Recognizing the importance of the nonprofit sector to the high quality of life throughout Chester County, the Chester County Commissioners have allocated $3.5M to help nonprofits recover with innovation and resiliency. This funding is from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Per the CARES Act, grants must cover unforeseen financial needs and risks created by the COVID-19 public health emergency. This includes grants to implement and publicize the safe resumption of programs and services. The Community Foundation seeks proposals to support innovative, resilient COVID recovery needs, such as:

- Program and service redesign, in light of social distancing and public safety requirements
- Innovative technology to support virtual, mobile and/or pop-up programs and services
- Redesigned and reconceived marketing, fundraising and special events
- Strategic planning pivoting, refinement and revisions in light of COVID-19
- Partnership, merger, consolidation and/or acquisition activities due to COVID-19 impacts
- Infrastructure improvements due to COVID, including plexiglass dividers, technology upgrades, etc.
- Higher operating costs related to cleaning and social distancing requirements
- Other one-time or increased expenses incurred related to COVID-19.

This is a competitive, time-sensitive grants process. Grant decisions will be made weekly, on an ongoing basis. Electronic grant applications are only accepted by e-mail. No paper applications are accepted.

Eligibility
- Nonprofit 501 (c) (3) organization formed and active in 2017 or earlier
- Nonprofit must be headquartered and providing services in Chester County, as evidenced by legal address in Box C of IRS 990

Priority Preference for Grant Funding
- Nonprofits that provide clear evidence of how they aim to/are reshaping their programs, services, administration, marketing and fundraising, to safely provide services and thrive in light of COVID impacts
- Nonprofits with substantial costs to comply with COVID public health requirements
- Nonprofits that serve a diverse constituency, and are governed and managed by diverse leadership

Ineligible Entities
- Nonprofits NOT headquartered in Chester County, PA, as evidenced by the legal address in Box C of the IRS 990
- Nonprofits NOT delivering services in Chester County
- Nonprofits that did NOT experience revenue loss due to the coronavirus pandemic and/or nonprofits that have no additional costs associated with the coronavirus pandemic
- Nonprofits that were NOT operational as of December 30, 2017
- Government or government-owned or controlled entities
- Churches or religious organizations with respect to their primarily religious activities and/or their activities which limit participation to members of the church or religious organization
- For-profit businesses
- Private clubs/organizations that limit membership for reasons other than capacity
- Nonprofits primarily engaged in lobbying or political activities
- Nonprofits NOT compliant with all federal, state, & local laws, including taxation
- Nonprofits NOT compliant with current public health guidelines, including coronavirus pandemic phased reopening restrictions
Contact Information

| Nonprofit Org Name: Oxford Area Neighborhood Services Center | ED/CEO Name: Rachel Lebus |
| Address: 35 N 3rd St. | ED/CEO E-mail: rlebus@oxfordnsc.org |
| City, State Zip: Oxford, PA 19363 | Board Chair Name: Linda Staffieri |
| Phone: 610-932-8557 | Grant Proposal Contact Name: Rachel Lebus |
| Website: www.oxfordnsc.org | Grant Proposal Contact E-mail: rlebus@oxfordnsc.org |
| EIN: 23-7231577 | Grant $ Amount Requested: $50,000 |
| Year Founded: 1971 | Agreed by: Rachel Lebus Date: 11-6-2020 |

In filing this application, the nonprofit certifies that it complies with all federal, state & local laws, including taxation; complies with current public health guidelines; and complies with coronavirus pandemic phased reopening restrictions.

Nonprofit Field/s of Interest

| Arts, Culture & Historic Preservation | Education | Health |
| Community Development | Environment & Animal Welfare | Human Services |

Figures

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<thead>
<tr>
<th></th>
<th>Current</th>
<th>PRE-COVID (as of 1/1/20)</th>
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<tbody>
<tr>
<td>Annual Operating Budget</td>
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<td>$588,851</td>
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<tr>
<td>Full-Time Equivalent Paid Staff</td>
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<td># Active Direct Service Volunteers</td>
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<tr>
<td>Annual Volunteer Hours</td>
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Funding: Please indicate if your nonprofit has received funding from any of these regional sources over the past few years. We will invite them to review this funding request.

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<tr>
<td>x ChesCo Comm Fdn</td>
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<td>x United Way ChesCo</td>
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<td>Phoenixville Comm Health Fdn</td>
<td>x United Way S ChesCo</td>
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<td>Other significant funders:</td>
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Narrative: In a few concise paragraphs, please explain:

1. **Mission** Oxford Area Neighborhood Services Center (NSC) empowers people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources.

2. **What geographic area is served?** *(If not all of Chester County, specify primary Chester County regions served)* NSC services the greater Oxford area, including the Oxford and Avon Grove school districts, as well as extending services toward Cochranville.

