

**COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS RESPONSE**

**II. CDBG-CV APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

**Please submit each section of the application, including this checklist:**

- A. CDBG-CV Application Cover Page**, *limit 1 page*
- B. CDBG-CV Application Worksheet** , *limit 2 pages*
- C. CDBG-CV Application Narrative**, *limit 7 pages*
- D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

**Required documents for non-profit organizations:**

- Verification of 501(c)3 or 6 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

**Signature of the Executive Authority**

**Date**

*Dwayne A Hopkins*

*05/11/2020*

*Dwayne A Hopkins*

*Executive Director*

**Name**

**Title**

A. CDBG-CV COVER PAGE, limit 1 page

**CDBG-CV COVER PAGE**

Service Type	<input type="checkbox"/> Small Business Assistance Program <input checked="" type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	South Portland Food Cupboard		
Program Name	COVID-19 Response Program		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> City of South Portland <input type="checkbox"/> Town of Bridgton		
Mailing Address	130 Thadeus St South Portland, ME 04106		
Address Services are Delivered	We deliver services from		
Executive Director /Town Manager	Dwayne A. Hopkins	Phone 207.874.0379	Email FoodCupboard@Maine.rr.com
Project Director	Dwayne A. Hopkins	Phone 207.874.0379	Email FoodCupboard@Maine.rr.com
Financial Contact	Steve Sedgley	Phone 207-222-2525	Email ssedgele@maine.rr.com
Person who completed the Application	Dwayne A. Hopkins	Phone 207.874.0379	Email FoodCupboard@Maine.rr.com
Amount of CDBG-CV Funds Requested \$35,000	Total Program Budget \$109,000.00		
Estimated number of people who will be served: 95,460 people will be served over the next 12 months	<b>OR</b> Estimated number of businesses served:		
DUNS Number	Tax ID 03-0550892		

**B. CDBG-CV WORKSHEET, limit 2 pages.**

**HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele.

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

1.

A. Describe the beneficiaries or clients served by the program.	A. Our recipients will be those affected in anyway shape or form by the COVID 19 Crisis.
B. How many will be served by the proposed program? (unduplicated -per year)	B. 30,000 (estimated) people will be served by this program
B. How many are <i>CCEJ Resident</i> ?	C. 100% of our Recipients are CCEJ Residents
D. How many are <i>low to moderate income residents of a CCEJ town/City</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of the CCEJ? ( <i>To calculate = D/B * 100; Must be &gt; 51%</i> )	E. 100%

2. **Employees.** *Program specific, not for the entire organization.*

A. Is this a new (pilot) program?	A. No
B. How many employees are currently employed in this program?	B. 2 part-time equal to 1.8 FTE
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 2 part-time equal to 1.8 FTE
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 2 part-time equal to 1.8 FTE

3. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Computer Data Base and Paper/File documentation
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B Indicators will be mostly due to increase over prior periods. Visit history in our Data Base will provide some support.
C. How will the units of service be tracked and documented?	C. Units of service can be tracked through our Data Base as well as some written documentation.
D. How will the outcomes be measured, collected, and documented?	D. Outcomes can be measured through our Data Base as well as some written documentation.

## **C. CDBG-CV APPLICATION NARRATIVE**

### **1. Program Description.**

The proposed program is an expansion of the services provided by the South Portland Food Cupboard (the Food Cupboard). It is designed to allow the Food Cupboard to meet the needs of the ever-growing numbers of our neighbors in South Portland and in the surrounding Cumberland County Entitlement Jurisdiction who are experiencing food insufficiency. Our goal is to provide at least one week's worth of nutritious food to any individual or family who meets the criteria outlined on a monthly basis. We expect the expanded program to be necessary over the twelve-month period following award of the grant.

### **2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus**

With the outbreak of the Coronavirus pandemic, issuance of a state-wide stay at home order and imposition of other restrictions on Mainers' activities, most businesses and all schools in the State have been closed for several weeks. The CCEJ has had the highest number of cases in the State and the numbers have not yet leveled off in this area. As the Governor is beginning to lift restrictions in other counties, they have yet to be relaxed in this hart hit area. The associated loss of income and increased need to feed more children and adults with significantly fewer resources, has resulted in a continuing increase in the demand for the services of the Food Cupboard. Our recipients have always been, and continue to include, those who are most vulnerable to any disruption in the economy and support services. Since March 11, 2020, the number of individuals we've served monthly has steadily increased to a current total averaging 30% more than those served in the prr. While it is our hope that the demand will level off as businesses and schools begin to reopen and employment increases, it is impossible to predict to what extent and when that may occur or how the people we serve will be affected. An additional unknown is the extent to which the situation in Massachusetts, which currently has the third highest number of cases in the Country, may affect the status of or potentially prolong the outbreak in Southern Maine.

