

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM  
PHASE 35  
APPLICATION FOR FUNDS**

<b>NAME OF ORGANIZATION</b>	
<b>MAILING ADDRESS</b>	
AGENCY PRINCIPAL	
AGENCY CONTACT FOR APPLICATION QUESTIONS	
PHYSICAL ADDRESS	
ADDRESS WHERE SERVICES WILL BE PROVIDED	
PHONE NUMBER	
FAX NUMBER	
E-MAIL ADDRESS (Principal and Agency Contact)	
AGENCY WEBSITE	

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)	
CONGRESSIONAL DISTRICT WHERE AGENCY IS PHYSICALLY LOCATED	
CONGRESSIONAL DISTRICT WHERE SERVICES WILL BE PROVIDED	
DUNS NUMBER	
LRO NUMBER (if received previous EFSP funding)	

**For a local agency to be eligible for Emergency Food and Shelter National Board Program funding it must:**

- Be nonprofit or an agency of government;
- Not be debarred or suspended from receiving Federal funding;
- Have a checking account and sign up for EFT (cash payments are not allowed);
- Have an accounting system or fiscal agent approved by the Local Board;
- Have a Federal Employer Identification Number (FEIN);
- Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and provide along with
- other required associated information;
- Have a valid email address for program communication and electronic signature processes;
- Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual accountant's review if
- receiving \$50,000 to \$99,999 in EFSP funds;
- Conduct annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative
- Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management
- and Budget (Uniform Guidance);
- Be providing services and using its other resources in the area in which they are seeking funding;
- Practice nondiscrimination (those agencies with a religious affiliation wishing to participate in the program must not refuse
- services to an applicant based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds;
- Have a voluntary board if private, not-for-profit; and,
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.

**Non-profit organizations must include a roster of the organization's volunteer Board with the application.**

## MEASUREMENT OF NEED

Describe your agency's primary services/activities and previous experience in administering Emergency Food and Shelter Program (EFSP) funds.

What service(s) will be provided using EFSP funds? (Include one budget (page 5) for each service selected below.)

- SERVED MEALS
- OTHER FOOD
- MASS SHELTER (on site)
- OTHER SHELTER
- SUPPLIES/EQUIPMENT
- RENT/MORTGAGE
- UTILITIES

*(See page 6 of application for description of services.)*

Explain what unmet need within the community is addressed by the service for which you are requesting EFSP funds. (include supporting data if available).

Describe the clients served, only for the category(ies) for which you are requesting funding, during your most recently completed fiscal year (i.e., number of clients served; definition of a client; number of clients turned down due to lack of funds; number of clients referred to other agencies; etc.)

Describe how EFSP funds will enhance the service already being provided (i.e., number of additional clients served; additional units of service that will be provided, etc.)

## REQUEST FOR EFSP FUNDS

### Budget Information

Please provide **one (1) copy of your total agency budget for the current fiscal year and one (1) copy of last fiscal year's audit and/or financial report.**

Fill out budget below for **each** category you are requesting funding (make copies of this page, if necessary). Include all expenses (administrative costs, rent, utilities, salaries, etc.) and all income sources (i.e., United Way, EFSP, donations, etc.) If your agency has no direct costs or costs are donated by another agency, please state as such. For the current fiscal year budget, indicate whether income sources have been Requested (R) or Approved (A) by placing an "R" or "A" in the final column next to income source.

**Funding Category:** \_\_\_\_\_

<i>Examples</i>			Previous Fiscal Year (Actual) <small>(enter dates below)</small>	Current Fiscal Year (Budget) <small>(enter dates below)</small>	R/A
			to	to	
<b>Income Sources</b>					
<i>United Way</i>	\$10,000	_____	_____	_____	_____
<i>City</i>	\$2,500	_____	_____	_____	_____
<i>County</i>	\$2,500	_____	_____	_____	_____
<i>Donations</i>	\$21,500	_____	_____	_____	_____
<i>State</i>	\$6,000	_____	_____	_____	_____
		_____	_____	_____	_____
		_____	_____	_____	_____
		_____	_____	_____	_____
<b>EFSP</b>	\$5,000	<b>EFSP</b>	_____	*	_____
<b>TOTAL</b>	\$47,500	<b>TOTAL</b>	_____	_____	_____
<b>Expenses</b>					
<i>Salaries</i>	\$25,000	_____	_____	_____	_____
<i>Rent</i>	\$6,000	_____	_____	_____	_____
<i>Utilities</i>	\$2,500	_____	_____	_____	_____
<i>Supplies</i>	\$500	_____	_____	_____	_____
<i>Travel</i>	\$500	_____	_____	_____	_____
<i>Telephone</i>	\$2,000	_____	_____	_____	_____
<i>Client Assist</i>	\$11,000	_____	_____	_____	_____
		_____	_____	_____	_____
<b>TOTAL</b>	\$47,500	<b>TOTAL</b>	_____	_____	_____

**\*This Year's EFSP Request Amount.**

For Office Use Only	Unit Cost	Unit Cost
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## FUNDING CATEGORIES

**SERVED MEALS:** Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$2.00 as approved by the Local Board are allowable, not both.

**OTHER FOOD:** Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.

**MASS SHELTER:** Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. Either a per diem allowance of \$7.50/\$12.50 (as determined by the Local Board) for on-site shelters of five beds or more or direct costs expenses for items related to the provision of shelter are allowable, not both. Transportation costs for shelter may be included here as a direct cost.

**OTHER SHELTER:** Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.

**RENT/MORTGAGE:** Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of client's rent or mortgage for one month.

**UTILITY ASSISTANCE:** Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

**SUPPLIES/EQUIPMENT:** Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. The category also includes the purchase of diapers by agencies and clients.

**EMERGENCY REPAIRS/BUILDING CODE:** Agencies funded in this category must not use EFSP funding for routine maintenance for repairs. Agencies funded in this category must have had an unexpected emergency repair or building code violation that will cause the agency to close or curtail service without the work being done.

Only whole dollar amounts will be allocated and the minimum amount that will be allocated to an LRO is \$500.00.

***Applications must be submitted by 4:00 p.m. on July 3, 2018 to:***

**INRCOG**

**229 E. Park Ave.**

**Waterloo, Iowa 50703**

**[salldredge@inrcog.org](mailto:salldredge@inrcog.org)**

**Phone: (319) 235-0311**

**(pdf versions of application are accepted)**