



United Way of Rockland County

ROCKLAND COUNTY EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)

Application for Phase 37 & COVID-19 CARES Grants

The National Emergency Food and Shelter Program (EFSP) has allocated \$113,515 for supplement emergency food and shelter programs in Rockland County for Phase 37. The National EFSP has also allocated an additional \$161,839 to Rockland County to combat the effects of COVID-19 under the recently passed CARES Act.

Funds from National EFSP are distributed to each county in the United States based on its current population size, unemployment rate, and poverty rate. United Way of Rockland County facilitates an EFSP Local Board of community volunteers who determine how the funds from EFSP are distributed within the County each year.

Grants are awarded to agencies that provide emergency food and shelter services to residents of Rockland County. These awards are for the purchase of food and shelter, to supplement and expand currently available resources, and not to substitute or reimburse ongoing programs and services or to start a new program.

Eligible agencies may request a minimum of \$1,000 per organization and can apply for a Phase 37 and/or COVID-19 CARES grant.

Please review the *Agency Eligibility Criteria* at the end of this application before completing this application. All information should be provided within the designated space. **Applications must be submitted by 5:00 p.m. on Wednesday, May 27, 2020 via email to efsp@uwrc.org.**

Amount Requested from EFSP for Phase 37: \$ _____

Amount Requested from COVID-19 CARES: \$ _____

I. PROGRAM INFORMATION

Agency Name: _____ Program Name: _____

Agency/Program Physical Address: _____

Agency Mailing Address: _____

Phone: _____ Fax: _____ Website _____

Federal Employer Identification Number (FEIN): _____ DUNS Number: _____

Executive Director's Name: _____ Email: _____

Board Chair's Name: _____ Email: _____

Program Contact (if other than ED): _____ Email: _____

Financial Officer: _____ Email: _____

Days & Hours of Program Operation: _____

What year was your agency incorporated? _____

How many years has your agency been providing the services you are applying for? _____

Did the agency receive EFSP funding in the past? ___No ___Yes

If yes, what was the last Phase you received funding? _____ Amount \$ _____

LRO# _____

II. PROPOSAL NARRATIVE

A. **Category of Funding:** Indicate which category of funding you are applying for and the amount

_____ Food: Pantry: Distribution of nutritionally balanced groceries.

_____ Food: Served Meals at Site: Preparation and serving of hot or cold nutritionally balanced meals at the program location.

_____ Food: Shelter or Residence: Preparation and serving of hot or cold nutritionally balanced meals at a residence/shelter with five or more beds.

_____ Rent or Mortgage: A one-time, one-month emergency rent or mortgage payment for an individual in arrears or due within ten calendar days that has exhausted all other resources. This assistance must guarantee at least thirty additional days of residence for the individual.

_____ Utilities: A one-time, one-month emergency utility (gas, electricity, water, sewer) payment for an individual in arrears or due within ten calendar days that has exhausted all other resources. This assistance must guarantee at least thirty additional days of service.

B. Agency's Mission:

C. Provide a very brief narrative which describes the **emergency** food and/or shelter service(s) to be provided by your agency with this special funding and why your agency has the capacity to provide the(se) service(s).

D. List all current funding for this program and describe how an EFSP grant will supplement the already existing program?

****Please note that the EFSP Local Board defines emergency as a sudden unforeseen client crisis that requires immediate urgent assistance.***

III. Program Statistics

	# of Unduplicated Individuals Served in 2019	Average # of Individuals Served each Month in 2019	# Meals Served in 2019	Projected # of Unduplicated Individuals to be Served in 2020
Food-Pantry				
Food- Served Meals at Site				
Food – Shelter or Residence				
Rent/Mortgage				
Utilities				

What is the cost for each meal you serve? _____

IV. AGENCY QUALIFYING INFORMATION

- Has your agency demonstrated the capability to deliver emergency food and/or shelter programs?
Yes _____ No _____ Date Program Started _____
- Does your agency have an established system to maintain required documentation?
Yes _____ No _____
- Will you use EFSP funds to supplement and extend your existing resources, and not substitute or reimburse on-going programs and services?
Yes _____ No _____
- Does your agency have an established accounting system and conduct an annual audit?
Yes _____ No _____
- Has your agency been cleared of all previous EFSP compliance issues?
Yes _____ No _____

V. Required Application Signatures:

Executive Director

Date

VI. Submitting the Grant Application

Applications must be submitted electronically by 5:00 p.m. on Wednesday, May 27, 2020. Incomplete or late applications will not be accepted.

The following documents must be submitted with the completed application:

Most recent Annual Audit or IRS Form 990 _____

2020 Agency Budget _____

Non-Discrimination Policy _____

List of Board of Directors _____

Send the completed application with required documents electronically to efsp@uwrc.org by Wednesday, May 27, 2020 at 5:00 p.m.

For questions or assistance with this application, contact Dana Treacy at dtreacy@uwrc.org or (845) 358-8929.



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ROCKLAND COUNTY EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)

ELIGIBILITY CRITERIA

For an agency to be eligible for funding it must:

- Be a 501(c)(3) nonprofit or agency in good standing with the IRS and have a valid Federal Employer Identification Number (FEIN)
- Currently providing and using its other resources to provide **emergency** food and/or shelter services
- Use the funds to supplement and expand existing resources, and not to substitute or reimburse ongoing programs and services, or to start a new program
- Have an established checking account for electronic funds transfer of EFSP funding. The checking account must belong to the qualifying agency. A check is the only acceptable form of payment to pay program expenses
- Have an accounting system or fiscal agent approved by the Local Board
- Conduct an independent annual audit if receiving \$50,000 or more in EFSP funds; conduct an annual review if receiving \$25,000 to \$49,999 in EFSP funds
- Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet
- Practice non-discrimination (if an agency has a religious affiliation, it must not refuse service to an applicant based on religion, nor engage in proselytizing or religious counseling with federal funds)
- Not be debarred or suspended from receiving Federal funding
- Agree to not distribute gift cards, check cards, credit cards or cash to clients
- Expend monies only on eligible costs and keep complete documentation (copies of canceled checks, invoices, appropriate itemized receipts, etc.) on all expenditures for a minimum of three years
- Fully understand and abide by the eligible and ineligible costs of this program
- Be able to provide all required reports, documentation and audit information
- Be able to spend all funds and close out the program by the end of the spending cycle, and return any unused funds
- Notify the Local Board immediately if unable to spend the money as allocated and/or would like to request a change in how the money is spent.