CDBG-CV funds are essential to our efforts to meet the needs of our neighbors who are food insufficient at this critical time. The sudden halt in most activities throughout the Country created the significant unexpected spike in need for food that quickly depleted our reserves which would typically include 2 to 3 months of non-perishable inventory. Additionally, there are not enough fresh fruits and vegetable to provide for the nutritional needs or our recipient population and the cost of those items have increased significantly.

Our typical sources of cash donations have been severely impacted by the necessary reactions to the public health crisis. We have had to cancel significant fundraising events, and while our communities and neighbors continue to be generous in their support of the Food Cupboard, they too are impacted by the sudden and pervasive limitations required to respond to the virus. Our faithful donors are also faced with diminished resources and they alone cannot provide the additional support necessary to meet the increased and continuing demand generated by this crisis as they have in the past.

### **3. Project Management**

This project expansion will be managed by the current staff and volunteers at South Portland Food Cupboard. The Food Cupboard has been in existence since 1997 and over those decades we have consistently grown in a responsible and thoughtful manner to meet our neighbors' needs for sufficient nutritious food.

We are proud to say that our reputation in South Portland and our surrounding communities is strong. We have developed solid long-term relationships with both large and small businesses, including grocers and other food providers, who have partnered with us in a variety of ways. Over the last several years, we have been able to successfully reduce costs and expand services with their support. We continue to leverage those resources whenever possible. We are also in the enviable position of having always partnered with dedicated, experienced long-term volunteers. Their ranks have now been bolstered by a surprising and gratifying number of wonderful effective new volunteers during this time of crisis. We expect to have relatively seamless transitions to serving the ever-expanding population of recipients we're now seeing, provided we can obtain adequate financial resources.

We have no license or accreditation requirements at this time.

### **4. Readiness to proceed**

We view this expansion as a turnkey program. As described in other sections of this application, we have a dependable pipeline of personnel to carry out this program. Additionally, our current location and network are adequate to serve the additional recipients we anticipate. We don't expect any measurable start up time. We expect our continued success to be determined by the financial resources available to acquire the additional food necessary to meet the demand. Because of what we do we have been forced to begin working with the immediate need of food shortage, assisting those who are recently unemployed due to the economic shutdown. This is a situation that required immediate funding, so we were forced to do a 'rob Peter to pay Paul scenario. We anticipate this program will be necessary and continue into 2021, but will have hard hitting implications even longer. One of the implications will be tied to our ability to do the necessary fundraising to keep the South Portland Food Cupboard alive and viable in order to continue strong enough to meet the needs of those affected by this crisis in the short term as well as the long-term. The longer the economy is shutdown the more employees will be forced to remain on and depend on unemployment programs and worse yet, long-term government and social services support. Beyond all this, small business will be forced to permanently shut their doors creating an entirely new level of competition for jobs and needed assistance.

We do keep data on each of our recipients and are able to search their visit history, and general reasons for needing the services of the South Portland Food Cupboard.

The COVID-19 Response Program has begun and is expected to run through June, 2021.

**5. Budget for the Project**

Our budget for this Project includes:

\$4,000.00/month food acquisition/rescue – perishable and non-perishable items

**6. Partnerships, Collaboration, and Outreach**

The South Portland Food Cupboard is collaborating with a number of municipal and non-profit organizations to address the impact of the coronavirus in a cohesive manner. They include the South Portland and Scarborough School Departments, the South Portland Housing Authority, South Portland Boys and Girls Club, neighboring food pantries and several churches, among others. These collaborations are done in such a way that services are not duplicated as it revolves around the distribution of necessary and nutritious food items.

# CDBG-CV BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **COVID-19 Assistance**  
 OPERATING AGENCY: **South Portland Food Cupboard**

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	30000	
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc, please list)		
United Way	10000	10000
Anthem and Harvard Pilgrim Grants	10000	10000
In Kind Services		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>20000</b>

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in CCEJ (excluding South Portland )	CDBG-CV Expenditures in South Portland	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries				
Employee Fringe Benefits				
Materials/Supplies				
Equipment			16000	16000
Advertising & Public Information				
Other, please specify				
a. Food Expenses	15,000	15,000		30000
b.				
c.				
d.				
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>				