

**APPLICATION FOR
EMERGENCY FOOD
AND SHELTER PROGRAM FUNDS**

PHASE 34 (2017)

**Please return this completed application by 4:30pm
Friday, May 5, 2017 to:**

**Brandon Feller
President
United Way of Delaware County
PO Box 319
Delaware, Ohio 43015**

**Emergency Food and Shelter Program
Delaware County Board**

**Or E-mail (preferred) to: bfeller@uwaydelaware.org
Phone: 614-436-8929**

LOCAL RECIPIENT ORGANIZATION (LRO) RESPONSIBILITIES

For a local agency to be eligible for funding it must:

- Be nonprofit or an agency of government
- Not be debarred or suspended from receiving Federal funding
- Have a checking account. (Cash payments are not allowed per Federal regulations)
- Have an accounting system or Fiscal Agent approved by the Local Board
- Have a Federal Employer Identification Number (FEIN), (Note: contact local IRS office for more information on securing FEIN and the necessary form [SS-4] or go to the website: www.irs.gov);
- Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) (See the EFSP website for information on how to obtain.)
- Conduct an independent annual audit if receiving \$50,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$25,000 to \$49,999 in EFSP funds
- 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

CRITERIA FOR LOCAL RECIPIENT ORGANIZATIONS

Each award phase, each LRO must certify to the Local Board by signing the LRO Certification form that they have read, understand and agree to abide by the EFSP Responsibilities and Requirements Manual including the LRO Responsibilities section, Financial Terms and Conditions, Program Costs (eligible and ineligible), and Required Documentation. If after reading the LRO Certification form, the agency determines that it cannot abide by the EFSP guidelines, they must notify their Local Board immediately and not incur any costs or charge any expenses against the grant and return any funds received.

PLEASE NOTE: For 2017, the Local Board is soliciting only proposals for shelter/housing programs (not programs specific to food insecurity).

Guidelines are available at: <https://www.liveuniteddelawarecounty.org/take-action/efsp>

LOCAL RECIPIENT ORGANIZATION REQUIREMENTS

Local agencies selected for funding must:

KNOWLEDGE OF REQUIREMENTS

1. Maintain records according to guidelines set forth in the manual. Consult your Local Board chair/staff on matters requiring interpretation or clarification prior to incurring an expense or entering into a contract. It is important to have a thorough understanding of these guidelines to avoid ineligible expenditures and consequent repayment of funds. Questions that LROs have may be directed first to Local Board staff. National Board staff must be contacted by the Local Board chairs or staff to answer those questions that cannot be answered locally.

USE OF FUNDS

2. Provide services within the intent of the program. Funds are to be used on an ongoing basis to supplement and extend shelter services, not as a substitute for other program funds or to start new programs. Funds are not to be held or reserved for future use but spent on an as needed basis to supplement and extend existing services. Agencies must have a program in the category for which they are seeking funding. All funds awarded to an LRO must provide for services within the jurisdiction's spending period.

BANK ACCOUNTS/DOCUMENTATION/INTEREST INCOME

3. Maintain a checking account in the LRO's name in a federally-insured bank into which EFSP funds are deposited. (Bank accounts must not be set up with FEMA, EFSP or in the name of the LRO's program.) The National Board does not require funds to be placed in a separate bank account. LROs are required to notify the National Board in writing of any changes in their bank account for electronic fund transfer (EFT) purposes. This includes changes such as the closure of bank accounts, opening new bank accounts, and mergers of financial institutions. LROs funded in multiple jurisdictions must provide bank account changes for each jurisdiction individually even if funds are deposited into the same account. The EFT authorization form must be used for initial sign-ups and any changes. This form may be printed from the EFSP website. You may also contact the National Board staff for the preprinted authorization form. Copies, faxes, or emails cannot be accepted for EFT processing. For EFT processing, an original LRO voided blank check and form are accepted by mail only by the deadline established by the National Board. EFT enrollments cannot be accepted in any other format. Failure to notify the National Board of bank account changes will delay the receipt of funds. LROs must maintain proper documentation for all expenditures under this program according to the guidelines.

LRO's expenditures and documentation will be subject to review for program compliance by the Local Board, National Board and Federal authorities. Maintain records for a three-year period after phase end unless there is an outstanding compliance problem. (See page 53). Any interest income must be used for eligible program expenditures, not administrative expenses. If EFSP funds are placed in an interest-earning account with other LRO funds, interest must be prorated/calculated for the EFSP grant. LROs that have unspent funds of \$5.00 or more must return the entire unspent amount to the National Board. (Do not send back unspent funds of \$4.99 or less). Checks for funds being returned to the National Board must be made payable to United Way Worldwide/Emergency Food and Shelter Program. The LRO ID number of the agency returning the funds must be printed on the face of the check in the upper right hand corner.

PAYMENT TO VENDOR

4. Pay for all eligible program expenses by an approved method of payment. Approved payment methods are:

- LRO check
- LRO debit card
- LRO credit card, vendor issued (i.e., Sam's Club, other stores-vendor issued credit card)
- LRO credit card, third party (i.e., American Express, Visa)
- Electronic payment from LRO's bank account

This program does not allow the reimbursement of staff/volunteers, other LROs or any party other than the vendor of services. Cash payments are ineligible per Federal regulations. The National Board will not consider exceptions of this program requirement.

Note: A Fiscal Agent/Fiscal Conduit must pay the vendor directly with an approved method of payment and may not reimburse other agencies for which they are serving as the Fiscal Agent/Fiscal Conduit.

