

Emergency Food & Shelter Program (EFSP) Ellis County Local Board #803400

Phase 37 & Phase CARES Application

APPLICATION INSTRUCTIONS:

Application should be downloaded, filled out and submitted online to kcheshier@uwwec.org, EFSP Ellis County Local Board Administrator. Please also include required documentation listed at the end of the application document.

No applications received after the deadline will be considered for funding. Applicants meeting the program's qualifications are required to appear before the Local Board and will be notified via email of the date, time & location of the meeting. (Zoom) An agency not represented at the meeting could jeopardize its funding.

For more information on EFSP, contact the Ellis County Local Board at kcheshier@uwwec.org

DEADLINE FOR SUBMISSION: 11:59 p.m. CST on May 20, 2020

OVERVIEW OF EFSP

The Emergency Food and Shelter Program (EFSP) was established to supplement and expand the ongoing work of local social service organizations both nonprofit and governmental, to provide shelter, food and supportive services to individuals and families who are, or who are at risk of becoming, homeless or hungry.

- Local Recipient Organizations (LROs) must provide services within the intent of the program. Funds are to be used on an ongoing basis to supplement and extend food and shelter services, not as a substitute for other program funds or to start new programs.
- No individual, family or household may be charged a fee for service or be required to attend religion/counseling services with relation to assistance received under EFSP.
- Special emphasis must be placed on identification of and assistance to the elderly, families with children, Native Americans, veterans, and the mentally and physically disabled.
- Verification of proof of citizenship or qualified alien status of any applicant is not required.
- Funds can only be used for permanent residents and transients within the Ellis County jurisdiction.
- Non-supplanting requirement: Grant funds will not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.

EFSP is governed by a National Board that selects jurisdictions for funding. United Way of West Ellis County administers the EFSP Local Board #803400 for the Ellis County jurisdiction. The role of the Local Board is to determine the highest need and best use of funds and to select LROs that will provide emergency food and shelter services. Each year, needs must be assessed to respond to changes in the community.

Emergency Food and Shelter Program (EFSP) is a restricted federal grant awarded through the Department of Homeland Security. All federal grants have terms and conditions that apply to all parties participating in the grant. All Local Recipient Organizations (LROs) are considered Sub-Recipients (Catalogue of Federal Domestic Assistance (CFDA No. 97.024)

JURISDICTION AND NAME: Ellis County (803400)

Local Funding Priorities

The Ellis County Local Board #803400 has received \$59,202 for Phase 37 and \$84,406 for Phase CARES. Funding priorities have been determined to focus on Rent/Mortgage, Utilities and other food.

Please direct questions to:

Kasey Cheshier, United Way of West Ellis County - (972) 723-7520 or kcheshier@uwwec.org



EMERGENCY FOOD & SHELTER PROGRAM PHASE 37 and CARES Act FUNDING APPLICATION

Applications are due on Wednesday, May 20, 2020 11:59pm

All applications must be submitted via email to kcheshier@uwvec.org

Faxed, mailed, late, or otherwise incomplete applications will not be accepted for consideration.

The intent of this program is for the purchase of food and shelter, to supplement and expand current available resources, and not to substitute or reimburse ongoing programs and services or to start new programs. Consequently, the Local Board will only consider fully operational agencies to receive funds to supplement and expand eligible on-going services and will not fund agencies in anticipation of a needed service (i.e., fire victims, floods, tornadoes, etc.) nor for singular or special celebratory/holiday baskets, etc. The Local Emergency Food and Shelter Program (EFSP) Board will not consider applications for funding due to budget shortfalls or reductions in other funding sources.

United Way of West Ellis County will coordinate with the Local EFSP Board to manage the process for reviewing and scoring applications. This is a competitive process with limited funding available, and submission of an application does not guarantee funding. The Local EFSP Board reserves the right to award partial or full funding requests. Applicants will receive funding notification by May 31, 2020.

The minimum funding amount is \$1,000. Applicants may apply for funds in the following categories:

- A. Served Meals - This category pertains to basic, nutritional, hot, or cold prepared meals that are served by the Local Recipient Organization (LRO) or delivered to clients. Food costs for meals served in a shelter should be included here. The per meal rate of \$2.00 may be used for agencies serving congregate meals.
- B. Other Food - This category includes food vouchers for food orders, food boxes, or food purchased by food banks/pantries.
- C. Mass Shelter (on-site) - This category pertains to funds to provide shelter within the LRO's own facility. Food served in a shelter is not included here. LROs may use a per diem rate of \$12.50 for housing clients in their facility.
- D. Other Shelter – This category pertains to funds to provide any reasonable hotel/motel or non-profit acting as a vendor; actual charge by vendor, per night; 30-day limit.
- E. Supplies/Equipment – This category pertains to Mass Feeding: pots, pans, toasters, blenders, microwave, utensils, paper products, any item essential to the preparation of food, shelving. Diapers; Mass Shelter: cots, blankets, pillows, toilet paper, soap, toothpaste, toothbrushes, cleaning materials, limited first-aid supplies, underwear/diapers. Emergency repair of essential small equipment (\$300 limit for both mass feeding and mass shelter).
- F. Rehabilitation/Emergency Repairs – This category pertains to building code updates, ADA accessible ramp, etc. (\$2,500 limit). Emergency repairs are only allowed in support of per meal schedule or per diem schedule for mass feeding sites or mass shelters. All expenditures require prior approval by both the National board and Local Board.
- G. Rent/Mortgage - This category pertains to funds to provide clients with rent/mortgage assistance (one month only per client/family).
- H. Utilities - This category pertains funds to provide clients with utility assistance (one month only per client/family/per utility).



