

**Local Food Promotion Program (LFPP)
Final Performance Report**

The final performance report summarizes the outcome of your LFPP award objectives. As stated in the LFPP Terms and Conditions, you will not be eligible for future LFPP or Farmers Market Promotion Program grant funding unless all close-out procedures are completed, including satisfactory submission of this final performance report.

This final report will be made available to the public once it is approved by LFPP staff. Write the report in a way that promotes your project's accomplishments, as this document will serve as not only a learning tool, but a promotional tool to support local and regional food programs. Particularly, recipients are expected to provide both qualitative and quantitative results to convey the activities and accomplishments of the work.

The report is limited to 10 pages and is due **within 90 days** of the project's performance period end date, or sooner if the project is complete. Provide answers to each question, or answer "not applicable" where necessary. It is recommended that you email or fax your completed performance report to your assigned grant specialist to avoid delays:

LFPP Phone: 202-720-2731; Email: USDALFPPQuestions@ams.usda.gov; Fax: 202-720-0300

Should you need to mail your documents via hard copy, contact LFPP staff to obtain mailing instructions.

Report Date Range: <i>(e.g. September 30, 20XX-September 29, 20XX)</i>	9/30/15 – 9/30/18
Authorized Representative Name:	Julie Rourke
Authorized Representative Phone:	217-786-4616
Authorized Representative Email:	Julie.rourke@lcc.edu
Recipient Organization Name:	Lincoln Land Community College
Project Title as Stated on Grant Agreement:	Local Food Business Kitchen Incubator
Grant Agreement Number: <i>(e.g. 14-LFPPX-XX-XXXX)</i>	15LFPPIL0142
Year Grant was Awarded:	2015
Project City/State:	Springfield, IL
Total Awarded Budget:	\$100,000

LFPP staff may contact you to follow up for long-term success stories. Who may we contact?

Same Authorized Representative listed above (check if applicable).

Different individual: Name: _____; Email: _____; Phone: _____

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1. State the goals/objectives of your project as outlined in the grant narrative and/or approved by LFPP staff. If the goals/objectives from the narrative have changed from the grant narrative, please highlight those changes (e.g. “new objective”, “new contact”, “new consultant”, etc.). You may add additional goals/objectives if necessary. For each item below, qualitatively discuss the progress made and indicate the impact on the community, if any.

- i. Goal/Objective 1: Organize a food business incubator

- a. Progress Made: We created a virtual kitchen incubator on the Lincoln Land Community College website documenting all the resources necessary and helpful for new food businesses. The link to the virtual incubator is <http://www.llcc.edu/career-training/workforce/value-added-local-food-program/kitchen-incubator-resources/>. The webpage is under the Value-Added Local Food program which is the culinary, business, and local food centered certificate program that trains aspiring and existing food business producers. The virtual kitchen incubator resource will provide aspiring food business owners with a comprehensive list of contacts and will hopefully serve as an impetus for bringing the organizations and services together physically and to work more collaboratively. One example of collaboration is exemplified in the decision to stock the Small Business Development Center with Buy Fresh Buy Local Central Illinois guides to connect food business owners with food producers.

We worked diligently with outside organizations during the grant to secure a physical kitchen incubator but with each opportunity came disappointment with failure in securing a permanent home for the kitchen. We continue to work with outside organization that has been working to renovate a building in the downtown Springfield area that would be ideal for the kitchen, but progress was slow and it has now been over a year with not forward movement. We will continue to pursue this opportunity outside the grant.

- b. Impact on Community: Our hope was that the food business incubator would bring together resources that are currently scattered across the community propelling food businesses forward instead of getting stuck trying to find what they need to start their business. Therefore, it would either speed up the process for new businesses or be the difference in getting the food business started. We continue to work to make the impact a reality in our community.

- c.

- ii. Goal/Objective 2: Establish a commercial kitchen for rental

- a. Progress Made: The final approval by the city council for the renovation project that includes the LLCC kitchen incubator, Greater Springfield Chamber of Commerce, mixed income housing, and additional commercial space in a former church was secured in September. The building that will house the LLCC kitchen incubator has been purchased by GSCC project partner, Economic Growth Corporation of Rock Island. Economic Growth Corp. has site control of the building and is beginning the stabilization of the building due to deterioration that has occurred since we first visited the property more than one year ago (after being vacant since 2008). Economic Growth Corp. is in the public bid process and will finalize the loan for construction in November 2017. To date

the renovation of the kitchen has not begun. Financing for the project comes from the New Market Tax Credit, Tax Increment Financing from the City of Springfield, and the Illinois historic preservation tax credit program.

