

Does your Organization expend \$750,000 or more a year in federal funds? Y or N

Number of paid staff: 6

Number of volunteers: 40 full-time

Members/Board of Directors (*Attach*): attached

III. PROJECT ACTIVITY

A. Name of Project: Weekly Food Boxes and Community Food Bank

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN:

City: Temecula

Zip Code: 92591

C. CDBG Funds Requested: 10,000

(total amount for the project only)

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility? Western Eagle Food & Home Goods Store is located in the city of Temecula and is open 7 days a week to the general public of Riverside County.

E. In which City (ies)/Communities does the activity occur?

City (ies): City of Lake Elsinore

Community (ies): outlying rural areas of City of Lake Elsinore

NOTE: HWS will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

Yes applications will be submitted to entitlement cities of Murrieta, Moreno Valley and Menifee and County Districts.

G. Check ONLY the applicable category your application represents.

- Public Service
- Homeless Activities
- Real Property Acquisition (Must consult with EDA prior to submitting application)
- Housing
- Rehabilitation/Preservation (please provide picture of structure)
- Public Facilities (construction)
- Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- Other: (provide description) _____

H. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes No

(b) If service is not new, will the existing public service activity level be substantially increased or improved? Yes _____

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity.

1. Western Eagle Food Box Program: the food box program is one of the programs that

Western Eagle has in order to address food insecurity in City of Lake Elsinore/Riverside County. Each week more than 400 low-income seniors, veterans, singles and families visit the store and pick up a food box containing staples, proteins, breads, fresh fruits and vegetables.(avg.1200 a month) This food is different from other pantries in that Todd, the CEO orders food through food brokers and distribution centers, paying for pick-up and stores in the store freezers and refrigerators. The store is open 7 days a week for easy access to food boxes. Food boxes items are posted on social media every morning at 9am, so that all communities can see what is in stock that week.

2. Western Eagle Community Food Bank- every Thursday, more than 16 nonprofit agencies pick-up pallets of food and distribute to people in need in outlying communities (117,000 annually).

B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. construction design, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

CDBG funds will be used to purchase food through food brokers and distribution centers to fill food boxes for daily pick-up and pallets of food for weekly-pick up by partnering non-profit agencies. Food is picked up by Western Eagle transportation services and stored at the Western Eagle Store in the freezers and refrigerators and/or shelves. The store/warehouse is a 44,000 sq.foot warehouse with heavily discounted food and goods purchased by Western Eagle from farms, grocery distribution centers and outlets.
Western Eagle Store monthly net proceeds are used to purchase discounted and salvaged food and home goods. In the past years, more food was donated from grocery store chains and farmers, but post-pandemic, due to inventory shortages, and supplier donors needing funds, Western Eagle now has to buy more than 75% of the food and home goods it puts out on the floor.
CDBG funds of \$10,000 requested from City of Lake Elsinore will procure food for 400 food insecure low to moderate income clients living in the City of Lake Elsinore.

C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

Goals: to feed the food insecure in City of Lake Elsinore, decrease financial stress on low-income seniors, veterans and families.
Objectives: (1) obtain grant funding to purchase food through food brokers and distribution centers;
(2) continue to purchase good quality/healthy food to meet nutrition needs of seniors,veterans and families
(3) continue to outreach to communities in City of Lake Elsinore letting them know of Western Eagle food programs and the store filled with heavily discounted food and goods to help families and their budgets.
Measurement/Success: Success is measured each day by the number of clients picking up food boxes to feed their families, with an average of 1200 per month. Additionally, pallets of food are picked up weekly by nonprofit agencies who distribute to the food secure in outlying communities and rural areas
Data is tracked daily of shoppers, which city they live in, number of food boxes/pallets picked up, and nonprofit agencies registered for food pallet pick-up on Thursdays.