LRO REPORTING

5. Submit reports to the Local Board by their due dates. The National Board will make interim report/second payment requests available to each LRO after the first payment notification. When the LRO is ready to request its second payment it must complete the form via the website, print and sign the form and forward to the Local Board chair for review and approval by the deadline determined by the National Board.

Note: LROs should retain a copy of their Interim Report/Second Payment Request form and should not wait until their first payment has been exhausted before making the request.

Final Report All LROs must complete the Final Report; return the original and two copies to the Local Board, including one copy of documentation, if requested. A copy of the LRO Final Report and documentation must be retained by the LRO for their records. Complete, accurate, legible documentation must be submitted and must support the expenditures claimed in each category on the initial Final Report. The final LRO report is due to the Local Board 30 days after the jurisdiction's end-of-program date. LROs receiving Phase 34 awards from more than one jurisdiction must keep and submit documentation separately for each when requested. LROs receiving Phase 34 SSA awards in addition to a regular award in a single jurisdiction must consider the two awards as though they were one and combine the documentation.

PROGRAM COMPLIANCE, RESOLUTION

6. Work with the Local Board to quickly clear up any problems related to compliance exception(s) at the end of the program. Failure of an LRO to comply with the National Board's reporting requirements will result in funds being withheld. The National Board will hold funds until all reporting requirements have been satisfied. If an LRO does not comply in a timely manner to compliance issues, the Local Board or National Board may reclaim and reallocate the funds being withheld.

Note: Any LRO, including those serving as a Fiscal Agent/Fiscal Conduit, receiving funds in multiple jurisdictions with a compliance exception in any single jurisdiction from any prior phase will be subject to all funds being withheld. That is, all funds allocated to that LRO from all jurisdictions will be withheld until all problems have been resolved.

LOBBYING PROHIBITION AND REPORTING REQUIREMENTS

7. Comply with lobbying requirements. Lobbying is not permitted with EFSP funds. Any LRO receiving more than \$100,000 in EFSP funds is required to submit:

- a certification that EFSP funds will not be used for lobbying activities; and,
- a disclosure of lobbying activities (if applicable).

ANNUAL AUDIT REQUIREMENTS

8. Comply with audit requirements. For LROs receiving \$50,000 or more in EFSP funding, the National Board requires an independent annual audit in accordance with Government Auditing Standards. For LROs receiving from \$25,000 to \$49,999, the National Board requires an annual accountant's review. For newly funded LROs or LROs funded above the amount requiring an audit or review for the first time, the LRO will be eligible to receive funds if it arranges for the audit or review of funds to coincide with the next scheduled annual audit or annual review of its financial affairs.

The National Board will accept an LRO's national/regional annual audit if the following conditions are met:

- LRO is truly a subsidiary of the national organization (i.e., shares a single Federal tax exemption).
- The LRO is audited by the national/regional office internal auditors or other person designated by the national/regional office AND the national/regional office is audited by an independent

certified public accountant or public accountant or accounting firm, which includes the national/regional organization’s review of the LRO in a larger audit review.

- A copy of the local audit review along with a copy of the independent audit of the national/regional office will be made available to the National Board upon request.

GENERAL INFORMATION

AGENCY NAME: _____

AGENCY’S ADDRESS: _____

CITY, STATE, ZIP CODE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

FEDERAL ID: _____

EXECUTIVE DIRECTOR: _____
NAME SIGNATURE

PHONE NUMBER: _____ EMAIL ADDRESS: _____

BOARD PRESIDENT: _____
NAME SIGNATURE

PHONE NUMBER: _____ EMAIL ADDRESS: _____

CONTACT PERSON: _____
(If different than Executive Director) NAME

PHONE NUMBER: _____ EMAIL ADDRESS: _____

REQUESTED EFSP GRANT AMOUNT: \$ _____

ATTACHMENTS:

- A. IRS Letter of tax-exempt 501(c)(3) Status (or other exempt status)
- B. Current List of Volunteer Board Officers & Directors
- C. Copy of financial statements (audit, financial review, compilation report)
- D. Copy of agency’s disaster recovery plan

AGENCY ELIGIBILITY

1. Is the agency a nonprofit or an agency of government? ___YES ___NO

(If No, STOP HERE, the agency does not qualify to receive EFSP funds)

2. Is the agency debarred or suspended from receiving funds or doing business with the federal government? ___YES ___NO
3. Describe target populations that will be served by the EFSP grant:
4. Does your program deny services to a particular population? If so, why? (*see disclaimer below)
5. What is the client eligibility criterion for EFSP funding?
6. What is your geographic service area?
7. Does the agency practice nondiscrimination? ___ YES ___ NO
If yes, does your agency have a Board-approved, written Non-Discrimination Policy?
8. Is your agency a faith-based organization? ___ YES ___ NO
*If yes, does your agency agree not to 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 Emergency Food and Shelter Program fund.

AGENCY INFORMATION

1. Describe the organization's mission and purpose; include information on current programs and services. (500 words or less)
2. If awarded, explain exactly how the organization will use EFSP funds in 2017. *Describe in detail, including target population and number of people to be served.* (2 pages or less)
3. What is your request for EFSP funds for Phase 34 (2017)
 - a. (Notes: In the Mass shelter category, \$12.50 per Diem. In the Served Meals category, you may elect to use \$2.00 as per Diem.)

	CATEGORY	TOTAL REQUEST	ESTIMATED UNITS OF SERVICE	UNIT COST
A	SERVED MEALS		MEALS	
B	OTHER FOOD		MEALS	
C	MASS SHELTER		NIGHTS	
D	OTHER SHELTER		NIGHTS	
E	RENT/MORTGAGES		BILLS	
F	UTILITY PAYMENTS		BILLS	
G	TOTAL REQUEST (ADD A THROUGH F)			