

**(1) The entity's mission, purpose, and governance structure.**

**Mission:**

To feed the hungry in Southeast North Carolina by soliciting and judiciously distributing healthy food and grocery products through a network of non-profit partners and to be an advocate that educates the community on the problems of and solutions to domestic hunger.

**Purpose:**

The Second Harvest Food Bank of Southeast North Carolina collects usable grocery items, largely donated, from suppliers and distributes them to approximately 240 member agencies in 7 counties in Southeast North Carolina. These partner agencies provide direct food assistance to more than 107,000 unique clients each year. In addition to general food distribution, the Food Bank engages in the "Hunger Relief for Kids" Backpack program, a program with 37 school locations in 7 counties with over 1,500 children being served each Friday during the school year. The Food Bank operates a Mobile Food Pantry Program as a direct service to those at risk of hunger in food deserts with transportation barriers to nutritious food. The Food Bank conducts over 70 distribution events throughout our service area during the year.

**Governance Structure:**

The Second Harvest Food Bank of Southeast North Carolina (SHFB SENC) is a division of Cumberland Community Action Program Inc. (CCAP). CCAP is a private, non-profit corporation duly incorporated under the laws of the State of North Carolina for the express purpose of "improving the education and economic opportunities, living environment and general welfare of the people". It is recognized as a 501 (c) (3) charitable organization by the Internal Revenue Service.

The Board of Directors of CCAP served through 3 areas.

- |                   |   |
|-------------------|---|
| <b>1. Public</b>  | Selected to serve on board by a public official with a designated term assigned by said official for their term of office                             |
| <b>2. Private</b> | Serves on the board of directors for a period of 5 years unless reappointed by the organization   |
| <b>3. Elected</b> | Elected by citizens in designated areas for a period of 5 years and then must seek reelection to the board of directors by the communities they serve |

The CCAP Board of Director officers' positions are:

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer
5. Parliamentarian
6. Chaplain

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Governing Board committees include:

1. Executive
2. Finance
3. Board Development
4. Nominating
5. Audit

**(2) A description of the types of programs, services, and activities funded by State appropriations.**

The Second Harvest Food Bank of Southeast North Carolina utilizes SNAP funds to purchase, transport, store, and distribute food products from the Food Bank at no cost to member non-profit agencies. The products will be nutritious, wholesome food to include protein that might otherwise not be available from the Food Bank. This includes products such as canned beef stew, canned fruits, canned vegetables, frozen ground beef, frozen ground turkey, canned chicken, salmon, peanut butter, pasta, spaghetti sauce, and other desirable foods. Approximately 240 receiving agencies that operate emergency food box programs are provided SNAP purchased products free. In turn agencies will provide these products free to individual recipients in our 7-county service area. Hungry receipts in both rural and urban areas will receive benefit from this distribution.

**(3) Statistical and demographical information on the number of persons served by these programs, services, and activities, including the counties in which services are provided.**

Demographic Data Item	Source	Response
Estimated number of individuals in our service area seeking food assistance at a pantry, shelter, or kitchen, within a year.	<b>Feeding America's Hunger In America 2010 Report – the most current comprehensive data we have on persons seeking food assistance from our network of emergency food organizations. Data collection for Hunger In America 2014 begins this spring.</b>	<b>107,000</b>
Estimated Demographic spread of individuals in our service area seeking food assistance at a pantry, shelter, or kitchen.		<b>Gender</b> Male: <b>45.6%</b> Female: <b>54.4%</b>  <b>Age</b> <18: <b>34.9%</b> 18-64: <b>53.9 %</b> >64: <b>12.2%</b>  <b>Ethnicity</b> White: <b>17.5%</b> Black: <b>67.6%</b> Hispanic: <b>3.5%</b> Native American: <b>10.7%</b> Asian/Pac. Islander: <b>1.2%</b>

**Estimated Number of MEALS Served by SNAP Food in FY11/12**

SNAP Pounds Purchased	Feeding America's lbs. to meal conversion metric	Estimated Meals provided by SNAP food purchased	SNAP % of Total Pounds Distributed by the SHFB SENC
<b>796,698</b>	<b>1 meal = 1.28 pounds</b>	<b>622,420</b>	<b>10%</b>