D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

1.Obtain funding through grants, donors and stores sales (net revenue) to support purchase of food through food brokers and distribution centers.
2.Schedule and pay for transportation semi-truck to pick-up from food distribution centers, farms and outlets;
3. Unload at Western Eagle store/warehouse and move pallets to shelves, freezers and refrigerators;
4. Food is sorted, checked for quality, and organized into daily food boxes, left on pallets, or stocked on store shelves.
5. Full-time volunteers manage the food box section of the store 7 days a week and make sure food is of good quality and ask clients to complete address information on check-in sheet.
6. Full-time volunteers manage the community food bank day and make sure food is of good quality, help load pallets into vans and trucks and ask clients to complete quantity and city information on check-in sheet.

V. PROJECT BENEFIT

A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

City of Lake Elsinore/# of people/households that benefit using CDBG funds requested: 400

B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

City of Lake Elsinore: 95 unduplicated clients with a total of 1054 direct services

C. Length of proposed CDBG-funded activities or service (weeks, months, year):

52 weeks, the Western Eagle Store with heavily discounted food and home goods open 7 days a week for easy access to food, weekly food boxes and community food bank pick-up every Thursday.

D. Service will be provided to (check one or more):

- | | |
|---|--|
| <input checked="" type="checkbox"/> Men | <input checked="" type="checkbox"/> Seniors |
| <input checked="" type="checkbox"/> Women | <input checked="" type="checkbox"/> Severely Disabled Adults |
| <input checked="" type="checkbox"/> Children (Range of children's ages : 0-18) | <input type="checkbox"/> Migrant Farm Workers |
| <input type="checkbox"/> Homeless (Number of beds at facility : _____) | <input checked="" type="checkbox"/> Families |

E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

Western Eagle Store of food and home goods, along with food box program and weekly community food bank program has spread through word of mouth by members of community nonprofits, faith-based organizations, school districts, foster family agencies, adult special needs agencies and work-study programs. Additionally, Western Eagle continues to raise awareness through marketing strategies (weekly bulletins, monthly newsletter), daily posting to social media channels (FB, IG) and attending public events.

F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

Western Eagle has been in operation for 30 years and has 3M in reserved cash to cover unexpected catastrophic events. However, financial sustainability is supported each year from the net proceeds from the Western Eagle Food & Home Store each month that covers food and goods purchased from food brokers, farms, grocery superstores, retail stores and operating expenses. Additionally, Western Eagle through its fund-development program actively pursues cash donations, grants and sponsors to continue to reduce program costs.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

Clients register for weekly food boxes by providing documentation of their family size, income and ethnicity.

Full-time volunteers check-in each client and confirm required information is recorded.

Data and records are kept on file in a locked filing cabinet.

Monthly data is recorded in an Excel worksheet to track totals for forecasting food purchases needed for future months.

2. Clientele presumed to be principally low- and moderate-income persons:

The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

a. Describe the clientele above to be served by this activity:

N/A

b. Discuss how this project directly benefits low- and moderate- income residents:

Western Eagle's mission is to feed the hungry and be a caring community partner. Western Eagle purchases food from farmers, grocery distribution centers and food outlets, in order to provide weekly boxes of healthy food containing dairy, staples, proteins (tuna, eggs,peanutbutter), breads, canned vegetables and fruits, in addition to a large selection of fresh fruits and vegetables. The food box items are posted daily on social media with rows of healthy fruits and vegetables. Client Testimonies: "my paycheck goes further by shopping here", said one veteran, a single Mom was happy to be able to get everything she needs for her family of five kids and a senior stated "i live on a fixed income, so this program helps me". At least 51% of clients served are low to moderate income.

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a County of Riverside, HWS CDBG Program Manager for Census Information)

2010 Census Tract and Block Group numbers:

(must use 2011-2015 ACS data pursuant to HUD Notice -C&D-19-02)

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>

Total population in Census Tract(s) / block group(s): _____

Total percentage of low-moderate population in Census Tract(s) / block group(s): _____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: 0

