



Community First

UGK Community First Corporation
EIN 85-0897310
205 Hull Street
Richmond, Virginia 23224

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Our corporate application is pending for tax exempt status as a 501(c)(3). All appropriate paperwork is filed with State agencies for incorporation.

Mission: To provide healthy, wholesome meals to those in need, particularly in food insecure areas and to those currently adversely affected by the Coronavirus.

History: UGK Community First was created after The Underground Kitchen, a roving experiential dining company, was forced to shutter its operations in response to the Covid-19 crisis. The UGK saw an immediate need in our community created by the crisis - both for healthy meals to be delivered to those in need as well as for those in the food industry to have access to work in a safe environment to support their families.

Our first 175 meals were delivered to affected individuals and front line workers in the community the week of March 23, 2020. As of the week of May 25th, we have distributed over

10,000 meals to food insecure communities, front line workers, first responders, and families throughout the Metro Richmond area.

We have ramped up our response to help the community through the generosity and support of the Episcopal Churches throughout Richmond. We currently have nine chefs and two bakers working throughout kitchens to produce homemade soup and bread. In the next few weeks we will be expanding to produce family-style pot pies, pastas, and casserole dishes to help sustain families for several days.

UGK Community First continues to get multiple requests for supplementation and/or support each week from organizations throughout the region who are working to get food to in-need communities.

At our current growth rate, it costs approximately \$10,000 per week per 2000 individual servings to produce, package, and distribute meals. Our costs are mainly concentrated in chefs' fees, sous chef and cleaning staff fees, and material purchases for meal production and distribution.

We are conscious of the continued impact of Covid-19 and are committed to doing what we can to address the need for meals in the community for the duration of its influence. However, we have also seen that, regardless of the agencies that already exist in the region, there continues to be a deep need for healthy, unprocessed, consistently delivered meals even in the best of times. Therefore, we see Community First continuing long after this crisis passes with a focus on distributing meals to families and children who live in a constant food insecure environment as well as supplementing other programs who are doing the same.

We are diligently working to connect with other organizations and individuals in the community who have a similar passion and focus. While we have approximately 40 volunteers that help us to distribute meals throughout the Metro Region three times a week, we are also partnering with organizations who have their own community distribution centers and processes, thereby giving us the ability to easily distribute meals to existing in-need communities.

While we have the good fortune to have access to the church kitchens, we are also aware that these will not be available in perpetuity. Therefore, we are in the early stages of strategic planning for resources and facilities following the Covid-19 crisis.

For the near future, we have the potential use of the Roslyn Retreat Center Kitchen for the remainder of 2020. This arrangement, however, will be regularly revisited as the situation continues to develop and clarify as will our agreements with other churches. Because we currently have permission to have chefs at Roslyn every day, and have chefs in other kitchens several times a week, we will also frequently revisit the impact of our use on the day-to-day operations and ongoing maintenance of the facilities and contribute to upkeep and/or revise schedules as needed.

PRODUCTION AND WORKFLOW INFORMATION

UGK Community First employs chefs who previously worked with The Underground Kitchen as well as chefs who were referred through the local restaurant network. All of UGK's chefs are professionally trained and ServeSave Certified. Many owned their own restaurants and/or have worked as executive chefs or executive sous in local hotels and restaurants as well as in positions around the world.

1. Chefs are assigned to a kitchen or kitchens in which they cook consistently.
2. Ingredients are sourced from local farms, commercial food distributors (such as Performance Food Group, Restaurant Depot, and Aramark), and local gardens.
3. All bulk ingredients and dry goods are stored at Roslyn Retreat Center.
4. Chefs have the choice to pick up ingredients at Roslyn daily or pick them up for the week if storage is available at their assigned location.
5. Most chefs have an assistant that works with them when they cook to sous as well as clean and sanitize before and after cooking. Those who work without an assistant clean and sanitize for themselves before and after their time in the kitchen.
6. When a chef has completed cooking, soup is stored in covered stock pots or large containers, labeled with the name and ingredients, and refrigerated overnight.
7. Soups are then transported to Roslyn for packaging.
8. All breads baked are wrapped in cellophane at the kitchen and then transported to Roslyn for distribution.
9. Teams of two to three volunteers at a time assist with food packaging at Roslyn. Upon arrival each volunteer is asked to use a sanitizing station to wash their hands and faces and are supplied with gloves and masks to wear at all times.
10. Soups are packaged into quart and pint containers by volunteers and labeled with the soup name.
11. Large bread loaves are cut down and re-wrapped into individual servings.
12. Packaged soups and breads are then divided between distribution locations at Roslyn and UGK's Manchester Studio on Hull Street.
13. Volunteers then assist in putting meal bags together that include soup, bread (or sometimes donated potato chips), and tea bags.
14. Volunteer drivers are assigned days and routes and have contactless pick up at both distribution centers.
15. Volunteers practice contactless delivery to recipients by calling individuals when their delivery is on their doorstep, or through an organizational contact that comes outside their location to take meals directly from the volunteer's car.

