

UNITED WAY OF PALM BEACH COUNTY – HUNGER RELIEF 2021 – 2022 FOOD STORAGE CAPACITY IMPACT REPORT

CONTACT INFORMATION

Agency:	Contact:
Title:	Phone:
E-mail:	Address:
City:	State: Zip:

AWARD INFORMATION

Date of Award (see your award letter): _____ Report Date: _____

Award Category:

Unit(s) Awarded: _____

REPORT REQUIREMENTS

Agencies must submit Impact Reports by the following dates: *

- September 1, 2022
- March 1, 2023

*Failure to submit a report by the due date could result in the agency having to return food storage unit(s) and/or could affect future requests for funding under the Food Storage Capacity Grant.

SIGNATURE

CEO/Executive Director's signature: I attest that the attached report is accurate and reflects that the unit(s) was maintained and used in accordance with the award requirements.

Name: _____

Signature: _____

Date: _____

SUBMISSION INSTRUCTIONS

Email the completed report as a single PDF document to:

Liz Cabral, United Way of Palm Beach County, Manager for Hunger Relief: HungerRelief@unitedwaypbc.org

Subject line of the email should read:

2021 - 2022 Food Storage Capacity Report – Name of Your Organization – Report Date

1. What are your hours of operation for food distribution? (Please fill in all the days that apply and specify A.M. or P.M. for all times). Under “Frequency,” write how often your organization distributes food on that day throughout the month (i.e., Every Thursday, every third Thursday of the month or not open). **See Appendix A at the end of the report.**

Days of Operation	Frequency	Start Time	A.M./P.M.	End Time	A.M./P.M.
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

2. On average how many people do you provide food assistance to each month?

Total number of people: _____

3. How many pounds of refrigerated food, frozen food and dry goods do you store MONTHLY? Provide the actual weight for next to the range. **See Appendix B at the end of the report.**

Range	Refrigerated	Frozen	Dry Goods
Less than 100 lbs.			
101 – 200 lbs.			
201 – 300 lbs.			
301 – 400 lbs.			
401 – 500 lbs.			
501 – 600 lbs.			
601 – 700 lbs.			
701 – 800 lbs.			
More than 801 lbs.			

4. How many pounds of food do you currently distribute on a MONTHLY basis? Provide the number of pounds next to the range. **See Appendix C at the end of the report.**

Range	Refrigerated and/or Frozen	Dry Goods
Less than 100		
101 – 200 lbs.		
201 – 300 lbs.		
301 – 400 lbs.		
401 – 500 lbs.		
501 – 600 lbs.		
More than 601 lbs.		

5. How many pounds of food per MONTH are discarded because it exceeds its shelf life and/or spoilage? Provide the actual number next to the range. **See Appendix D at the end of the report.**

Range	Actual
Less than 100 lbs.	
101 – 200 lbs.	
201 – 300 lbs.	
301 – 400 lbs.	
401 – 500 lbs.	
More than 501 lbs.	

6. Explain why your agency discards the number of pounds of food you answered in question 5.

7. Did the food storage award help you decrease the amount of food discarded because it exceeded its shelf life?

Yes No

8. Did the food storage award help you serve additional families and individuals?

Yes No

9. Share a success story that is a result of your increased ability to serve more families and individuals. Please include pictures if available.

The following appendixes will help you complete the report.

Appendix A

What are your hours of operation for food distribution? (Please fill in all the days that apply and specify a.m. or p.m. for all times). Under “Frequency,” write how often your organization distributes food on that day throughout the month (i.e., Every Thursday, every third Thursday of the month or not open).

Example: If your agency distributes food every 3rd Wednesday of the month from 11:00 a.m. to 2:00 p.m. and every Saturday from 10:00 a.m. – 11:00 a.m.

Days of Operation	Frequency	Start Time	a.m. / p.m.	End Time	a.m. / p.m.
Sunday	Not open				
Monday	Not open				
Tuesday	Not open				
Wednesday	3 rd of the month	11:00	a.m.	2:00	p.m.
Thursday	Not open				
Friday	Not open				
Saturday	Every	10:00	a.m.	11:00	a.m.

Appendix B

How many pounds of refrigerated food, frozen food and dry goods do you store on a monthly basis? Provide the actual weight next to the range for each type of storage (refrigerated, frozen, dry goods).

Example: If your agency stores 0 pounds of refrigerated food, 150 pounds of frozen food, and 820 pounds of dry goods monthly.

Range	Refrigerated	Frozen	Dry Goods
Less than 100 lbs.	0		
101 – 200 lbs.		150	
201 – 300 lbs.			
301 – 400 lbs.			
401 – 500 lbs.			
501 – 600 lbs.			
601 – 700 lbs.			
701 – 800 lbs.			
More than 801 lbs.			820

Appendix C

How many pounds of food do you currently distribute on a MONTHLY basis? Provide the number of pounds next to the range.

Example: If your agency distributes 0 pounds of refrigerated food, 150 pounds of frozen food, and 650 pounds of dry goods monthly.

Range	Refrigerated and/or Frozen	Dry Goods
Less than 100		
100 – 200 lbs.	150	
201 – 300 lbs.		
301 – 400 lbs.		
401 – 500 lbs.		
501 – 600 lbs.		
More than 601 lbs.		650

Appendix D

How many pounds of food per MONTH are discarded because it exceeds its shelf and/or spoilage life? Provide the actual number next to the range.

Example: If 70 pounds of food are discarded monthly.

Range	Actual
Less than 100 lbs.	70
101 – 200 lbs.	
201 – 300 lbs.	
301 – 400 lbs.	
401 – 500 lbs.	
More than 501 lbs.	