3. **What population is served?** How have your service numbers been impacted by COVID?

   Southern Chester County residents seeking assistance from NSC are experiencing situations that impact their ability to pay for their most basic needs. These situations can include the loss of employment or underemployment, an unexpected health issue, a death in the family, grandparents who are raising grandchildren because their parents are unable to, individuals who are returning to the community after serving in the military, or...
individuals returning to the community who have been incarcerated. Mental health and/or substance abuse issues are often factors that contribute to an individual seeking assistance from our agency.

The majority of individuals seeking assistance are low-income families with children. Ethnically, our clients are 50% Caucasian, 42% Hispanic and 8% African American and Other. Ninety-eight percent of households receiving food are at or below 150% of the poverty level – individual income is at or below $18,090 annually, or a 5-person household qualifies with an annual income of $43,170 or below. Families with children who seek assistance are especially vulnerable. In Chester County, the share of children living in poverty is 55% higher than it was in 2008, with more than 10,000 children now living in poverty & just under half of those living in deep poverty. Nearly 13% of children under the age of six live in poverty, and the poverty rate for all children is nearly 50% higher than that of older adults. In the Oxford area, 46.4% of the Oxford Area School District's students qualify for the federal free/reduced lunch program.

4. What has been the impact of COVID-19, and how has your nonprofit responded?

The economic shutdown, and ensuing change in business practices, has particularly affected our clients. Prior to the crisis, a large majority of clients were working several part-time jobs, none of which provided benefits such as sick leave. Most do not have the option to work from home and maintain their paycheck, and as things have not yet returned to “normal”, people are still in financial need.

The number of direct needs payments (payments toward rent/mortgage and/or utilities) have increased during the pandemic, over last year, both in numbers of payments being made, as well as the dollar amount being spent. We have responded to the increased need by being more flexible with our previous policies (such as the amount of money we will spend on a single direct needs payment, or offering assistance more than once over a 12 month period).

When COVID first hit, we closed our building both to the public, and to our volunteers. We are still closed to the public, which creates some challenges for the case managers. They are doing nearly all of their work with clients either over the phone or over email. This creates challenges for our clients, because this creates an additional barrier to them being able to access services. Most would prefer to walk into the building to access what they need.

Our volunteers have been allowed to return, but we have had some volunteers choose not to return due to personal feelings of discomfort being in public spaces because of COVID. Because of the lack of volunteers to pack food, the case managers have been stepping in to pack food. This stretches them thin because this is not something that they typically spend their time doing, and with the increased demand in requests for financial assistance, the case managers are struggling to keep up with the work load, especially with the busy holiday season coming up.

5. What would this funding be used for? How does this demonstrate innovation and resiliency in dealing with COVID impacts? What would be the community impact of this anticipated funding? Why is it important to fund this now?

We are seeking funding for a number of different things. The vast majority of funding we are asking for is to fund the salary for a food pantry manager. This person would be responsible for managing the ordering of food and monitoring inventory, for packing food for clients and taking orders. They would also be asked to make some modifications to the food provision model, including things such as adding evening and/or weekend hours to the food pantry, and perhaps providing a “grab and go” model of food delivery. Both of these are things we would like to be able to do to respond to COVID. We know that there are more people who are working but still struggling to make ends meet, because of reduced work hours, or reduced wages. Our food pantry is currently only open during typical working hours, 8:30 to 4:30, and there is a portion of the population in Oxford who are in financial need and in need of food, who are not able to access food here. This is something we do not have the capacity to do, because of the things listed above regarding our COVID response, and particularly the portion about not having as many volunteers, and the case managers doing more with direct financial payments. This is something we need now, to free up the case managers’ time to manage the influx of people seeking financial assistance. We feel the need to attempt to reach those we are not currently reaching, but all of our staff are at capacity. While the attention to COVID, and particularly the economic impact, has been over the last several months, with the upcoming end on the stay of evictions and moratorium on utility shut offs, we anticipate that we will continue to see a high volume of people seeking assistance with food and financial needs well into next year.
We are also seeking funding for internal infrastructure needs, as well as PPE and cleaning supplies. We will need to re-open our building to meet the needs of the people in the community, who find it easier to access our services in our building, but we need things such as plexiglass dividers, thermometers, PPE including masks and gloves, and cleaning supplies including sanitizing wipes and virucidal spray. We cannot open to the public (even at limited capacity with social distancing measures) without these things, and we were not anticipating the need to purchase all of these items.

