



EMERGENCY FOOD & SHELTER PROGRAM PHASE ARPAP FUNDING APPLICATION

Applications are due on Tuesday April 12, 2022 at 5:00pm

All applications must be submitted via email to meredith.egan@unitedwayirc.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.

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

- Be an active user of Indian River's Homeless Management Information System (HMIS) database ClientTrack
- 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.

United Way of Indian River 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.

Phase ARPAP has a \$78,868 to allocate. 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 \$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/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. LROs

may pay more than one-month hotel/motel assistance. LROs may now provide up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness. The Local Board may approve the payments, but no additional approval is required by the National Board.

- 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 LROs may pay more than one-month rental or mortgage assistance. LROs may now pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. The Local Board may approve the payments, but no additional approval is required by the National Board.
- H. Utilities --- This category pertains funds to provide clients with utility Local Recipient Organizations (LROs) may pay more than one-month utility assistance. LROs may now pay up to 90 days (3 months) for clients per phase if it is necessary to prevent disconnection of services. The Local Board may approve the payments, but no additional approval is required by the National Board.

Please direct questions to:

Meredith Egan, CEO United Way of Indian River



Catholic Charities USA



National Council of Churches

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ORGANIZATION INFORMATION

Legal Name of Organization: _____

AgencyContactName: _____ Title: _____

Email: _____ Phone: _____

Mailing Address: _____

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	EFSP Amount Rrequested	Total Program Budget	Outputs/ Number to serve
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 Indian River County?

Yes

No

Are all program services free of charge for recipients?

Yes

No

Yes

No

Are all program services offered to all clients free from discrimination?

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

- 2. List of current Board of Directors
- 3. IRS 501 (c) 3 determination letter
- 4. IRS Form 990
- 5. Copy of DUNS number