An MOU between LLCC and RIDC was developed to lease the space for five years. At a meeting held in September 2017 with LLCC staff and RIDC staff, the specifics of the MOU were discussed. A lawyer on the RIDC team is currently writing up the agreement per the details discussed to establish a timeline, roles, and responsibilities of each party.

b. Impact on Community: We continue to work to make the incubator kitchen a reality. We believe the kitchen will increase the local food business opportunities for food producers thereby creating more jobs centered on local food. It will also increase the local food options for consumers in the community. An indirect effect will be the increased need for local food from farmers to produce the local food products.

iii. Goal/Objective 3: Increase local food culinary training for aspiring food business owners and food service operations.

Progress Made: LLCC provided a training program to thirty-six Springfield School District 186 food service employees focused on scratch cooking with local ingredients to fill a skills gap among current employees.

a. The course focuses on scratch cooking skills to include washing, cutting, and cooking of fresh foods. Knife skills, culinary techniques, and sanitation will be covered to demonstrate delicious tasting fresh foods that kids want to eat. Participants learn how to scale a recipe, measure, batch-cook in a timely manner, and work as a team. The course will cover how to develop a menu utilizing local farm food to strengthen the local food system and local economies. Operational systems based on scratch cooking menu development will be highlighted to show how local and organic foods can be added to institutional food service operations.

b. A Value-Added Local Food fermentation course was offered in January 2017. The 8-week modular course trained individuals with the necessary culinary skills, business skills, and local food system studies to start a business and work in the local food sector. The program was shared with partner organizations to promote including the Illinois Stewardship Alliance, area high schools, various departments at the college, Slow Food Springfield, and Grow Springfield. More and continued efforts to promote the program throughout the coming fall.

c. Impact on Community: Local food culinary training will increase the number of community members able to prepare food for themselves and able to provide themselves with a living focused on the use of local food. In addition, training will give food service operators the skills they need to be able to make food from scratch (instead of serving processed food as they do now) and allow the opportunity to purchase raw ingredients from local farmers. This will significantly increase the amount of local food grown and purchased, allowing a

greater income for farmers, healthier food for the community, and an improved sense of self-worth for the food service employees.

- iv. Provide a job training pilot program for low income district residents
 - a. A pilot job training program began in July 2016 as partners organized through the development of the pilot program including Illinois Stewardship Alliance, Lawrence Education Center, SIU School of Medicine, Kumler Outreach Ministries, and Central Baptist Church committed in-kind and cash funding to apply for federal matching funds to establish the program on a more consistent basis. Seeing the results of the program as 75% of participants were employed upon completion as well as demonstrated an increased inspiration for life, prompted the partners to commit to continuing the training program. The partnership group also explored funding through a local source. The process of seeking the funding added new components to further the strength of the training program such as a partnership with a non-profit group Fishes and Loaves who began to offer pre-program readiness training and working with hospitals and food bank organizations to provide internships and work experience for program participants.
 - b. Impact on Community: The program introduced new individuals to opportunities to purchase local food and instilled a sense of pride in the preparation of local food. The participants of the job training program became empowered to contribute to their community and better themselves through skills developed in the course. In addition, they now have a greater awareness of the organizations and employers working to support local farmers. The program imparted the life and industry skills needed to prepare individuals for employment. The local food restaurants in our area currently have trouble finding qualified staff to work in their restaurants and the job training program prepared individuals to meet restaurant needs.
 - c.

- v. Establish a local food retail marketplace including a winter farmer's market.
 - a. Progress Made: Made: Four new monthly farmers markets began January through April of 2017 closing a previous gap in farmers' market availability and offering an opportunity for year-round sales of local farm food. The project brought together financial and human support from the community from organizations including Third Presbyterian Church, Illinois Stewardship Alliance, Slow Food Springfield, genHkids, Downtown Springfield Incorporated, Enos Park Neighborhood Association, New Leaf Consulting, and SIU School of Medicine. In addition, through a graduate student from the University of Illinois at Springfield, extensive data was collected from farmers and shoppers to evaluate the Springfield Winter Farmers Market. The feedback provided important information that supported the continuation of the program in 2018 and beyond.
 - b. Impact on Community: Establishing a winter farmers market provided a place for shoppers to purchase local food during the winter months and fill in the gaps for year-round availability of local food. There were no other outlets in the greater Springfield area that sold local food during the winter. Previously,

buying direct from the farmers was the only option. As a result of the new markets 500-600 shoppers were able to purchase local produce each month of the winter markets.

