

**EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM  
PHASE 40**

**Application For Funds**

<b>NAME OF ORGANIZATION</b>	
<b>MAILING ADDRESS</b>	
AGENCY PRINCIPAL	
AGENCY CONTACT FOR APPLICATION QUESTIONS	
PHYSICAL ADDRESS	
COUNTY WHERE SERVICES WILL BE PROVIDED	
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	
UNIQUE ENTITY IDENTIFIER (if needed request on <a href="http://SAM.GOV">SAM.GOV</a> )	
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 with the capacity to provide emergency food and/or shelter services;
- Have a voluntary board if private, not-for-profit;
- Not be debarred or suspended from receiving Federal funding;
- Have a valid email address for program communication and electronic signature processes;
- Use EFSP funds to supplement/extend existing resources and not substitute or reimburse ongoing programs and services. EFSP funds cannot be used to cost-match other Federal funds.
- Be providing services and using its other resources in the area in which they are seeking funding;
- Have a checking account and sign up for EFT;
- Have an accounting system and will pay all vendors by an approved method of payment. Cash payments are not eligible.
- Have a Federal Employer Identification Number (FEIN);
- Have a Unique Entity Identifier (if needed, request on [sam.gov](http://sam.gov));
- Conduct an independent annual review if receiving \$50,000 to \$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds and follow OMB's Uniformed Guidance if receiving \$750,000 or more if Federal funding;
- Have not received an adverse or no-opinion audit;
- Not use EFSP funding for any lobbying activities;
- Practice nondiscrimination (agencies with a religious affiliation must not refuse services to an applicant based on religion nor engage in religious proselytizing or religious counseling in any program receiving Federal funds);
- Not charge a fee to clients for EFSP-funded services;
- Have no known EFSP compliance exceptions in this or any other jurisdiction;
- Provide all required reports to the Local Board in a timely manner;
- Spend all funds and close-out the program by my jurisdiction's end-of-program date and return any unused funds of \$5 or more to the National Board;
- Expend monies only on eligible costs and keep complete documentation on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved;
- Provide complete, accurate documentation of expenses to the Local Board, if requested;
- Must ensure its employees, volunteers, or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect; and,
- Must ensure its employees, volunteers, or other individuals associated with the program will not use EFSP funds to support access to classified national security information;

## 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. (See page 7 of application for description of services.)**

- Food (served meals and/or expenditures for other food)
- Shelter (mass shelter, other shelter (hotel/motel), rent/mortgage)
- Supplies/Equipment (supplies, equipment, personal protective equipment)
- Emergency Repairs/Building Code (facility rehab due to building code citation)
- Energy (utility assistance)

**Explain what unmet need within the community is addressed by the service for which you are requesting EFSP funds including the impact COVID has had on your agency and the clients you serve. (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 FUNDS – Phase 39\*\***

CATEGORY		FUNDING REQUEST	UNITS TO BE PROVIDED	
FOOD	<b>Served Meals</b> (\$3/meal)	\$		Meals/Individuals
	<b>Other Food</b>	\$		Meals/Individuals
SHELTER	<b>Mass Shelter</b> (\$12.50/night)	\$		Nights
	<b>Hotel/Motel</b> (≤90 days/client)	\$		Nights
	<b>Rent/Mortgage</b> (≤3 months/client)	\$		Bills
SUPPLIES/ EQUIPMENT	<b>Supplies/Equipment</b> (up to \$300/item)	\$		n/a
	<b>Personal Protective Equipment</b> (limited to 10% of award)	\$		n/a
BLDG. REPAIRS	<b>Building Code Repairs</b> (up to \$2,500)	\$		n/a
ENERGY	<b>Utility Assistance</b> (≤3 months per client/family/utility)	\$		Bills/Individuals
	<b>TOTAL REQUEST Phase 40</b>	\$		n/a

**\*\*Eligible and properly documented expenditures back to November 1, 2021 will be allowed\*\***

## APPLICATION REQUIREMENTS

**Please submit the following along with this application.**

- Program Budget for **each** category you are requesting funding; should include all expenses (administrative costs, rent, utilities, salaries, etc.) and all income sources (i.e., United Way, EFSP, donations, etc.)
- One (1) copy of your total operating budget for the current fiscal year
- One (1) copy of last fiscal year's audit and/or financial report

Our agency has received an adverse or no opinion audit: Yes No

**Phase 39, Phase ARPA-R, and Phase 40 will run concurrently;  
the beginning date for all Phases is 11/1/2021**

**FUNDING CATEGORIES**

**FOOD**

- (A) **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 \$3.00 as approved by the Local Board are allowable, not both.
- (B) **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.

**SHELTER**

- (A) **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 \$12.50 for on-site shelters of five beds or more or direct cost 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.
- (B) **Hotel/Motel:** 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. Up to 90 days of assistance for clients per phase, if necessary to prevent homelessness, is allowable
- (C) **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 up to 3 months per phase, if necessary to maintain housing.

**SUPPLIES/EQUIPMENT**

- (A) **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. Equipment purchases as limited to \$300/item.
- (B) **Personal Protective Equipment (PPE):** Agencies funded in this category can purchase PPE that may be directly distributed to LRO staff and volunteers to deliver services and/or to clients to receive services. PPE cannot be generally distributed to the public or for use outside of LRO's mission area. Funds for PPE is limited to 10% of LRO's award for each phase.

**BUILDING REPAIRS**

This category includes expenditures for building code repairs or accessibility improvements of a mass shelter or mass feeding facility. Maximum expenditure in this category is \$2,500. The EFSP National Board and the Local Board must approve expenditures in advance, in writing. A building code citation is required.

**ENERGY**

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 up to 3 months per client/family/utility per phase to prevent disconnection of services.

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 March 29, 2023 (by mail or e-mail), to:***

**INRCOG**

**229 E. Park Ave.**

**Waterloo, Iowa 50703**

[salldredge@incog.org](mailto:salldredge@incog.org)

Phone: (319) 235-0311

(pdf versions of application are accepted)