

**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**

Debra Alonzo

5-8-2020

Debra Alonzo

Leader Of Food Pantry

**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<br><input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other<br><input type="checkbox"/> Homeless Prevention |                          |                                    |
| CDBG-CV Type  | <input type="checkbox"/> Prevention of the Coronavirus<br><input type="checkbox"/> Preparation for the Coronavirus<br><input checked="" type="checkbox"/> Response to the Coronavirus  |                          |                                    |
| Operating Agency  | Vineyard Church of Greater Portland  |                          |                                    |
| Program Name  | Vineyard Food Pantry   |                          |                                    |
| Program Area  | <input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> Other _____<br><input type="checkbox"/> City of South Portland<br><input type="checkbox"/> Town of Bridgton                                  |                          |                                    |
| Mailing Address   | 715 Bridgton Rd Westbrook, me 04092  |                          |                                    |
| Address Services are Delivered                              | 715 Bridgton Rd. Westbrook, me 04092   |                          |                                    |
| Executive Director /Town Manager                            |  | Phone                    | Email                              |
| Project Director  | Debara Alonzo  | Phone<br>207<br>450-7309 | Email<br>bears5501@yahoo.com       |
| Financial Contact   | Chad Perreault   | Phone<br>207<br>229-8909 | Email<br>Chad@vineyardportland.org |
| Person who completed the Application                        | Debara Alonzo  | Phone<br>207<br>450-7309 | Email<br>bears5501@yahoo.com       |
| Amount of CDBG-CV Funds Requested \$                        | 5,000 to 10,000  |                          |                                    |
|   | Total Program Budget \$ 3,500.00   |                          |                                    |
| Estimated number of people who will be served: 400 Families | OR Estimated number of businesses served:  |                          |                                    |
| DUNS Number   | Tax ID 01-0485205  |                          |                                    |



**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.   | A. Local low and moderate income   |
| B. How many will be served by the proposed program? (unduplicated -per year)  | B. approximately 2,050.00  |
| C. How many are <u>CCEJ Resident</u> ?  | C. approximately 2,050.00  |
| D. How many are <u>low to moderate income residents of a CCEJ town/City</u> ? See income data in the instructions               | D. We do not verify income so we are not able to accurately produce that number. |
| E. What percentage of total clients are low to moderate income residents of the CCEJ? (To calculate = D/B * 100; Must be > 51%) | E. We do not verify income so we are not able to accurately produce that number. |

3. **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. 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?  | A. Forms will be completed and collected on day of distribution.           |
| B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus? | B. Receipts and expense reports will be made available upon request        |
| C. How will the units of service be tracked and documented?  | C. All food is weighed and every box documented for Good Shepherd and USDA |
| D. How will the outcomes be measured, collected, and documented?   | D.   |

**Please limit the CDBG-CV Worksheet to 2 (two) Pages.** Weekly service reports documented will reflect numbers of boxes distributed and numbers of individuals/families served.



# **CDBG-CV Application Narrative**

## **1. Program Description**

- The program is the Vineyard Church of Greater Portland Food Pantry. We collect and distribute food to local families dealing with food insecurity. The food pantry collects and sort food both on Thursday and Friday and distributes the food Friday evening out of our pantry at the Vineyard Church facility located at 715 Bridgton Road Westbrook Maine. This is an existing program seeking additional funding for improvements and expansion.

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

- Since the Covid-19 pandemic began we have seen a steady increase of families needing food assistance. We are now currently serving 45 more families than we were prior to the pandemic. CDBG-CV funds would greatly assist in our ability to provide both a larger quantity of food per individual/family along with a greater variety of food to our clients

## **3. Project Management**

- The VCGP food pantry is being managed by Deb Alonzo. Deb has been volunteering at the food pantry in different capacities for over 18 years and is now the operating manager of the entire food pantry.

## **4. Readiness to Proceed**

- This is an on-going existing program so we would be able to use the approved funds as soon as they are allocated to us.

## **5. Project Budget**

- The food pantry receives 3,000 dollars annually from Vineyard Church of Greater Portland to assist in the yearly expenses of the program. Those expenses include but are not limited to the purchasing of food, equipment (tables, tents and canopies) for outside distribution, items and equipment for inside food distribution, pick up/ delivery vehicle repair and maintenance. We have also received a one-time grant from the Good Shepherd in the amount of 800.00 and we are awaiting approval for an additional one-time grant from Cumberland

County in the amount of 400.00. The food pantry would use the funds to purchase additional food items that we do not get from the local supermarkets or Wayside food distribution such as condiments, can goods and vegetables. We would also use the funds to help maintain the vehicle we use for the pickup, delivery and distribution of the food for our clients.

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

- We do not currently collaborate with any other CCEJ towns/city pantries or any other non-profit organizations. We are aware that the services we offer are also offered by other CCEJ communities and we cannot guarantee there will be no duplication of services.

# CDBG-CV BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **Food Pantry**  
 OPERATING AGENCY: **Vineyard Church of Greater Portland**

| Revenues: List ALL funding sources for the proposed program. | Please indicate: Secured or Projected | Revenues TOTAL      |
|--|---------------------------------------|---------------------|
| CDBG-CV Request  | 5,000-10,000                          | 5,000-10,000        |
| Other HUD Funds (please list)                                | none                                  |                     |
| a.   |                                       |                     |
| Other Federal Funds (please list)                            | none                                  |                     |
| a.   |                                       |                     |
| b.   |                                       |                     |
| State/ County Funds (please list)                            |                                       |                     |
| a. Cumberland County grant                                   | 800.00 (one time)                     | 800                 |
| b.   |                                       |                     |
| Local Funds  |                                       |                     |
| Private Funds (Grants, Fundraising, etc, please list)        |                                       |                     |
| a. Good Shepherd   | 400.00 (one time)                     | 400                 |
| b. Vineyard Church Greater Portland                          | 3,500.00 annual                       | 3,500.00            |
| In Kind Services   |                                       |                     |
| <b>TOTAL PROGRAM or PROJECT REVENUE</b>                      |                                       | <b>9,200-14,200</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  | 0  | 0                                      | 0                              | 0                  |
| Employee Fringe Benefits   | 0  | 0                                      | 0                              | 0                  |
| Materials/Supplies   |  |  | 400                            | 400                |
| Equipment/Vehicle/Fuel   |  |  | 1,000                          | 1,000              |
| Advertising & Public Information                                       |  |  |                                |                    |
| Other, please specify  |  |  |                                |                    |
| a. Additional Food   |  |  | 1,000                          | 1,000              |
| b.   |  |  |                                |                    |
| c.   |  |  |                                |                    |
| d.   |  |  |                                |                    |
|  |  |  |                                |                    |
|  |  |  |                                |                    |
|  |  |  |                                |                    |
|  |  |  |                                |                    |
| <b>TOTAL PROGRAM or PROJECT EXPENSES</b>                               |  |  |                                | <b>3,500.00</b>    |