Additionally, as we think about how to balance meeting the needs of the community with maintaining health and safety of all involved, we would like to pursue options for using tele-communications programs and software to be able to meet with our clients remotely and still see them face-to-face, for those who may have the capacity to do so. We have the technological equipment required, as each case manager already has a laptop with a webcam, but if we will pursue this option, we will need to replace our existing wireless access points, to increase our internet bandwidth if each person in the building will be using wireless internet to meet with clients. Additionally, we would need to purchase access to a tele-meeting platform, such as Zoom, to facilitate our ability to meet with clients virtually.

We feel we need to prepare for the possibility that we may need to close our office building and do much of our work remotely, either because of a COVID exposure amongst our staff, or because the COVID cases have reached such a level that we are asked to do so. In the case something like this may occur, we are requesting funding to set up remote access to our server on a computer for each of our staff people. This allows them to continue their work seamlessly from home.

Finally, we find the time to be good to conduct a strategic planning session for our agency, to give us the space and time to think through how we might need to make permanent changes to our programming to meet the needs of the community in the climate that COVID has created.

6. **How much funding is sought? How does this compare to your annual operating budget and this year’s projected deficit? What is the expected timeframe for use of funds?**

We are asking for a total of $45,000 from the CCCF to address the needs outlined above.  
$35,000 for the salary and benefits for a food pantry manager  
$1,000 for plexiglass dividers (8) and thermometers (2)  
$1,000 for PPE and cleaning supplies  
$3,000 for technology solutions, including remote server access, replacement wireless access points, and a teleconference subscription  
$5,000 for strategic planning
Food Pantry Coordinator Salary Comparison by Location

- National: $32,706/year
- Oxford, PA: $31,627

Food Pantry Coordinator Jobs within 50 miles of Oxford, PA
- Coordinator, Pantry (Full) - Compass Group, North America - Cranston, RI
- Pantry Cook - Rums Christ Church, Philadelphia, PA
- Pantry Cook - The Arc of Montgomery - Norristown, PA

Nearby Food Pantry Coordinator Jobs within 50 miles of Oxford, PA
- COORDINATOR, PANTRY (F/T) - Compass Group, North America - Cranston, RI
- Pantry Cook - Rums Christ Church, Philadelphia, PA
- Pantry Cook - The Arc of Montgomery - Norristown, PA

Cost of video conferencing software/service

A cloud video conferencing software service is all that is required to enable video conferencing on personal devices like laptops and phones. Small teams and remote teams without conference rooms may not need meeting room equipment and can opt for a software-only solution. Free video conferencing apps are available but typically restrict usage by number of participants or max call length limits. Encrypted and reliable business-class video conferencing services average between $13 and $30 per host per month.

- Lifesize: Starting at $12.95/host/month (View pricing)
- WebEx: Starting at $13.50/host/month
- GoToMeeting: Starting at $14.00/host/month
- Zoom: Starting at $14.99/host/month
- BlueJeans: Starting at $16.65/host/month

Hidden Costs to Look Out For

Subscription list prices will fluctuate throughout the year as features are released and packages are reconfigured, but there are two main add-ons that buyers should be aware of:

- Per-minute PSTN audio conferencing fees
- Video conferencing is a common add-on that enables a toll-free dial-in option for participants joining a meeting via a standard phone line. Many Zoom customers have to pick up an additional bill just for audio calling, based on their published regional audio conferencing rates. And when fees are billed per participant per minute, the extra charges can add up quickly.

For example, a 10-way audio (PSTN) conference with participants in the UK is billed at a rate of £0.08 per minute (£0.87 per participant in the call), or £32.20 per hour. The same call run on a weekly basis would cost £2,714.40 in annual usage fees just for one recurring meeting.
Please e-mail all materials as a word.doc and/or pdf to grants@chescocf.org:

| This Innovation & Resiliency Fund Grant Request cover sheet & brief narrative |
| Current annual operating budget & most recent audit |
| 501c3 determination letter |
| Current strategic plan. If none, explain why your nonprofit doesn’t have a plan. |
| Support materials that strengthen the urgency of this funding request + indicate that your nonprofit is innovative and resilient (ie: COVID best practice research findings, consultant proposal/s, bids for COVID-related materials & equipment, etc.) |

- Proposals will only be accepted by e-mail, on this grant form available at https://chescocf.org/covidgrant/
  - Receipt of grant proposals will be confirmed by e-mail.
  - Grant proposals will be posted on the Community Foundation’s website, in order to share with fund advisors, donors, grant panelists, and other funding sources.
    - Grant proposals will be reviewed weekly.
  - We estimate grants awards will range from $5,000 to $50,000.
  - For awarded grants, a written report on use and impact of this funding will be due within 6 months.

Please direct questions about ChesCo Nonprofit Innovation & Resiliency Grants to
Chester County Community Foundation
28 W. Market Street, The Lincoln Building
West Chester, PA 19382
www.chescocf.org
grants@chescocf.org 610.696.8211