

Pueblo County Emergency Food and Shelter Program

PHASE 35 FUNDING APPLICATION

Deadline: Friday, June 1, 2018 by 12pm, noon

Under the terms of the grant from the National Board, local organizations chosen to receive funds must: 1) be private voluntary nonprofits or units of government with the capability to supplement and extend existing emergency food and shelter services, 2) have an accounting system and comply with program responsibilities and requirements, 3) practice nondiscrimination, 4) if they are a private voluntary organization, they must have a voluntary board. Qualifying organizations are urged to apply.

Return completed applications to: United Way of Pueblo County
 Attn: EFSP Applications
 PO Box 11566
 Pueblo, CO 81001

-or- email to bianca@pueblounitedway.org

A mandatory meeting will be held **Wednesday, June 6 at 10 a.m.** at the United Way offices on the third floor at Security Service Federal Credit Union - Mt. Carmel Branch building at 310 E. Abriendo Ave, Pueblo, CO 81004.

Name of Organization:			
Executive Director:			
Contact Person:			
Address:			
Phone Number:		Fax Number:	
Contact Email Address:			
Agency FEIN Number:			
Agency is a: <input type="checkbox"/> non-profit* <input type="checkbox"/> unit of government <small>*If non-profit, please submit a list of board of directors with application</small>	Is Agency debarred or suspended from receiving funds or doing business with the Federal government? Yes <input type="checkbox"/> No <input type="checkbox"/>	Congressional district where agency's EFSP funded services are to be provided: 03	
Has your agency received EFSP funds in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>	EFSP Phase 34 Award, if applicable: \$ _____	LRO #:	
		DUNS #:	
		<small>*If you are a new applicant, you will be assigned a LRO # once approved and will be given instructions to receive a DUNS #.</small>	
To the best of my knowledge, the data in this proposal is true and correct. I understand that incomplete applications or applications submitted after the deadline will not be accepted or reviewed. By signing below, the undersigned acknowledges having read and understood the program guidelines and will be able to fully comply with the provisions of these guidelines as well as any and all additional applicable federal, state and local requirements, including procurement and financial management.			
Executive Director Signature:		Date:	

For questions, please contact:
 Bianca Hicks or Andrea Aragon
 United Way of Pueblo County
 719-225-8580

bianca@pueblounitedway.org / andrea@pueblounitedway.org

EFSP CATEGORIES AND EXPLANATION OF ELIGIBLE/INELIGIBLE ITEMS

Sample eligible and ineligible expenditures; not limited to these items. For a more comprehensive list and further explanation of these categories, refer to the Emergency Food and Shelter National Board Program Responsibilities and Requirements Manual.

CATEGORY	SAMPLE ELIGIBLE ITEMS	SAMPLE INELIGIBLE ITEMS
SERVED MEALS	Any food used in served meals (cold or hot); costs of transporting food to site or client; daily per meal schedule (\$2/meal).	Any items not related to actual feeding of a client. Excessive meal costs. Excessive snack food items. Staff events/functions.
OTHER FOOD	Food vouchers, food boxes, grocery orders, restaurant vouchers, etc., food purchased for food banks and/or food pantries, vouchers, gift certificates (limited), transportation costs.	Tobacco, alcohol, paper products. Any non food item. Excessive meal costs. Excessive snack food items. Staff events/functions.
MASS SHELTER (On-site)	Direct expenses associated with housing a client (e.g., supplies, linens, etc.); transportation costs; daily per diem schedule (\$7.50 or \$12.50).	Year-round ongoing operational costs (rent, pest-control, garbage pick-up, utilities); salaries of employees.
OTHER SHELTER	Any reasonable hotel/motel or non-profit facility acting as a vendor; SRO; actual charge by vendor, per night; 30 day limit.	An LRO receiving funds may not act as a vendor for themselves or another funded LRO. Stay beyond 30 days per phase. Prepayments for hotel/motel.
SUPPLIES/EQUIPMENT <small>*must also request/receive funding for either mass feeding or mass shelter</small>	<u>\$300 per item maximum</u> 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.)	Decorative curtains, carpet, clothing, TVs, computer systems, office equipment, bedroom furniture other than beds (nightstand, lamps, etc.).
EMERGENCY REPAIRS	Emergency repairs are only allowed in support of per meal schedule or per diem schedule for mass feeding sites or mass shelters.	Rehabilitation for expansion, routine maintenance, or to prepare facility to open as direct costs.
RENT/MORTGAGE	Past due rent or mortgage payment (P&I only); current rent or mortgage due within 10 calendar days; first month's rent; lot fee for mobile homes. Limited to one month's cost for an individual/family.	Payment for rent/mortgage exceeding one month's cost; deposits; down-payment for purchase of home; late fees; legal fees; taxes, insurance & escrow accounts.
UTILITIES	Past due bills, or current bills due within 10 calendar days, for gas, electricity, oil, water; reconnect fees. May pay budgeted or actual amount. Limited to one month's amount that is part of the arrearage at the time of payment or current one month amount. One-time delivery of firewood, coal, propane.	Payments for utilities exceeding one month's cost; deposits; cable, or satellite TV bills; phone bills; internet service; late fees.
ADMINISTRATIVE ALLOWANCE	Limited to 2% of total funds received by jurisdiction; any expenses associated with administering this program (telephone costs, stamps, etc.).	Administrative expenses not related to the EFSP Program.

For more information and details, please visit <http://www.efsp.unitedway.org>.

Please indicate the dollars requested by category, estimated number to receive service by unit and per unit cost (see page 2 for how to determine your category unit cost). Your request of federal dollars may only be spent on APPROVED CATEGORIES as designated by the local board. Documentation according to EFSP requirements will be required for all EFSP funded expenditures. **Any change of approved funding MUST BE submitted in advance and in writing to the local board chair for subsequent approval by the Pueblo County EFSP Local Board. Please note: EFSP funds are to be used solely for program costs; administrative allowances/cost are only permitted for EFSP fund distributor.**

Services	Funding Request	Estimate of What This Request Will Provide <small>*Numbers will need to be updated upon award notification</small>	Estimate Unit/Per Diem Cost
Served Meals	\$	# Meals_____	
Other Food	\$	# Meals_____	
Mass Shelter	\$	# Nights_____ # People Served_____	
Other Shelter	\$	# Nights_____ # People Served_____	
Supplies/Equipment	\$	Item(s) Purchased_____	N/A
Repairs/Code	\$	# Repairs Made_____	N/A
Rent/Mortgage	\$	# Bills Paid_____ # People Served_____	
Utility Assistance	\$	# Bills Paid_____ # People Served_____	
Administration	\$ N/A	<i>Local Board Use Only Limited to 2%</i>	N/A
TOTAL REQUESTED	\$		

NARRATIVE

1. Please state program's specific objective and how funds will be used?

2. How are services tracked/monitored and who reviews information? (Please Be Specific)

3. What types of internal procedures are in place to monitor program expenditures? How often are they monitored and who reviews information?

4. If you received funding during the Phase 34 funding period, what differences did you see in providing assistance to the population you serve? Any notable changes in needs/severity of situations? (if applicable)

5. Other comments?