SERVICE, PARTNER, AND VOLUNTEER INFORMATION

UGK Community First is providing meals throughout the region five days a week. Recipients typically find out about us through social media, traditional media sources, or church networks and sign up for service through our website. We have also directly contacted many organizations in the Metro Richmond area who we knew already served populations that would be in need.

COMMUNITIES IN NEED/FOOD DESERTS - ORGANIZATIONS THAT WILL CONTINUE TO BE SERVED FOLLOWING THE CRISIS

Better2Gether Foundation: supplying meals to approximately 30 families who have severely medically compromised children once a week

Caritas: assist in feeding the city's homeless population as called upon

GoochlandCares: supplying soups, breads, and eventually 'family' meals as part of their food distribution program each week

La Casa de la Salud: supplying meals for families served by this non-profit who support the medically compromised and food insecure in the RVA Latino community

St. Peter's Episcopal Church: supplementing their twice a month food distribution programs with soup deliveries

The Armstrong Renaissance Community: supplying meals to seniors and families living in this low-income housing community

Varina Episcopal Church Food Pantry: supplementing their food pantry with 100 meals two times a month

Virginia Supportive Housing: supplying this low-income/chronically homeless senior community with 80 meals two times a week

THE GREATER METRO RICHMOND AREA:

The Metro Richmond Community: Our deliveries to those in the community impacted by the Coronavirus as well as those consistently in food insecure circumstances span all economic levels and geographically range from the Far West End through Northside to Mechanicsville, from the Fan through Downtown to Sandston and Highland springs, and from Powhatan

throughout the South Side to Colonial Heights. We currently deliver soup, bread & tea to approximately 90 families, three times a week.

FIRST RESPONDERS & HEALTHCARE ORGANIZATIONS - ORGANIZATIONS THAT WILL BE SERVED FOR THE DURATION OF THE CRISIS

Bon Secours -

St. Mary's Hospital: serving frontline and other healthcare workers on rotating units and shifts at the hospital once a week with 60 meals

Memorial Hospital: serving frontline and other healthcare workers on rotating units and shifts at the hospital once a week with 20 meals

Richmond Community Hospital: serving frontline and other healthcare workers on rotating units and shifts at the hospital once a week with 20 meals

Families applying through the Arts & Culture relief fund: supplying meals to approximately 10 families per week

McGuire VA Medical Center: serving frontline health workers on rotating units and shifts at the hospital once a week with 60 meals

Ronald McDonald House: supplying them with soup and bread meals for families staying in the house as needed

Richmond Ambulance Authority: serving first responders once a week with 10 meals

The Doorways: supplying this home for those who need to be close to medical centers for treatment with regular weekly deliveries of soup to keep in their kitchen supply for patients and families in residence - approximately 60 meals a week

WHO WE ARE IN DISCUSSIONS WITH TO SUPPORT IN THE NEAR FUTURE:

Canterbury Rehabilitation Center: as they continue to cope with the extreme outbreak of Covid-19 in their center

Church of Our Savior Episcopal Church: to supplement their partnership with WHEAT (Western Hanover Emergency Action Team) to distribute meals

Richmond Public School Foundation: discussing ways to distribute meals to students and families to supplement their current food distribution program

St. Andrews School: to support their food insecure families during the Covid crisis

OUR PARTNERS IN THE COMMUNITY

Kitchen Partnerships

We have several churches within the Episcopal Diocese of Central Virginia who have offered their kitchens and facilities to us to use in the production and distribution of our meals. The following are the first to be activated and several others are currently on a list for use as the need arises:

Active:

St. Stephen's Episcopal Church

St. Mary's Episcopal Church

St. Paul's Episcopal Church

Roslyn Retreat Center

St. Peter's Episcopal Church

St. Mark's Episcopal Church

Varina Episcopal Church

Next up for activation:

Grace & Holy Trinity Episcopal Church

Centenary Methodist Church

Food Partnerships

We also have several farms, and groups in Richmond who have donated food (Earth's Echo Farm, The Doorways, Spencer Devon, Tyson Food, and VCU/Aramark),

packaging products (Uptown Color and individual donors), and have offered fresh produce to support our program (Emmanuel Episcopal Church and Church of our Savior Episcopal Church).