The winter market allowed farmers the opportunity to sell their products and generate income during the winter to increase the financial viability of their individual businesses. The four markets generated sales of approximately \$24,000 for area farmers and food producers.

The winter market created a community gathering space that celebrates agriculture and delicious food while deepening an appreciation of place. Countless people sat for hours listening or dancing to music, talking with friends, and eating prepared food.

The market strengthened the local economy by providing a venue for the public to connect with local food and craft artisans and increase opportunities for businesses to expand. Farmers were able to increase their production for this new market opportunity and consumers kept approximately \$24,000 circulating among community members.

Finally, the market supported healthy habits to help community members live their best. The SNAP double value program provided fresh healthy produce to people who would otherwise not be able to afford it. In addition, consumers spent approximately \$24,000 on healthy food and farm products at the four markets.

2. Quantify the overall impact of the project on the intended beneficiaries, if applicable, from the baseline date (the start of the award performance period, September 30, 20__). Include further explanation if necessary.
 - i. Number of direct jobs created: 0
 - ii. Number of jobs retained: 22
 - iii. Number of indirect jobs created:
 - iv. Number of markets expanded: 1
 - v. Number of new markets established: 1
 - vi. Market sales increased by \$24,000 and increased by %. Winter market a new venture.
 - vii. Number of farmers/producers that have benefited from the project: 11
 - a. Percent Increase: 10%
3. Did you expand your customer base by reaching new populations such as new ethnic groups, additional low income/low access populations, new businesses, etc.? If so, how?
4. Discuss your community partnerships.
 - i. Who are your community partners?
 - 1) Illinois Stewardship Alliance
 - 2) Slow Food Springfield
 - 3) Grow Springfield
 - 4) Enos Park Neighborhood Association

- 5) GenHkids
- 6) Downtown Springfield Inc
- 7) SIU School of Medicine
- 8) HSHS St. John's Hospital
- 9) IL Times
- 10) Buy Fresh Buy Local
- 11) The Old Capitol Farmers Market
- 12) Economic Growth Corp. - secured \$1.7 million from the City of Springfield downtown tax increment financing money that will support facility renovations including kitchen equipment and kitchen infrastructure upgrades. Not only has Economic Growth Corp contributed to the economic success of the project, but also to gaining support from the community. The chair of the city's Economic Development Commission called the \$8.5 million endeavor to convert the former First United Methodist Church "one of the best projects to ever come to us." Economic Growth Corp secured the remaining funds to close on the construction and has begun to renovate the building. Unfortunately, the timeline for the renovations and incubator kitchen will not be completed within the timeline of the grant.

ii. How have they contributed to the overall results of the LFPP project?

Many partner organizations worked to establish and implement the Springfield Winter Farmers Market which began in 2017 and continued again through 2018. These organization provided cash financial support in the amount of \$3,500 and thousands more in in-kind support. The community partners worked together to make decisions that led to the success of the market as well as provided extensive outreach for the market. The thirteen-member committee worked to share the market information with their contacts and affiliations.

iii. How will they continue to contribute to your project's future activities, beyond the performance period of this LFPP grant?

Members of the committee continue to work to grow the market, increase revenues to participants and expand local produce availability during the winter months.

LLCC will continue to work with Economic Growth Corporation to secure a newly renovated space for the Incubator Kitchen as well as expansion of the Winter Farmers' Market.

5. Did you use contractors to conduct the work? If so, how did their work contribute to the results of the LFPP project? No contractors used.

6. Have you publicized any results yet?*

i. If yes, how did you publicize the results?

Results from the pilot job training program and the Springfield Winter Farmers Market were publicized through emails to stakeholders of the program.

ii. To whom did you publicize the results? The community partners described in question 5i above received the results.