EMERGENCY FOOD & SHELTER PROGRAM PHASE 37 & CARES Act FUNDING APPLICATION

Submit applications by Wednesday, May 20, 2020 by 11:59pm via email to kcheshier@uwvec.org

ORGANIZATION INFORMATION

Legal Name of Organization: _____

Agency Contact Name: _____ Title: _____

Email: _____ Phone: _____

Agency Mailing Address: _____
City, State, Zip Code

Agency Address for Place of Performance: _____
(Where the EFSP funded services would be provided, if different from above)

Congressional District: District 6 Agency Website: _____

Executive Director Name (if different than contact above): _____

Agency EIN*: _____ DUNS ID Number**: _____

Type of Organization: ☐ Nonprofit ☐ Government Entity

Is your organization debarred or suspended from receiving federal funds? ☐ Yes ☐ No

FUNDING REQUEST

Identify funding category, enter amount requested, program budget, and the number served by program.

Category / Ellis	EFSP Amount Requested	Other Funds (Non-EFSP)	Total Program Budget	Outputs***
Served Meals				
Other Food				
Mass Shelter				
Rent/Mortgage				
Other Shelter				
Utility Assistance				
Supplies/Equipment				
Rehabilitation/ Emergency Repairs				
Total				

*The National EFSP Board requires all Local Recipient Organizations (LROs) to have a Federal Employer Identification Number (EIN). If an LRO does not have an FEIN, the LRO must apply to the IRS for this number. There is no charge for an FEIN, and the required form is the SS-4. All agencies funded through fiscal agents are also required to provide an FEIN to the National Board to receive a grant. Grants will be held until this information has been provided.

**The National Board requires all LROs to have a Data Universal Number System (DUNS) number. If an LRO does not have a DUNS number, the LRO must apply to Dun and Bradstreet for this number. There is no charge for the DUNS number.

***Outputs are the number of products/participants (e.g. # of meals served, # of clients served, # of shelter nights provided, etc.)

Total Agency Operating Budget: _____

Has the organization received EFSP funding in the past? ☐ Yes ☐ No

If yes and requesting a funding increase, explain the rationale for the increased funds:

PROGRAM OUTCOMES

Funding priorities have been determined by the Local Board to focus on Rent/Mortgage, Utilities and other food. Please provide a brief description of how services will be provided & anticipated outcomes.

A. Rent/Mortgage - *One month of past due balance of rent or mortgage (each household may receive this assistance only one time per spending period)*

Amount of funding requested: _____

Average bill amount: _____

Projected number of bills paid: _____

Projected number of unduplicated households: _____

Provide a brief description of how these services will be provided:

B. Utility Assistance - *One month of past due balance of utility assistance (each household may receive this assistance only one time per spending period)*

Amount of funding requested: _____

Average bill amount: _____

Projected number of bills paid: _____

Projected number of unduplicated households: _____

Provide a brief description of how these services will be provided:

C. Other Food - *Food items, food vouchers and food gift cards/certificates*

Amount of funding requested: _____

Average cost per meal (must be in between \$1-\$5): _____

Projected number of meals: _____

Projected number of clients: _____

Duplicated/Unduplicated: _____

Provide a brief description of how these services will be provided:

PROGRAM INFORMATION

Agency Mission Statement:

[illegible]

Describe the program and services provided:

[illegible]

Describe the priority populations you will serve: (zip codes, communities served & number of clients served)

[illegible][illegible][illegible]

Is this a new, ongoing or expanded service?

Describe how you will support this program if you do not receive full funding or are denied funding.

Is there any additional information that the volunteers reviewing the application should consider?

Are you currently providing services for which you are requesting EFSP funds? ☐ Yes ☐ No

Are services offered to members of every community in Ellis County? ☐ Yes ☐ No

Are all program services free of charge for recipients? ☐ Yes ☐ No

Are all program services offered to all clients free from discrimination? ☐ Yes ☐ No

All nonprofit applicants must submit the following documents as an email attachment, to be sent with completed application:

1. List of current Board of Directors
2. IRS 501 (c) 3 determination letter
3. IRS Form 990
4. Client intake form if applicable