We are currently in talks with several organizations regarding a supply of seasonal produce from their gardens as well as further reach into distribution within the community, including the Lewis Ginter Botanical Garden Community Kitchen Garden, the Agriculture Program at Virginia State University and the Harding Street Urban Agriculture Center Community Development Corporation in Petersburg.

Volunteers

Our volunteers are coming to us from the community at large, from church groups, schools, and corporations. They are assisting with deliveries throughout the region and with packaging soups for distribution.

STRUCTURE & LEADERSHIP

UGK Community First Corporation became a legal entity April 30, 2020. Micheal Sparks and Kate Houck are its founding directors and oversee all operations currently. Ms. Houck focuses her time on daily operations, relationship management with recipients and organizations as well as UGK's network of supporters, business development and funding, and distribution. Mr. Sparks focuses on chef management, inventory management, food preparation, and network development. One person is currently employed to assist with daily inventory and distribution. Two volunteers currently oversee the organization and management of delivery volunteers between our distribution centers at our Roslyn and Hull Street locations.

Micheal Sparks

Founder & CEO, The Underground Kitchen
Director, UGK Community First

Micheal brings a wealth of experience from his thirty-five years working in the design, branding, and fashion worlds to bear on The Underground Kitchen and UGK Community First. He has worked all over the world as a creative consultant including eight years in Madrid, Spain heading a division of Louis Vuitton Moet Hennessy. After moving back to the States, Micheal created Micheal Sparks Design which focused on elevating client brands.

In 2013, Micheal channeled his considerable talents into the creation of The Underground Kitchen. This secretive dining society featured buzzed-about local chefs and took Richmond, Virginia by storm with tickets to the exclusive events selling out

within minutes. By 2020, UGK had expanded into thirty-eight cities and was on the brink of expanding internationally.

In early 2020, though, UGK suspended its operations in response to the growing Covid-19 crisis. UGK quickly turned its energies to helping support the community, establishing UGK Community First and delivering homemade meals to food insecure communities and frontline workers around the Metro Richmond region.

Micheal is the creative force behind everything that is UGK and UGK Community First - constantly challenging the team to think outside the usual and bring his visions to life.

Kate Houck

**COO & Director of Event Experience, The Underground Kitchen
Director, UGK Community First**

Kate earned her Ph.D. in Clinical Psychology at the University of Virginia. For several years she helped to run inpatient and outpatient mental health programs in a maximum security women's prison before leaving clinical practice to start her own business consulting company.

As a consultant, she worked nationwide with a range of businesses in industries such as mining, accounting, insurance, financial services, gaming, and healthcare, guiding teams through strategic planning and leadership development. Her consulting company morphed into a financial consulting company that she ran with her husband for several years. Following a major life event, Kate sat back and re-evaluated where her passions were pulling her - and it was firmly into a much more hands-on creative space. She left the financial consulting in her husband's capable hands, and in 2016 started a luxury floral design company.

In 2017 she started work as a UGK contractor initially focused on event and floral design. Her involvement quickly grew, however, and by 2018 she became a partner and her role expanded to focus on overall operations and ensuring the highest levels of service throughout event experiences.

In early 2020, UGK suspended its operations in response to the growing Covid-19 crisis. UGK quickly turned its energies to helping support the community, establishing UGK Community First and delivering homemade meals to food insecure communities and frontline workers around the Metro Richmond region. Kate now oversees development and operations for UGK Community First.

UGK Community First has grown very rapidly. As such, Ms. Houck and Mr. Sparks have reached out to other experienced community members for guidance as the organization continues to develop.

John Crowder

John is a retired business man with 45 years experience in investment banking and owner of a successful national company for many years. He has been a parishioner at St. Stephen's Episcopal Church for the past 30 years. He heard about UGK Community First through the church and is currently acting as a close advisor and fundraiser as the organization continues to develop.

Deb Lawrence

Deb is the Director of Outreach at St. Stephen's Episcopal Church. She is known throughout the region as a leader in her field. That leadership has led St. Stephen's to have one of the most extensive outreach ministries in the Episcopal Church. She and her family have been members of St. Stephen's for over 20 years. Since UGK Community First's inception, she has guided us on our outreach in the community.

Please let us know if there is any additional information that you might need.