

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>	April 1, 2016 – September 29, 2016
Authorized Representative Name:	Judge Executive Mike Buchanon
Authorized Representative Phone:	(270) 843-4146
Authorized Representative Email:	mike.buchanon@ky.gov
Recipient Organization Name:	Warren County Fiscal Court
Project Title as Stated on Grant Agreement:	Growing Economic Opportunities for South
Grant Agreement Number: <i>(e.g. 14-LFPPX-XX-XXXX)</i>	15-LFPP-KY-0086
Year Grant was Awarded:	2015
Project City/State:	Bowling Green, KY
Total Awarded Budget:	\$17,250

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: Jennifer Schmidt; Email: jbschmidtconsulting@gmail.com; Phone: (228) 627-6990

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0581-0287. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable sex, marital status, or familial status, parental status religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program (not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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: Conduct a feasibility study by collecting data and determining the best model for a Community Kitchen and Culinary Incubator in Warren County.
 - a. Progress Made: The Kentucky Center for Agriculture and Rural Development (KCARD) completed the feasibility study for the community kitchen and culinary incubator project. Raw data was collected from potential users of the facility, the information was analyzed, and a formal feasibility study was completed.
 - b. Impact on Community: The feasibility study found that there is a relatively high level of demand for a commercial kitchen and culinary incubator located in Bowling Green, Kentucky. The community is excited about the opportunity that this facility will provide to existing and future culinary entrepreneurs and for potential to increase food related programs.
 - ii. Goal/Objective 2: Complete a business implementation plan for the Community Kitchen and Culinary Incubator project.
 - a. Progress Made: After the feasibility study showed a high level of demand for the Community Kitchen and Culinary Incubator, KCARD completed a business implementation plan for the project.
 - b. Impact on Community: The creation of this document provided Warren County Fiscal Court and its partners with important information that allowed them to begin implementation of the project. Specifically, the data collected provided information about seasonal use, special equipment needs, and costs to sustain the facility and programs over the next several years.
 - iii. Goal/Objective 3: Create a toolkit for individuals, groups, or businesses interested in becoming culinary entrepreneurs.
 - a. Progress Made: The Warren County Cooperative Extension Office completed a toolkit for those interested in becoming culinary entrepreneurs. The extension staff is using this document to help guide citizens through the complicated process of turning their culinary based business idea into a reality. The document will also be used with budding food entrepreneurs when construction of the kitchen is complete.

To encourage this type of business development and growth, the document will be posted on the SoKY Marketplace Community Kitchen and Culinary Incubator website when it is complete.
 - b. Impact on Community: The document has provided an important resource to individuals interested in starting a food-based business. It will serve as an important tool as the programming and outreach increases after the renovations of the facility are complete and programming begins at the Community Kitchen and Culinary Incubator.

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: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - ii. Number of jobs retained: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - iii. Number of indirect jobs created: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - iv. Number of markets expanded: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - v. Number of new markets established: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - vi. Market sales increased by \$0 and increased by 0%.
 - vii. Number of farmers/producers that have benefited from the project: Not applicable. The work conducted under this grant was specifically for planning purposes.
 - a. Percent Increase:

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?
 The interviews, surveys, and data collection included new populations during the planning process. Additional outreach will occur during the implementation phase of the project.

4. Discuss your community partnerships.
 - i. Who are your community partners?
 The SoKY Marketplace, Warren County Cooperative Extension Office, and Southcentral Kentucky Community and Technical College (SKYCTC).

 - ii. How have they contributed to the overall results of the LFPP project?
 The SoKY Marketplace and the farmers and culinary entrepreneurs who are members of this farmer's market provided information about their interest and needs for a community kitchen.

 The Warren County Cooperative Extension Office created the toolkit for culinary entrepreneurs and provided information about the region and its need for a community kitchen and culinary incubator.

 Staff from SKYCTC serve on the Board of Directors of the SoKY Marketplace and the kitchen design committee. They provided important knowledge of the needs for the kitchen and design information for the project.

 - iii. How will they continue to contribute to your project's future activities, beyond the performance period of this LFPP grant?
 The SoKY Marketplace will continue to work with its members and the community to facilitate the use of the facility as an indoor year-round market and promote the opportunities available at the Community Kitchen and Culinary Incubator.

The Warren County Cooperative Extension Office will continue to be a partner in this project. The staff will have the opportunity to host classes at the kitchen including low-income individuals through their SNAP-ed programming. They also will continue to provide technical assistance to budding food entrepreneurs.

The facility will provide opportunities for SKYCTC students to enhance their skills in a restaurant style kitchen. Students also will benefit from the experience of using the facility to teach various courses including the benefits of locally grown fresh produce and how to cook and safely store such food, among others.

5. Did you use contractors to conduct the work? If so, how did their work contribute to the results of the LFPP project?

The Warren County Fiscal Court conducted a bid process to select a contractor to complete the Community Kitchen and Culinary Incubator feasibility study and business plan. KCARD was awarded this contract and conducted an unbiased review of the feasibility of the project. The study identified 66 potential users with a moderate or high level of interest in the facility leading to a possible usage of 8,460 hours per year. Based on these results, KCARD completed a business plan to implement the project. KCARD was instrumental in conducting the scope of work and providing professional and unbiased information in the creation of the Community Kitchen and Culinary Incubator in Warren County, Kentucky.

6. Have you publicized any results yet?*

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

The results of the feasibility study and business plan were publicized through a presentation of the information to the Warren County Fiscal Court.

- ii. To whom did you publicize the results?

The presentation to the Warren County Fiscal Court was televised; the local paper published an article; and the creation of the Community Kitchen and Culinary Incubator was part of the community dialogue throughout the planning process.

- iii. How many stakeholders (i.e. people, entities) did you reach?

The article regarding the results from the Daily News is attached with this report. The circulation of the Daily news is 18,200.

*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?

Several of the project stakeholders and members of the community supplied comments about this project through Facebook comments, public comments at the Warren County Fiscal Court Meeting, and community discussions.

- ii. What feedback was relayed (specific comments)?

The community is very excited about the opportunities that will be provided by this project. Several entrepreneurs have specifically stated that this facility will provide the resources they need to move their culinary businesses to the next level. Specifically, a potential user posted on his Facebook page, "This will take my business over to the "legitimate" side. Please take an interest and support, as many small businesses from

this enterprise can bring enormous nutritional value to our region.”

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:
- ii. Did the project generate any income? No income was generated from this planning project.
 - 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).

This process enforced our understanding of the importance of strong community partnerships. The Community Kitchen and Culinary Incubator was identified as a need by the community and grew from the work and commitment of the stakeholders and partners. The Local Food Promotion Program grant provided the ability to collect and analyze that data needed to make this project a reality and provided important information for the business plan which will allow the project to start on a strong footing.
- ii. If goals or outcome measures were not achieved, identify and share the lessons learned to help others expedite problem-solving: Not applicable. The goals were achieved.
- 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:

Administering the program was less complicated than anticipated. A quarterly reading of the General Terms and Conditions was a very good reminder to the requirements of the grant agreement and helped reinforce the requirements.

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.

The work on this project beyond the performance period has begun. The feasibility study and business plan provided the detail needed to move the project from the planning stage to implementation. Three entrepreneurs have used the toolkit, and each need commercial kitchen space to proceed with their plans. A home-based microprocessor class scheduled for April 17 at the Warren County Extension Office.

- 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?

The project goals outlined in the scope of this grant performance period are complete. The Warren County Fiscal Court and its partners expect to further the mission of the project through implementation of the business plan and expanding markets and opportunities for culinary entrepreneurs and nutritional programming for the citizens in the region.