

## **FEDERAL EMERGENCY FOOD AND SHELTER PROGRAM GRANT- PHASE 36 Howard County Indiana.**

EFSP grant funding is allotted by the Federal Government and administered federally by United Way of America. Local grant decisions are made by a local board of volunteers in compliance with requirements of the EFSP Program. United Way serving Howard and Tipton Counties provides administrative support.

All requests will be reviewed by the local EFSP board to determine grant amounts. Submissions will be reviewed based on directives of the National EFSP requirements for program funding. Full descriptions of areas that can be funded can be reviewed by request, found at [www.unitedwayhoco.org](http://www.unitedwayhoco.org), viewed in person at the United Way office, 210 W. Walnut, contact Cheryl Graham, 765-457-4357, ext 320 for additional assistance.

Grant recipients must provide all information needed to comply with EFSP local recipient organization (LRO) requirements and agree to comply with reporting requirements and timelines established by either the National or Local Board. Grant recipients will be responsible for obtaining access to the National EFSP website and using the website as directed to supply required information. (Training is available on the website as well as the required forms.) Failure to fulfill LRO requirements could result in a reduction in the amount of the grant received.

Following the initial request, LROs, will electronically sign documents, submit reports/receipts in hard copy or electronically and send requests per the deadlines established in the program. All related records must be retained for a minimum of 3 years after submission of the final report or when all issues are in compliance. Failure to do so could affect future eligibility for additional funding in successive phases.

Funds awarded are to be used to supplement current food and shelter programming not for reimbursements or new programming. Any unused funds must be returned to the National Board for redistribution. Purchases and service provision shall occur during the spending period for each phase. Large purchases at the end of the phase do not meet the intent of the program and will be considered ineligible.

Cash payments are ineligible for use as a grant expense. Personal credit/debit card use is also prohibited. Funds cannot be used for lobbying activities and must be used for approved expenses as allowed. A full description is available in the EFSP Responsibilities and Requirements manual for the corresponding phase. Full and final compliance of expenditures is determined by the National EFSP Board upon review of submissions.

The local board sets the eligibility criteria and must provide for assistance to needy individuals within their jurisdiction (Howard County).

Funds must be distributed without discrimination, with sensitivity to transitions from temporary shelter to permanent homes, with attention to the specialized needs of homeless individuals with mental and physical disabilities or illness.

Programming will facilitate access for homeless individuals to access other sources of services and benefits. Proof of citizenship or alien status of recipients is not required.

No individual, family or household may be charged a fee for service or be required to attend religious/counseling services with relation to assistance received from EFSP funds.

Documentation of service provided will not include specific client information to protect confidentiality.

### **Eligible Program Costs Could Include:**

\*Annotated listing; this list is subject to change at any time. The list is provided to give you a general idea of eligible expenses but does not guarantee approval of any request.

- **Food purchases for food banks, pantries and food providers** - Should include only food for nutritional meals, no un nutritional items. Funding cannot be used for a singular event.
- **Transportation expenses incurred for picking up, delivery and distribution of purchases and donated food.**
- **Purchase of small equipment-** (pots, pans, microwave, dining table, chairs, not exceeding \$300 per item, essential to the operation of the food bank or pantry.)
- **Vegetable plants/seeds and canning supplies used by an LRO to garden onsite.**
- **Consumable supplies essential to mass feeding** - Cups, utensils, plates, detergent etc.

\*For shelters of five or more beds, soap, toothbrushes, toothpaste, cleaning supplies as well as beds mattresses, linens and blankets are allowable.

\*If the request is based on a per diem, the listed items would be included, no additional expense for consumables is allowed.

- **Minor emergency repairs of small equipment essential to mass feeding or shelter** - Failure to repair would terminate or curtail services. Routine maintenance and service contracts are not eligible.

\*Not to exceed \$300.

- **Hotel/Motel room/tax for off-site shelter** - Only if there is no other appropriate shelter and the assistance is limited to 30 days per individual or household.
- **Rent/Mortgage (Principal, interest only)** - Payment is in arrears or due within 10 calendar days, no other resources are available, the recipient must live in the residence and be responsible for payment of rent/mortgage. Payment is limited to one month's assistance. Assistance is only provided once in a jurisdiction by one LRO in a phase. Payment must guarantee an additional 30 days of service.
- **Mobile home and lot fees** - Must be paid directly to the vendor. (Deposit, condo, late fees, legal fees, are ineligible)

\*Additional instructions and restrictions if the payment is for first month's rent.

