# Emergency Food and Shelter Program – Cabell-Wayne Application

# Phase 41 Funding

*The Emergency Food and Shelter Program National Board has allocated a total of* ***$45,124*** *to Cabell & Wayne Counties for emergency food and shelter services for Phase 41-2024. Funding applications will be reviewed by the Emergency Food and Shelter Program Local Board, which will make recommendations to the National Board. This is identified as FY2024 Phase 41. Please review the basic criteria for receiving funding before submitting your application (noted on page 3). If you meet the criteria, complete the following application by completing and saving this fillable pdf; then email it to cbailey@uwrivercities.org. Alternatively, you can print it off, fill it in, and mail the completed application to: EFSP Local Board, c/o Steve Cline, United Way of the River Cities, 820 Madison Avenue, Huntington WV 25704.*

***APPLICATION DEADLINE: 4:30 PM, April 12, 2024. NO LATE SUBMISSIONS ACCEPTED***

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| **AGENCY NAME:** |  | | |
| **NON-PROFIT STATUS:** |  | | |
| **FEIN:** |  | | |
| **UEI:** |  | | |
| **AGENCY ADDRESS:** |  | | |
| **MAILING ADDRESS:** |  | | |
| **CONTACT PERSON FOR THIS GRANT:** | |  | |
| **PHONE (office) :** | | | **FAX:** |
| **MOBILE:** | | **EMAIL:** | |

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| **AMOUNT REQUESTED:** | **$** |

**PLEASE CHOOSE ONE OF THE FOLLOWING FOR YOUR AREA OF SUBMISSION.**

*Program funds can be used to provide the following:* food, in the form of congregate meals, food purchase or home delivery meals; lodging in a mass shelter; hotel/motel lodging up to 90 days per phase; up to 3 months rent or mortgage payment per phase; up to 3 months utility bills per phase; cleaning supplies for shelters and feeding sites; small equipment purchase up to $300 per item; personal protective equipment. *Decisions rest with the Local Board.*

\*\*Please fill out a separate application for each category you wish to fund\*\*

This application is for funds for the category checked below:

Food, in the form of congregate meals, food purchases and/or home delivery meals

Lodging in a mass shelter or hotel/motel

Up to 90 days’ rent or mortgage payment

Up to 90 days ‘ utility bill

Cleaning supplies for shelter and/or feeding sites

Personal protective equipment

Small equipment purchases, up to $300 limit per item

**PLEASE PROVIDE A SUMMARY OF YOUR CURRENT NEED AND SUPPORTING DATA FOR YOUR SPECIFIC REQUEST.** Include the following**:** number served in this category last year; number you expect to serve this year; number you expect to serve with EFSP funds. Include how you calculated the anticipated need if your previous year’s statistics do not support that need.

*Read the most recently published Phase 35 Manual, Phase 36 Addendum, and Phase ARPAR Key Changes and Clarifications carefully for specifics*

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Required attachments:

* IRS Determination Letter OR Letter of Registration as a Charitable Organization OR Exemption Letter on organization letterhead, signed by head of the organization’s governing board
* Board of Directors list

**Minimum requirements for application (as specified by the National Board):**

**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 and sign up for EFT (Electronic Funds Transfer) (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 Unique Entity Identifier (UEI number)
* Have a valid email address for program communication and electronic signature process
* Be providing services and using other agency resources in the specific 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.

***See the full EFSP manual for full details. You are encouraged to read the quick-reference guides in each category for an overview of the requirements.***

**AGREEMENT**: I have read the Phase 35 Manual, Phase 36 Addendum, Phase ARPAR Key Changes and Clarifications, and other documentation requirements provided by the Local Board and will abide by these requirements. I also agree to attend any training workshops offered and submit full supporting materials, including standard financials and other documentation as required that substantiate expenditures. I also agree to reimburse any disapproved expenditures, and to return any awarded EFSP funds of $5.00 or more that are unspent at the end of Phase 41. I understand that failure to comply with the federal regulations will make me ineligible for future funding. I understand that If applying for funds to support assistance with utility, rent or mortgage payments, the EFSP Local Board requires my agency to perform adequate due diligence to prevent duplication of such payments by multiple agencies **from EFSP funds** awarded for this purpose to the same client(s).

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Agency Director or Board Chair Date