

# Emergency Food and Shelter Program Phase 34 Application Instructions Jurisdiction 0990-00, Boulder County, Colorado



The following information is being provided in order to assist your agency in completing the Boulder County Emergency Food and Shelter Program Application completely and accurately. Applications not completed in accordance with the following guidelines may not be considered to receive funding.

## **Application Submission**

Completed application packets, including 10 total copies of the application with required attachments must be submitted no later than **5:00 PM on Thursday, March 16, 2017**. (1 signed original with 9 photocopies is acceptable.)

Applications must be typed (no handwritten applications will be accepted) and 3 hole punched on the left-hand side of the page. DO NOT use staples to separate copies.

## **Application packets should be delivered or sent to:**

Foothills United Way  
1285 Cimarron Drive  
Lafayette, CO 80026

## **Technical Review & Evaluation**

A technical review session will take place March 16-30 in order for staff to ensure submissions are complete prior to the Board's evaluation. Following the technical review, the Boulder County EFSP Local Board will evaluate applications and determine allocations. The Board may ask further questions of applicants and conduct site visits prior to awarding funding.

Please contact Rosemary Thompson prior to the application deadline with any questions regarding your Phase 34 application at 303-444-4013 or [rosemary.thompson@unitedwayfoothills.org](mailto:rosemary.thompson@unitedwayfoothills.org).

## **Eligibility – For a local agency to be eligible for funding it MUST:**

- Be nonprofit or an agency of government
- Have a checking account. (Cash payments are not allowed.)
- Have an accounting system or fiscal agent approved by the Local Emergency Food and Shelter Program Board
- Have a Federal Employer Identification Number (FEIN)

- Have a DUNS Number. A DUNS number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated. See [www.grants.gov](http://www.grants.gov) for additional information
- 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
- Be providing services and using other agency resources in the area in which agency is seeking funding
  - Note: All funds received from Jurisdiction 0990-00 must be used to provide approved services in Boulder County to Boulder County residents.
- 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
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services

### **Intent of Program**

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.

### **Award Categories/Eligible Expenditures**

- **Served Meals**: Any food used in served meals (cold or hot); costs of transporting food to site or client.
- **Other Food**: Food purchased for food banks and/or food pantries, vouchers, gift certificates (limited); food vouchers, food boxes, grocery orders, restaurant vouchers, etc.; transportation costs.
- **Mass Shelter**: Direct expenses associated with housing a client (e.g. supplies, linens, etc.); transportation costs. Mass shelter facilities must have at least five beds.
- **Other Shelter**: Any reasonable hotel/motel or non-profit facility acting as a vendor; actual charge by vendor, per night; 30 day limit.
- **Rent & Mortgage**: Past due rent or mortgage payment (P&I only); current rent or mortgage due within 5 calendar days; first month's rent; lot fee for mobile homes; limited to one month's cost for an individual/family.
- **Utilities**: Past due bills, or current bills due within 5 calendar days, for gas, electricity, oil, water; reconnect fees. May pay budget or actual. Limited to one

month's amount that is part of the arrearage or current one month amount. One-time delivery of firewood, coal and propane.

### **Section 1 – Agency Information**

Complete this section with current agency information.

- Contact Person: This contact will receive all documents, forms and communications for the program year.
- Email Address: If possible, provide an email address as much local communication is conducted electronically.

### **Section 2 – Request Summary**

Record the dollar amounts your agency is requesting in each award category. If your agency is not requesting funds in a given category, leave that line blank.

- Total Annual Budget: Record your total agency annual budget, not program budget.

### **Section 3 – Justification of Request**

Provide a narrative in the space allowed which explains your request for funds. Include as necessary: description of program services for each category in which funds are being requested, how funds awarded will be used, need for program services within county of application (Boulder County), and justification for any increase in funds requested.

- Signature: must be signed by CEO/Executive Director or officer of organization.

### **Section 4 – Target Populations Served**

Select at least one and no more than three target populations served by your agency.

### **Section 5 – Agency Affiliation**

If your agency is a member, branch or formal affiliate of one of the national organizations listed, indicate your affiliation in this section. If your agency is not affiliated with any of the organizations listed, mark "Unaffiliated with any of the above."

### **Section 6 – Total Agency Income From Funding Sources in Previous Year**

Indicate the total funds raised by your agency during the previous year from the sources listed.

