

**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*

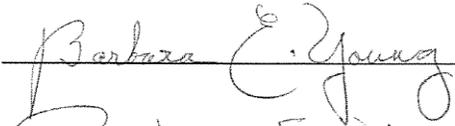
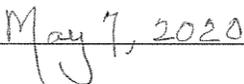
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

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

	
Barbara E. Young	Treasurer
Name	Title

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	Raymond Food Pantry		
Program Name	Continuation of the Raymond Food Pantry		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	PO Box 900 Raymond, ME 04071		
Address Services are Delivered	1273 Roosevelt Trail Raymond, ME 04071		
Executive Director /Town Manager	Don Willard	Phone 207-655-4742	Email Don.willard@raymondmaine.org
Project Director	Cathy Gosselin	Phone 207-756-2374	Email Cathy.gosselin@raymondmaine.org
Financial Contact	Barbara Young	Phone 207-310-1419	Email Byoung9@maine.rr.com
Person who completed the Application	Cathy Gosselin	Phone 207-756-2374	Email Cathy.gosselin@raymondmaine.org

Amount of CDBG-CV Funds Requested \$20,000.00		Total Program Budget \$25,000.00
Estimated number of people who will be served: ____234____		OR Estimated number of businesses served:
DUNS Number		Tax ID 01-0426558

B. CDBG-CV WORKSHEET, limit 2 pages

1. **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.

2.

A. Describe the beneficiaries or clients served by the program.	LMI families in the Town of Raymond that have food insecurity due to financial stress
B. How many will be served by the proposed program? (unduplicated -per year)	B. 78 families @ average of 3 per family = 234 people
C. How many are <u>CCEJ Resident</u> ?	C. All
D. How many are <u>low to moderate income residents of a CCEJ town/City</u> ? See income data in the instructions	D. 234
E. What percentage of total clients are low to moderate income residents of the CCEJ? (<i>To calculate = D/B * 100; Must be > 51%</i>)	E. 100%

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

A. Is this a new (pilot) program?	No
B. How many employees are currently employed in this program?	B. 0
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 0
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	Families receiving food donations are pre-screened using the USDA LMI income guidelines that are in-lie with the Cumberland County numbers. All must provide proof od income to be in accepted into the program.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	Quarterly reports of food & supplies purchased from the treasurer and manager will be requested and reviewed by the project director as well as on site visits.

C. How will the units of service be tracked and documented?	The food pantry manager will keep a count of the number of families and individuals served and compare to past years prior to Coronavirus.
D. How will the outcomes be measured, collected, and documented?	Data collected will include food cost, number of families served over the year and a detail look at the budget and paid recipes to ensure money spent appropriately.

CBDG-CV Application – Continuation of the Raymond Food Pantry

Program Description

The Town of Raymond is requesting on behalf of the Raymond Food Pantry a Community Development Block Grant (CDBG) so that they can continue their goal of supplying food and household supplies to needy families in Raymond for the next year. One of the greatest fears for a community in this uncertain time of the Coronavirus, is the food insecurity that many families are facing. Whether you are unable to feed your family due to financial issues or from the scarcity of food, our residents are concerned about going hungry and the unknown of how long this virus will affect us.

Our local food pantry is operated from the basement of a Raymond church, staffed strictly by volunteers and is the only local free food pantry for Raymond residents. The pantry is considered a community outreach from the Lake Region Baptist Church in Raymond and overseen by a volunteer pantry manager and treasurer. The church has a small congregation of 35 parishioners administered by Pastor Adlard and Emeritus Pastor Young.

Local residents can pick up their food shares every two weeks. The receiving families must prove they are LMI families as the pantry follows the guidelines from the USDA. For the USDA programs their income guidelines are \$22,880.00 for a single-family household, \$31,304.00 for a 2 family and \$39,468.00 for a three family and upward for larger families. Following these guidelines this puts all the families receiving food within the Cumberland County guidelines for low income families.

Their annual operating budget is funded by cash donations which averages \$12,000 to \$14,000 a year. They receive a bi-monthly USDA distribution of food via the Wayside pantry in Portland. Local food drives and donations from local businesses, along with purchases from BJ’s and the Good Shepard food pantry provides the rest of their food and household supplies like toilet paper and paper towels. Due to the Coronavirus, they have seen an 80% reduction in donations of money and food to go with an increase of serving approx. 38 families a month to 78 families. They have also lost 7 out of 18 of their volunteers at this time as they are in the high-risk categories due to their age and underlying medical conditions.

The CDBG ask for them is \$20,000.00 to provide them with the working capital they need to make up for the decrease in donations and the increase in families served for the next year. The \$20,000 grant will provide the necessary income for capital expenses and food purchases to cover the increase in family needs for the next year. The budget will include \$5000.00 in local donations and a community food drive. The budget does not include the donation of food received from the USDA.