- iii. How many stakeholders (i.e. people, entities) did you reach? The pilot job training program includes 6 stakeholders representing educational institutions, non-profit organizations, and faith communities. The Springfield Winter Farmers Market surveys farmers and consumers separately at each market. The results of both surveys are shared with the 11 market vendors, and the 13 stakeholders representing farms, local food non-profit organizations, community health care systems, a neighborhood association, and faith communities. From there the information is disseminated as appropriate within the organizations.

*Send any publicity information (brochures, announcements, newsletters, etc.) electronically along with this report. Non-electronic promotional items should be digitally photographed and emailed with this report (do not send the actual item).

- 7. Have you collected any feedback from your community and additional stakeholders about your work?
 - i. If so, how did you collect the information?
 - a. Feedback was collected from farmers and consumers at each of the farmers markets through written and dot surveys (see attachments). Monthly meetings were conducted to review survey feedback to improve the activities of the grant. For example, one vendor noted that we needed a place for people to sit at the market. We did already have a place, but since it was overlooked we created signage at the tables to encourage people to purchase food and sit with friends or make new friends. The signage included conversation starters about food.
 - b. Students who were enrolled in local foods courses were given evaluation forms at the end of the course. Student feedback showed a 100% positive experience with the program. Some concerns that were voiced, especially from the Springfield School District 186 cooks, were that they would not be allowed to implement the changes to the healthier cooking styles once they got back to their individual schools.
 - ii. What feedback was relayed (specific comments)?
 - a. We received feedback from the Enos Park Neighborhood Association stating that they are proud and honored to host the Springfield Winter Farmers Market in their neighborhood for the innovative, creative, and positive light it demonstrates to the surrounding areas, and see the market as a benefit to the people of their community.
 - b. We received feedback from the Chamber of Commerce that the kitchen incubator was the influencing factor in the ability to secure the funding to move the overall project forward.
 - c. Additionally, as previously mentioned feedback was collected from farmers and consumers of the Springfield Winter Farmers Market to fine-tune and improve market operations and gain insight into the driving forces behind consumer spending at the farmers market.

8. Budget Summary:

- i. As part of the LFPP closeout procedures, you are required to submit the SF-425 (Final Federal Financial Report). Check here if you have completed the SF-425 and are submitting it with this report:
** Already submitted prior to this report.
- ii. Did the project generate any income? No
 - a. If yes, how much was generated and how was it used to further the objectives of the award?

9. Lessons Learned:

- i. Summarize any lessons learned. Draw from positive experiences (e.g. good ideas that improved project efficiency or saved money) and negative experiences (e.g. what did not go well and what needs to be changed).
Positives – Collaborative efforts allowed the project to work beyond the scope of the community college and have impact on the community as a whole. Working with organizations and groups with like goals allowed many aspects of the program progress more quickly and we were able to reach many more individuals through multiple networking lists. The collaborative efforts also allowed us to pool resources to increase the effects on our community and allow for sustainable efforts when grant funding is no longer available.
Negatives – As good as collaborative efforts were on many parts of the program, we learned that at time dealing with outside entities can cause goals to move at a slower pace if there are multiple goals being sought. For instance, our high priority for a kitchen renovation to accommodate the incubator kitchen was not the highest priority for our partners thus pushing our deliverables outside the range of the grant scope.
- ii. If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving:
Lesson Learned – Make sure that goals and timelines are well documented and that agreements are in place. We found that although we believed that the project was moving forward there were many obstacles that we were not aware of.
- iii. Describe any lessons learned in the administration of the project that might be helpful for others who would want to implement a similar project:
Again, make sure that when partnering your goals and objectives are same/similar in nature so they don't get lost in the process.

10. Future Work:

- i. How will you continue the work of this project beyond the performance period? In other words, how will you parlay the results of your project's work to benefit future community goals and initiatives? Include information about community impact and outreach, anticipated increases in markets and/or sales, estimated number of jobs retained/created, and any other information you'd like to share about the future of your project.
We will continue to work towards the goal of operating a kitchen incubator. In order to get the kitchen, open we will continue working with the Chamber of Commerce to develop the permanent incubator location, especially to ensure this portion of the project continues to remain a priority for renovations.

The Winter Farmers' Market will continue, and our goal is to expand the market and find a larger home to provide for more farmers and home grown businesses to participate.

- ii. Do you have any recommendations for future activities and, if applicable, an outline of next steps or additional research that might advance the project goals?
Not at this time.