



Hospitality House *food pantry*

P.O. Box 284
2075 E. West Maple Rd., Ste. B204
Commerce Twp, MI 48390

Phone: 248-960-9975
www.hhfp.org

October 10th, 2023

City of Novi
c/o Sabrina Lilla
45175 Ten Mile Rd
Novi, MI 48375

Re: 2024 Community Development Block Grant

Dear Ms. Lilla

On behalf of Hospitality House Food Pantry, I would like to request that a minimum of \$9,950 in Community Development Bloc Grant funding be awarded to help the pantry continue to provide food assistance to the low-income residents of the City of Novi.

Year to date, Hospitality House has distributed 71,921 pounds of food to 138 unique households in Novi consisting of 354 unique individuals. This figure has a dollar value of \$138,088.32. Of the nearly 100 municipalities we serve, Novi is the third largest city from which our clients originate. Each client receives approximately 61 pounds of food per visit from the pantry. Each month, we allow families with incomes below 200% of the federal poverty level to come in and 'shop' our pantry, selecting food that best meets their family needs.

Hospitality House Food Pantry not only serves Novi but all of Oakland County and never turns away anyone seeking food assistance. From January 1st of this year to October 9th, Hospitality House served 1,355 unique households consisting of 3,324 individuals who visited the pantry a total of 10,536 times. These households were supplied with a total of 651,940.8 pounds of food during this time period, for an average of 61 pounds per visit.

In addition, Hospitality House has several other programs to assist those who are struggling. From our Weekend Food Program that provides food to students over the weekend, to a collaborative pantry serving exclusively veterans of our Nation's armed services.

Hospitality House is a diligent steward in the use of its resources; acquiring food at no or low cost and primarily utilizes volunteers to man its operations. These savings are passed on directly to program beneficiaries who receive services at no cost.

Hospitality House is a 501 (c) (3) organization, licensed by the State of Michigan, and has in the past received CDBG funding from the City of Wixom and the City of Novi. Thank you for considering our agency Hospitality House, as a vital service to the low-income residents of the City of Novi. If you have any questions about the organization regarding this proposal, you can contact Susan Erspamer at (248) 960-9975.

Sincerely,

Susan Erspamer
Executive Director



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Project Description:

Hospitality House is a “client choice” food pantry that serves all of Oakland County. “Client choice” means that the pantry is set up like a small grocery store and clients can go through and “shop” for their family, selecting the items that meet their family’s needs, within the established quantity guidelines based on family size. Hospitality House provides a wide range of foods, including cereal, fruit juice, canned fruits and vegetables, pasta, rice, canned meat and fish, frozen foods, and baked goods. We also offer a variety of fresh vegetables, fruits, meats, dairy products, and bread. Clients can select food from the pantry once every two weeks.

Project Management and Administration:

Hospitality House’s Executive Director Susan Erspamer, Operations Manager Raymond Sherlock, and Grant and Development Manager, David Cipriano, have primary responsibility for the operations of the pantry, including intake procedures, record-keeping, and reporting. Oversight is provided by Hospitality House’s Board of Directors.

During the intake process, clients are screened to ensure that their household income does not disqualify them from receiving services that are funded by federal funds. We record the mailing address of every client, as well as the city or township of residence. Relevant demographic information, such as age, race/ethnicity, and gender, is also recorded for every member of the household. All of this information is stored in the Link2Feed database. Every time a client visits the pantry, the quantity of food provided in pounds is recorded. This makes it possible for Hospitality House to quickly and precisely report how many pounds of food were distributed to individuals who live within the borders of Novi, as well as the various incomes, racial, and other breakdowns that Hospitality House is required to list on its Direct benefit Activity Report.

Capability:

Hospitality House is a sizeable organization with a strong record. We also have a dedicated, well-trained group of approximately 50 volunteers who regularly work in the pantry distributing food to clients, as well as over 400 unique volunteers from local schools, churches, businesses, and community organizations that assist on a more irregular basis. The pantry has a ten-year lease on a warehouse/office space at 2075 E. West Maple Road, B204, Commerce Charter Township, MI 48390. Hospitality House has a perishable food storage capacity that includes 4 large walk-in freezers/refrigerators, and three upright refrigerators. In addition, Hospitality House has

relationships with a number of community partners to fight hunger in Oakland County including Gleaners Food Bank, Metro Food Rescue, USDA, US Foods, GMT, and Forgotten Harvest.

Familiarity with Community Development Bloc Grants Requirements:

Hospitality House received Community Development Bloc Grants's from the City of Wixom, and Novi in past years. We are familiar with mandatory Direct Benefit Activity Reports, the income standards for project beneficiaries and other requirements surrounding Community Development Bloc Grants. Funding from this grant will only be used to serve clients who report a household income that places them in the low/moderate income category.