Total Jobs Expected to Retain: 0

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: 0

Existing Businesses expected to assist: 0

Enter Total Businesses expected to assist: 0

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2023. If your proposed CDBG-funded activity will start on a date other than July 1, 2023, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET <u>(Include non-CDBG Funds and CDBG Funds)</u>	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$ <u>350,000</u>	\$ <u>0</u>
B. Fringe Benefits	\$ <u>55,000</u>	\$ <u>0</u>
C. Consultants & Contract Services	\$ <u>24,000</u>	\$ <u>0</u>
PERSONNEL SUB-TOTAL	\$ <u>429,000</u>	\$ <u>0</u>

II. Non-Personnel		
A. Space Costs	\$ 546,542	\$ 0
B. Rental, Lease or Purchase of Equipment	\$ 68,492	\$ 0
C. Consumable Supplies	\$ 1,200,000	\$ 10,000
D. Travel	\$ 1,000	\$ 0
E. Telephone	\$ 11,210	\$ 0
F. Utilities	\$ 32,880	\$ 0
G. Other Costs-Insurance	\$ 53,519	\$ 0
NON-PERSONNEL SUB-TOTAL:	\$ 1,913,643	\$ 10,000
III. Other		
A. Architectural/Engineering Design	\$ 0	\$ 0
B. Acquisition of Real Property	\$ 0	\$ 0
C. Construction/Rehabilitation	\$ 0	\$ 0
D. Indirect Costs	\$ 0	\$ 0
E. Other	\$ 0	\$ 0
OTHER SUB-TOTAL:	\$ 0	\$ 10,000
GRAND TOTAL:	\$ 2,342,643	\$ 10,000

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

TYPE	SOURCE	AMOUNT	SOURCE	AMOUNT	SOURCE	AMOUNT	TOTAL
FEDERAL	EFSP	10,000	ARPA	10,000			20,000
STATE/LOCAL	CSF Temecula	TBD					
PRIVATE	Grants	25,000					25,000
OTHER	Program Fees	450,000	Store Net Proceeds	1,200,000	Unrestricted Reserve	3,000,000	4,650,000

TOTAL: 4,695,000

C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

Net proceeds from the Western Eagle Food & Home Goods Store cover food and goods purchased from food brokers, farms, grocery superstores and retail stores and operating expenses. Western Eagle Foundation through its fund development program is actively pursuing cash donations, grants and sponsors to increase food purchased by Western Eagle as the need for low cost food and food boxes has doubled since end of year 2021. Additionally, Western Eagle Foundation holds 3M in cash reserve. (see financial statements)

D. Provide a summary by line item of your organization's previous year's income and expense statement. (Attach)

Attached

E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes No

If yes, identify sources and indicate outcome. City of Murrieta, City of Menifee, Riverside County District, pending

If no, please explain. _____

F. Was this project or activity previously funded with CDBG? Yes No

If yes, when? _____

Is this activity a continuation of a previously funded (CDBG) project? Yes No

If yes, explain: _____

VIII. MANAGEMENT CAPACITY

A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

Western Eagle has been in the community for more than 30 years, financially sustainable, and uses accounting software for daily use and a CPA for taxes and financial review statements. Client registration logs are kept daily beside the food box rows and also filled in on Thursday from agencies picking up pallets of food. Serena Cooper, is the Operations Mgr., and works with employees/contractors to make sure client info is collected for grant funding requirements for either reimbursement reports or other reports.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

Yes, policies and procedures include emergency plans, management succession, records retention, disaster preparedness and alternative sites to make food available in case of catastrophe.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Todd Sieja, CEO-in charge of accounting, running financial reports, executive decision making regarding food purchases, store management, payment of bills, community partnerships and works with CPA for taxes and financial statements.

Serena Cooper, Operations/Program Mgr., in charge of ordering food through food broker and suppliers, in charge of cashiers and volunteers that work at the front of the store.

Steve, Operations Mgr., in charge of back of Western Eagle store, receiving, local farmers, managing volunteers who pack food boxes, load pallets of food into agency vans and trucks and help with stocking, shelving, cleaning and maintenance.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. AS
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. AS
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. AS
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. AS
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. AS
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President) AS

DATE: 10/6/2022

Signature:  _____

Print Name/Title
Authorized Representative: Todd Sieja

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application