



National
Council
of
Churches

EMERGENCY FOOD & SHELTER PROGRAM PHASE 39 and ARPAN FUNDING APPLICATION

Applications are due on Friday, July 8, 2022 11:59 pm

All applications must be submitted via email to laura@ywcancw.org

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

More information can be found by visiting www.efsp.unitedway.org

Chelan and Douglas counties have been awarded Emergency Food and Shelter Program funding from the Washington State Set-Aside Committee in Phase 39 and ARPAN, with both running concurrently. Chelan County has been awarded \$61,541.00 and Douglas County has been awarded \$54,703.00. YWCA 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 July 29, 2022. The local board will only consider fully operational agencies to receive funds to supplement and expand on eligible on-going services (these funds are not to be used as seed money for a new program). The local board will not consider applications for funding due to budget shortfalls or reductions in other funding sources. Questions should be directed to Local EFSP Board Chair, Laura Cale.

Emergency Food and Shelter Program Preamble

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, to help people with **economic** emergencies (not disaster-related [i.e., fires of any kind, floods, tornadoes, etc.] emergencies). Therefore, EFSP funds are not to be used to provide emergency assistance for circumstances that are the **immediate** result of a disaster situation. EFSP funds may be used to provide economic assistance in the long term, even if the current circumstances may have been impacted by an earlier disaster occurrence. The EFSP funding is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in those qualifying jurisdictions to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter services. Each year, needs are to be assessed and respond to changes in the community.

Use of Funds

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. 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.

Reporting

LROs that have been approved for funding must submit reports to the Local Board throughout the phase by their due dates. (Reports include an LRO Certification, Interim Report and Final Report along with required documentation.)

Funding Categories

The minimum award per Local Recipient Organization (LRO) is \$500.00*. Applicants may apply for funds in the following categories:

* A **Certification Regarding Lobbying** form must be e-signed for any LRO receiving \$100,000 or more.

- 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 \$3.00 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 and food pantries. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category.
- C. Mass Shelter (on-site) - This category pertains to LROs that will use funds to provide shelter within their own facility. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category. Food served in a shelter is **not** included here. LROs may use a per diem rate of \$12.50, as approved by the local board, for housing clients in their facility. The rate must be selected at the beginning of the Phase and used for all mass shelter expenditures. The per diem rate includes supplies purchased by the LRO.
- D. Other Shelter – This category pertains to LROs that will use funds to provide shelter outside of their own facility (motel, SRO, other non-EFSP funded shelter). LROs may provide up to 90 days of assistance for clients if it is necessary to prevent homelessness. Local Board may approve the payments, no additional approval is required by the National Board.
- E. Supplies/Equipment – This category includes any essential supplies and equipment, such as personal protective equipment, diapers and feminine hygiene products, purchase for use in a mass feeding or sheltering facility or for use by food banks/food pantries. Maximum expenditure is \$300 per item. The per meal or per diem rates include supplies/equipment purchases; LROs cannot make separate purchases in the supplies and equipment category.
- F. Building Code Repairs/Accessibility Improvements – This category includes expenditure for building code repairs or accessibility improvements of a mass shelter or mass feeding facility; record the full amount to be spent. Maximum expenditure in this category is \$2,500.00. Both the National Board and Local Board must approve expenditures in advance (written). A building code citation is required.
- G. Rent/Mortgage - This category pertains to LROs that will use funds to provide clients with rent/mortgage assistance (up to 3 months per client/family to maintain housing; Local Board may approve the payments, no additional approval is required from the National Board).
- H. Utilities - This category pertains to LROs that will use funds to provide clients with utility assistance (up to 3 months per client/family/per utility to prevent disconnection of service; Local Boards may approve the payments, no additional approval is required by the National Board).

Please direct questions to: Laura Cale, YWCA NCW. P:509-662-3531 x112 E: laura@ywcancw.org



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ORGANIZATION INFORMATION

Legal Name of Organization: _____

Agency Contact Name: _____ Title: _____

Email: _____ Phone: _____

Physical Address: _____

Mailing Address (if different from above): _____

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

Agency FEIN*: _____ 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/Chelan	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				

Category/Douglas	EFSP Amount Requested	Other Funds (Non-EFSP)	Total Program Budget	Outputs***
Served Meals				
Other Food				
Mass Shelter				
Other Shelter				
Rent/Mortgage				
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 INFORMATION

Agency Mission Statement:

Describe the program's participant eligibility requirements.

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

Are services offered to members of every community in Chelan/Douglas Counties? 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