Business expenses for the food pantry are rent which covers the monthly electrical bill, repairs to equipment i.e. freezers and refrigerator, cleaning of the pantry space, and occasional plowing and sanding. The rest of the

budget goes to supply food and household paper needs such as toilet paper and trash bags. They have no employees or employee benefits as all volunteer their time. Cost for packaging supplies for food are kept low as families are encouraged to return their containers to be re-used.

Thank you for the consideration of our grant!

Need as it relates to Coronavirus

Like many towns around the country, Raymond has been effectively closed due to the Coronavirus. While the plans to gradually re-open the State of Maine and towns it will take time for business to be reestablished and for families to make up the financial lose suffered from being out of work. The temporary closing of the small businesses has a cascading effect on many aspects of our community from the decrease in rent payments to the property owners, the temporary layoff of employments of the family breadwinners and the food insecurity that comes with loss of income. The Town has seen an increase in request for financial aid in our general assistance program. The pantry manager reports an 80% reduction in donations of money and food to go with an increase of serving approx. 38 families a month to 78 families in the past two months directly relating to the Coronavirus. If the decrease in donations continue, they will be unable to supply the necessary food and supplies to continue serving their families.

Project Management

The project will be managed by Cathy Gosselin, who serves as the Health Officer for the Town of Raymond and as the Deputy Chief of the Fire Rescue Department. Cathy has been successful with writing and executing grants for the town in the past and has a background in program administration. She will work with the volunteer pantry manager and treasurer on quarterly financial reports and looking at the number of families served and inventory on hand.

Readiness to Proceed

The Raymond Food Pantry is already a stablished program that is operating on a very limited budget. At this time, the management team of the pantry manager, treasurer and project manager have discussed the necessary items to keep the pantry open and what will be needed for the grant. If the grant is awarded, we will set quarterly meeting dates to review intake process, look at financial records and food inventories. The pantry manager, Gary Bibeau, does a great job with organization and cleanliness of the pantry so that will continue. Advertising for a fall food drive will occur later this summer, as well as an attempt via the Towns website and other advertising venues to encourage more volunteers to assist at the pantry. Post action reports to see if we have met our goals of the grant for the CDBG will be done according to the timelines set for the program. Our hopes are to have this continuation of the pantry program run from June 2020 to June 30, 2021 and then re-access future needs.

Budget for the Project

The projected budget for the continuation of the Raymond food pantry for one year is \$25,000.00. We are requesting \$20,000.00 from the CDBG with \$5000.00 coming from local donations and area businesses and a food drive. This budget does not include the largest donation of food, coming two times a month from the USDA through the Wayside food pantry in Portland.

The budget is as follows:

Rent- 12 months @ \$100 per month = \$1200

Repairs to equipment = \$200

Food /dry goods and paper products purchased at local stores = \$8000

Snow Plowing/sanding of driveway = \$60

Pantry Cleaning and cleaning supplies = \$3313

Packaging supplies for food to families = \$1200

Food purchase at Good Shepard = \$10597

Misc. = \$430

Total Yearly Budget = \$25,000

In 2019 the pantry served 38 families a week on average. With an average of 3 people per family the number of served people for 2019 is 114 per month and the budget breakdowns to \$105 per person. Due to the Coronavirus, we have seen an increase in need and are serving 78 families. With the average of 3 people per family they will need to plan on serving 234 people per month. Using this number, the budget for this next year works out to be 234 people at \$105 per person for a total of \$24570 with \$430 left for misc. expenses.

Partnerships

Our primary goal will be to ensure our families most in need due to financial hardships caused by the Coronavirus receive the food necessary to feed their family. By working with our local business owners and town leaders, we will do a food donation drive, hopefully this next fall to supply local donations to assist the pantry's budget. We will continue our partnership with the Wayside in Portland and the Good Shepard food bank in Auburn. As we slowly get back to life as the new normal and business open and our residents return to work some will come off the food banks roster and will be able to provide for their family's wellbeing.

CDBG-CV BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **Continuation of the Raymond Food Pantry**
 OPERATING AGENCY: Lake Region Baptist Church

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	20000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a. USDA food donations- unknown value		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc, please list)	Projected	3000
a. Local donations		
b.		
In Kind Services- Food Drive	Projected	2000
TOTAL PROGRAM or PROJECT REVENUE		25000

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				
Supplies- packaging for food	1200			1200
Equipment- repairs	200			200
Advertising & Public Information				
Other, please specify				
a. Rent	1200			1200
b. Food for local stores	3000		5000	8000
c. Food from Good Shepard	10597			10597
d. Cleaning & Supplies	3313			3313
e. Snowplowing/sanding	60			60
f. Misc	430			430
	20000		5000	25000
TOTAL PROGRAM or PROJECT EXPENSES				