



Reflections
— *of* TRINITY
No family goes hungry

9/13/2024

City of Powder Springs
4181 Atlanta Street
Powder Springs, GA 30127

RE: Request for Proposal #24-008

Attn: Wayne Wright

Reflections of Trinity is interested in providing food and continuing operations for the Store at Tapp Middle School in the City of Powder Springs to eligible recipients under the American Rescue Plan Act. I have reviewed and understand the intent and requirements of the Request for Proposal.

I further confirm that I am authorized to represent Reflections of Trinity to solicit business and to enter into contracts for the organization.

I can be reached as follows:

Laurie Wong
Executive Director



4037 Austell Powder Springs Rd
Powder Springs, GA 30127

Sincerely,

Laurie Wong
Executive Director



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2. Company Background

- a. Reflections of Trinity, 4037 Austell Powder Springs Rd, Powder Springs, GA 30127, 770-222-6511
- b. Laurie Wong, [REDACTED]
- c. 21 Years in business
- d. 18 Employees
- e. Laurie Wong, the Executive Director has been coordinating and managing food distribution programs for Reflections of Trinity for 18 years.

3. Relevant Experience

- a. Reflections of Trinity is located in downtown Powder Springs and has been serving the community with benevolence in the same location for nearly 21 years. Our Team58 food pantry launched in January 2012 with the mission and purpose to offer a free weekly box of groceries to those in need in our community.

At the time, there were no charities in the West Cobb area offering food pantry service on a Saturday. Demographics show that most food pantry clients consist of the working poor who are unable to take advantage of food pantry offerings during the week. We were approached back in 2011 by several community members to launch a pantry that truly served the needs of the poor at a time when it's most accessible for them.

Reflections of Trinity Food Pantry began with 33 families identified as needing support and today that weekly distribution has grown to over 1200 boxes per week with the majority of recipients residing in Cobb, Paulding, Douglas, Clayton, Fulton, and DeKalb Counties.

In 2023, Reflections of Trinity distributed 3.9 million pounds of food. In the 12 years since we launched the food pantry, we have served 584,000 individuals in need with nutritious groceries.

As one of the top agencies of the ACFB (Atlanta Community Food Bank) we have been granted enabled pick-up status where we receive food directly from Publix, Sam's, Walmart, Target, Lidl, Kroger and Costco on behalf of the ACFB, which requires significant tracking and reporting, in addition to the monthly reports required for TEFAP and GNAP compliance. As a partner agency, we are also audited on-site for reporting and food safety compliance and required to take mandatory annual training.



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b. References

- a. In April 2021, at the request of Elementary School Principal, Jamilah A. Hud-Kirk, Reflections of Trinity launched a weekend backpack program at Fountain Elementary School in Clayton County. We provide food for 50 of their most at-risk students with weekend meals and this program continues today.
Reference: Jamilah A. Hud-Kirk, principal [REDACTED]
- b. In 2016 we began partnering with local senior Hud Housing communities to deliver food to seniors that were shut in or lacked adequate transportation, yet qualified for food pantry assistance through our Senior Bridge Program. Today that service has grown to 1100 seniors in 9 communities located in Cobb, Paulding, and Fulton Counties.
Reference: Shana Wegner, Walton Property Manager, [REDACTED]
- c. Reference: Jon West, Vice President, Partner Relations. Atlanta Community Food Bank. [REDACTED]
- d. Reflections of Trinity has provided weekend backpack meals since 2022 for the following schools in Cobb County:
 - i. Compton Elementary, 235 Students, Reference: Beth Lair, Principal, [REDACTED]
 - ii. Varner Elementary, 30 Students, Reference: Althea Singletary, Principal, [REDACTED]
 - iii. Smitha Middle School, 10 Students, Reference: Lisette Christophe, Site Coordinator Communities in Schools, [REDACTED]
 - iv. Osborne High School, 51 Families full grocery distribution, Reference: Crystal Norwood, Site Coordinator Communities in Schools, [REDACTED]



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4. Methodology & Approach

- a. For the past 12 years, Reflections of Trinity has successfully executed our Team 58 Food Pantry located in downtown Powder Springs. We can seamlessly incorporate the food pantry at Tapp Middle School into our existing weekly service.

We provide nutritious boxes of food every Saturday at 4037 Austell Powder Springs Rd from 8:30 am - 12 pm via a drive-through format. Registrants receive approximately 80 - 100 lbs. of perishables and canned/boxed non-perishable items representing all food groups which include meat, dairy, bread/cereal, rice/pasta, and fresh produce.

The majority of our food is sourced from the Atlanta Community Food Bank (ACFB) where our agency is ranked in the top 3 food distribution agencies in the ACFB distribution region. Our pantry staff receives annual training in compliance and food safety practices, and report to ACFB with monthly food distribution reports. Reflections of Trinity has never failed an annual on-site audit with ACFB, we have historically passed with flying colors!

We currently screen recipients using ACFB mandated criteria - The Emergency Food Assistance Program (TEFAP) Household Eligibility Criteria Form as well as the Georgia Nutrition Assistance Program (GNAP) intake forms provided by ACFB.

Clients are required to show proof of need using one or more of the following: a) Food stamp EBT Card b) Eligibility of USDA commodities c) Public Housing resident d) Section 8 voucher program recipient e) Current WIC card f) Medicaid card g) Peachstate for kids card h) Hourly wages of \$8 per hour or lower i) Free/reduced price school breakfast or lunch j) DFCS/TANF Transitional services.

Additionally, clients sign a self-declaration form to include total household income, residency, name, number of people in the household, phone number, and address. Recipients are cataloged using Food Bank Manager software which is capable of isolating and providing details of clients in any geographic area.

- b. In support of the food pantry, we operate a brick and mortar thrift as well as e-commerce stores. The proceeds generated help cover staff wages and overhead costs. We rely on grants, social enterprise and private donations to cover all other costs. Having managed the food pantry for 12 years, we do not foresee any barriers that would impact having a successful performance.



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- c. Reflections of Trinity currently serves over 84,000 individuals annually with 3.9 million pounds of food and based on 12 years of experience operating a food pantry, we have determined the following:

Initial Six Month Term grant request - \$20,923. Will cover food purchase, transportation costs, inventory and prep, client intake, processing, and monthly reporting for 40 families each week.

- Annual Admin /overhead costs 40% of the grant - \$8,369 (which includes fuel and transportation costs for 26ft trucks used to pick up food, staff to process intake, control inventory, prepare food according to Powder Springs specs of 50% of weekly food for recipients and generate reports).
- Food Cost 60% of the grant - \$12,554.

Subsequent One Year Term grant request - \$46,939 (5% increase from initial term)