has relied on the collaborative efforts of our partner agencies to meet the needs of the hungry. Our partner agencies enter into agreements with the FAFB to share in the maintenance of the food distribution program and to **never charge for food**. The term "shared maintenance" is an IRS accepted term and is defined as the fee charged on a per pound basis to recoup a small portion of the Food Bank's costs providing food industry donated food. To partially cover the rising costs of collecting, transporting, and distributing millions of pounds of food, our partner agencies agree to a shared maintenance fee of up to 19 cents per pound for non-perishable product (such as canned food & toiletries). Perishable product (bread, milk, meat, produce) is free and we never charge a shared maintenance fee for any USDA government commodities. Agencies can also choose to purchase case lots of food at our cost which will save the pantry money, time and transportation costs.

If our doors were closed many pantries do not have the space, vehicles, or volunteers to gather and sort food. I do not know how they would survive paying retail for the 3.5 million pounds of food required each year to meet the needs of the hungry in PD 16.

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SERVICE DATA

Program Service Data: **Service Period:** July 1, 2013 to June 30, 2014

Locality Served	Total Served		Gender		Race					
	FY2014	FY2016*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg	3,568	3,711	1,677	1,891	1,305	1,627	35	492	23	86
Caroline	3,844	3,998	1,884	1,960	1,807	1,768	0	192	39	38
King George	2,555	2,657	1,329	1,226	1,703	1,380	0	98	1	3
Spotsylvania	8,798	9,150	4,311	4,487	4,487	2,639	234	1,143	119	176
Stafford	6,483	6,742	3,047	3,436	2,852	2,139	68	1,231	64	129
Other	1,632	1,697	751	881	636	797	0	163	16	20
Total	26,880	27,955	12,999	13,881	12,160	10,350	337	3,319	262	452

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups								Income Levels				
	0-4	5-10	11-13	14-18	19-25	26-40	41-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg	321	464	214	321	357	821	820	250	1,606	1,427	535	12	0
Caroline	269	500	230	346	384	653	923	539	1,960	1,384	423	38	39
King George	230	408	180	230	178	511	537	281	1,124	1,022	383	26	0
Spotsylvania	615	1,231	533	879	967	1,759	2,023	791	2,992	3,431	2,112	176	87
Stafford	518	1,037	561	648	688	1,297	1,280	454	2,722	2,269	1,296	129	67
Other	98	196	82	147	180	294	424	211	604	702	310	16	0
Total	2,051	3,836	1,800	2,571	2,754	5,335	6,007	2,526	11,008	10,235	5,059	397	193

Please describe below your data collection methodology and tracking measures. Indicate systems or processes that are used and responsible parties. Please also describe how your projections are determined for the upcoming year. If any of the above information is not available, please indicate why:

Charity Tracker is used at the FAFB and by our partner agencies to track the type and amount of service provided to the community and gather client data. Surveys are conducted throughout the year for feedback on programs and processes by either Feeding America or our Agency and Programs Director. Partner Agency monitoring is conducted each year by our Agency & Programs Director, Mishelle Krogstad.

Percentage increase of 2% each year is automatically forecasted to allow for greater accuracy in budget projections.