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**Second Harvest Food Bank of Southeast North Carolina's 7-County Service Area:**

Bladen, Cumberland, Duplin, Harnett, Hoke, Robeson, & Sampson

**(4) Outcome measures that demonstrate the impact and effectiveness of the programs, services, and activities.**

In FY 11-12, the Second Harvest Food Bank of Southeast North Carolina distributed 796,698 pounds or 622,420 meals of SNAP food to 204 SNAP eligible, participating member agencies in our 7-county service area. SNAP funding was used to purchase the most needed products, ones not available through industry donations in southeast North Carolina. Food product purchased include: tuna fish, green beans, rice, pinto beans, canned fruit and vegetables and peanut butter. Administrative funding for the Second Harvest Food Bank of Southeast North Carolina's SNAP program operations includes labor, warehousing, storage, refrigeration, order-picking/preparation and trucking to agencies.

**(5) A detailed program budget and list of expenditures, including all positions funded and funding sources.**

See separate attachment

**(6) The source and amount of any matching funds.**

No match was required in FY 2011/12

<b>SECOND HARVEST FOOD BANK OF SENC</b>	
<b>STATE NUTRITION ASSISTANCE PROGRAM (SNAP)</b>	
<b>FY 11/12 Section 10.19 (b) reporting #5</b>	
<b>Description</b>	<b>FY 11/12 Budget</b>
<b>REVENUE</b>	
<b>Contributions Income</b>	
<b>INDIVIDUALS</b>	129,533
<b>BUSINESS/CORPORATIONS</b>	32,498
<b>CIVIC ORGS/SCHOOLS/OTHER</b>	1,020
<b>GRANTS/ FOUNDATIONS</b>	165,845
<b>Contributions Income Total</b>	<b>328,896</b>
<b>SNAP FOOD PURCHASE INCOME</b>	721,624
<b>SNAP ADMINISTRATIVE REIMBURSEMENT INC.</b>	240,542
<b>SHARED MAINTENANCE FEE</b>	349,148
<b>MISCELLANEOUS Income</b>	8,970
<b>TOTAL INCOME</b>	<b>1,649,180</b>
<b>EXPENSES</b>	

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<b>SALARY &amp; FRINGES</b>	
Director	51,683
Operations Manager	43,680
Warehouse Managers	34,382
Customer Relations Specialist	22,339
Agency Relations Manager	42,890
Food Souce Coordinator	33,300
Inventory Control Clerk	22,152
Administrative Assistant	28,974
Warehouse Asst	22,152
Truck Drivers (2.5 FTE)	72,862
SNAP Coordinator	33,300
Contract Labor	11,027
<b>TOTAL SALARY &amp; FRNGES</b>	<b>418,741</b>
<b>EMPLOYEE BENEFITS</b>	<b>64,474</b>
<b>PAYROLL TAXES</b>	<b>38,129</b>
<b>SNAP FOOD PURCHASES</b>	<b>721,624</b>
<b>PROFESSIONAL FEES</b>	<b>80,018</b>
<b>EQUIPMENT PURCHASE (federal grant)</b>	<b>89,345</b>
<b>EQUIPMENT MAINTENANCE &amp; REPAIR - WAREHOUSE</b>	<b>40,698</b>
<b>OCCUPANCY</b>	
Insurance, Bldg & Flood	3,821
Electricity & gas	30,151
Communications - telephones and internet	11,991
Food packing and warehouse supplies	27,210
Waste Management	6,163
Pest Control	847
Mortgage	44,670
<b>TOTAL OCCUPANCY</b>	<b>124,853</b>
<b>TRANSPORTATION</b>	
Vehicle Gas & Oil	17,877
Vehicle Repairs & Maintenance	8,452
Vehicle Lease	30,392
Vehicle Insurance	4,613
Vehicle License & permits	7,932
<b>TOTAL TRANSPORTATION (TRUCK COSTS)</b>	<b>69,266</b>
<b>MISCELLANEOUS EXPENSE/WAREHOUSE</b>	<b>2,032</b>
<b>TOTAL EXPENSES</b>	<b>1,649,180</b>

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