\*Under certain conditions a limited amount of funding is available for arrearages.

- **Utility Assistance** - Gas, electricity, water and sewer service is available to residents of a home or apartment. Conditions: Payment is in arrears or due within 10 days, all other resources are exhausted, assistance is limited to one month's billed usage for each utility. An arrears can be owed from the previous EFSP phase, each utility can be paid once each award phase by one LRO. Payment guarantees an additional 30 days of service. Reconnect fees and budget amounts are eligible.

\*Late fees and deposits are ineligible.

\*Firewood, oil, coal and propane are eligible for a one time minimum delivery amount.

- **Diapers and basic feminine hygiene items** - Eligible for direct distribution to individuals, for residents of mass shelter and for vouchers to grocery stores.

Please direct any questions to **Kenny Gregory, [kgre1775@aol.com](mailto:kgre1775@aol.com)**, Local Board Chair for EFSP Phase 36 or **Cheryl Graham, [cgraham@unitedwayhoco.org](mailto:cgraham@unitedwayhoco.org)**, 765-457-4357 ext. 320

Entire program rules, documentation requirements and funding exceptions found at, <https://unitedwayhoco.org/>.

Additional information at: <https://www.efsp.unitedway.org/efsp/website/index.cfm>

## **Application for funding and instructions for submission to the Howard County EFSP Board and United Way of Howard County**

**Return your completed application with all materials to the EFSP Staff Coordinator, Cheryl Graham, at United Way serving Howard and Tipton Counties, 210 W Walnut, Kokomo, Indiana, phone: 765-457-4357 ext. 320. Deadline for applications to be received is Thursday July 10 at 12pm. Applications may be dropped off, emailed to [cgraham@unitedwayhoco.org](mailto:cgraham@unitedwayhoco.org) or faxed to 765-454-5569**

Date /Time Received: (United Way Use Only)

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Staff Member: \_\_\_\_\_

**Please use additional pages as needed and number the questions asked with your answers.**

Primary use of funding if received:

Agency's Legal Name:

Agency Principal Officer:

Agency Contact for Application Questions and EFSP Questions, if funded:

Agency Physical Address, zip +4:

Congressional District where agency is physically located:

Agency Mailing Address:

Agency address for Place of Performance (Where the EFSP funded Services are provided):

Congressional District where agency's EFSP funded services are provided:

Agency Phone/fax/email (for Individuals Above):

Agency Website:

Agency Federal Employer Identification Number (FEIN):

Agency DUNS Number:

Agency's Operating Budget (total):

Name of the Existing Program EFSP funds will enhance:

Amount of EFSP funding requested by program area, list separately from the above listing of eligible uses:

Agency Budget for the program area requested as listed above (food, rent, utilities, etc.):

Attach copy of agency's most recent annual audit or formal outside financial review:

Agency is a 501.c3 organization or unit of Government?

If non-profit, attach roster of the Agency's volunteer board:

Is the agency debarred or suspended from receiving funds or doing business with the Federal Government?

Do you have a checking account in a federally insured bank?

Do you have an organizational non-discrimination policy? (Please attach)

Amount of Financial Request and Primary Program Use:

Description of how Program Funding specifically will be spent:

Include in your explanation:

Why is this funding needed for this particular use? Include information to show there is an existing need for the program.

What will happen if you do not receive the funding? (Include, Who it would affect in general and what need will go unfilled.)

Describe the group of people that will benefit from your program with these additional funds.

What will change about your program if you receive EFSP funding?

What organizations do you partner with to serve the population that would benefit from the requested EFSP funding?

How do you determine there is no other service available in the community that could help with the same need you are proposing to help?

Is there another agency that could provide the service or assist with the need? Why isn't the need fulfilled by that agency?

What is required of recipients to receive services?

How are the EFSP funds you are requesting essential to the program?

How does the program address the specialized needs of the homeless with mental health issues or illness?

What is your process for ensuring homeless recipients are accessing other available services and benefits?

Feel free to attach other pages as needed.