- Agency Fundraisers: All funds collected from fundraising events or activities organized or sponsored by your agency
- Program Fees: All fees collected by your agency for services provided
- Private Donations: All donations received from individuals, not including those collected in association with fundraising events or received as part of a United Way campaign
- Government: All funds received from local, state or federal government
- Foundations: All funds received from foundations
- United Way: United Way allocations/grant funding

- Emergency Food and Shelter Program: The total of EFSP funds received in all award categories
- Other: Any funds collected from sources other than the previously mentioned categories

### **Section 7 – Geographic Service Area**

Describe the geographic area served by your agency.

### **Section 8 – Avoidance of Duplication of Services**

Provide a list of any other agencies providing similar services to those for which your agency is requesting funds within Boulder County and describe how you avoid duplicating or overlapping services. Note: agencies receiving funds within the Rent and Mortgage, Utilities or Other Shelter award categories must coordinate to avoid client duplications with EFSP funds that exceed limits set by the National Board.

### **Section 9 – Unique Services**

Describe the services you provide that are unique to your organization in Boulder County.

### **Section 10 – Fostering Collaboration**

List any agencies that you are currently collaborating with and briefly explain project goals.

### **Section 11 – Capital Needs**

List any capital needs that must be addressed in the next 12 months. EFSP funding is not applicable to funding capital needs, but the review committee will be looking at this information.

### **Section 12 – Served Meals**

Complete this section only if your agency is requesting funds within the Served Meals award category.

- Total Spent: The total amount of funds spent on your served meals program including food, cost of transporting food, supplies used to serve or distribute food and salaries of staff directly related to providing served meals.
- Food Sources: Indicate the percent of food received from each of the following sources for your served meals program only.
  - Community Food Share: % of all food within program category received from CFS, including USDA received from CFS
  - Other Food Bank: % of all food within program category received from food banks other than Community Food Share
  - Retail: % of all food within program category purchased from retail sources
  - Wholesale: % of all food within program category purchased from wholesale sources
  - USDA: % of all food within program category received from the USDA, not including USDA received from Community Food Share

- Other: % of all food within program category received from other sources, such as donations

### **Section 13 – Other Food**

Complete this section only if your agency is requesting funds within the Other Food award category.

- Total Spent: The total amount of funds spent including food, transportation of food, supplies essential to food distribution and salaries of staff directly related to providing food.
- Food Sources: Indicate the percent of food received from each of the following sources for your other food program only.
  - Community Food Share: % of all food within program category received from CFS, including USDA received from CFS
  - Other Food Bank: % of all food within program category received from food banks other than Community Food Share
  - Retail: % of all food within program category purchased from retail sources
  - Wholesale: % of all food within program category purchased from wholesale sources
  - USDA: % of all food within program category received from the USDA, not including USDA received from Community Food Share
  - Other: % of all food within program category received from other sources, such as donations

### **Section 14 – Mass Shelter**

Complete this section only if your agency is requesting funds within the Mass Shelter award category.

- Total # Shelter Nights Provided: Calculate the total nights of shelter provided by adding the number of nights of shelter provided to each client during the year. 10 clients sheltered for 7 nights each equals 70 nights of shelter.
- Total Spent: Only those funds used to directly provide mass shelter services including salaries, utilities, bedding, facilities costs, transportation to shelter and other supplies. Not including meals, other services provided by your agency, or salaries and costs not associated with mass shelter.

### **Section 15 – Other Shelter**

Complete this section only if your agency is requesting funds within the Other Shelter award category.

- Total # Shelter Nights Provided: Calculate the total nights of shelter provided by adding the total number of nights of shelter, not including mass shelter, to each client during the year. A family of 4 provided with a motel for 3 nights equals 12 shelter nights.
- Total Spent: Record the actual amount spent to pay the hotel, motel or other non-mass shelter bills of clients.

### **Section 16 – Rent & Mortgage**

Complete this section only if your agency is requesting funds within the Rent & Mortgage award category.

- Total # of Requests Met: Record the total number of rent and mortgage bills paid for clients.
- Total Spent: Record the total amount spent to pay rent and mortgage bills for clients.

### **Section 17 – Utilities**

Complete this section only if your agency is requesting funds within the Utilities award category.

- Total # of Requests Met: Record the total number of utilities bills paid for clients.
- Total Spent: Record the total amount spent to pay utilities bills for clients.

### **Section 18 – Attachments**

Submit agency balance sheet, statement of activities and board list as requested in application.