

Frequently Asked Questions

WHAT IS THE EMERGENCY FOOD AND SHELTER PROGRAM?

The Emergency Food and Shelter Program (EFSP) was created, in 1983, by Congress to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter.

The program is governed by a National Board composed of representatives of the American Red Cross; Catholic Charities, USA; The Jewish Federations of North America; National Council of the Churches of Christ in the USA; The Salvation Army; and United Way Worldwide. The national board is chaired by a representative of the Federal Emergency Management Agency.

Since inception, the national program has disbursed over \$4.4 billion to over 14,000 local providers in more than 2,500 counties and cities. Funds from EFSP are distributed to each county in the United States based on its current population size, unemployment rate, and poverty rate.

The Gulf Coast Partnership facilitates a local board of community volunteers who decide how the funds from EFSP are distributed within Charlotte County each year.

HOW MUCH FUNDING IS AVAILABLE?

| | Phase 37 | CARES |
|------------------|----------|-----------|
| Charlotte County | \$23,174 | \$117,044 |

WHAT ORGANIZATIONS ARE ELIGIBLE FOR FUNDING THROUGH THE EMERGENCY FOOD AND SHELTER PROGRAM?

Organizations must provide services in Charlotte County and meet the following criteria:

- Be a 501(c)(3) non-profit or agency in good standing with the IRS
- Be eligible to receive Federal funds
- Have an accounting system
- Have a valid Federal Employer Identification Number (FEIN)
- Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet
- Practice non-discrimination (agencies with a religious affiliation, will not refuse service to a client based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds)
- Have the capacity to deliver emergency food programs
- Have a board that meets at least quarterly

WHAT DOES THE EMERGENCY FOOD AND SHELTER PROGRAM FUND?

Priority for funding will be given to those agencies serving individuals directly affected by the COVID-19 pandemic.

Eligible items in Food:

- All food items
- Diapers
- Gift cards/certificates
- Food vouchers
- Boxes and plastic storage bags
- Maintenance fees charged by food banks
- Transportation costs for pickup and delivery of food, and for transporting clients to food distribution sites

Eligibility in Shelter includes:

- Lodging charges from a hotel or motel
- Lodging charges from a nonprofit facility acting as a vendor
- Lodging stays up to a total of 30 days
- Local taxes added to the bill
- Certain transportation costs

HOW ARE EMERGENCY FOOD AND SHELTER FUNDS PAID?

Emergency Food and Shelter funds are paid on a reimbursement basis through ACH. Agencies awarded EFSP funding must keep accurate documentation of invoices and payments and must submit copies of all invoices and payments to the Gulf Coast Partnership as part of the interim and final reports or upon request.

WHAT IS THE DIFFERENCE BETWEEN PHASE 37 AND PHASE CARES?

Phase 37 is the annual EFSP award made to Charlotte County for Federal Fiscal Year 2019. Phase CARES is part of the U.S. Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide COVID-19 resources. Applications for both phases are now open and will be awarded and administered simultaneously.

HOW CAN MY ORGANIZATION APPLY FOR EFSP FUNDING?

Agencies complete fillable applications through the Gulf Coast Partnership. Only completed applications, received by deadline, will be considered.

HOW DO I APPLY FOR BOTH PHASES OF EFSP FUNDING?

Agencies interested in applying for both phases of funding will only be required to submit one application found at www.GulfCoastPartnership.org. However, agencies must specify which phase or phases of funding that they are applying for.

WHAT DOES THE FUNDING DECISION MAKING PROCESS CONSIST OF?

Organizations can submit applications until **June 26, 2020 at 5 pm**. After that deadline, members of the local board in Charlotte County will review all applications. During this review period, staff may contact agencies if the board requests clarification.

At the conclusion of the meeting, the local board will determine funding for both phases.

WHEN WILL I BE NOTIFIED OF A FUNDING AWARD?

Agencies will be notified of funding awards no later than close of business on July 1, 2020.

WHO SHOULD I CONTACT FOR MORE QUESTIONS?

For questions or for technical assistance with the online application, please contact the Gulf Coast Partnership at 941-623-6577 or Angela.Hogan@GulfCoastPartnership.org.

**Emergency Food and Shelter Program
Phase 37 & CARES Act
APPLICATION GUIDELINES
CHARLOTTE COUNTY**

Purpose:

Supplement and expand local efforts to provide emergency food and shelter services to individuals and families in Charlotte County.

Eligible Applicants:

Emergency Food and Shelter Program (EFSP) funding is open to all private voluntary and public organizations having a 501(c)(3) status whose mission aligns with the purpose stated above. **EFSP funds supplement shelter and food programs and are not intended as the primary source of funding.**

Local Board:

The Local Board, comprised of organizations corresponding with the National Board representation, will make allocation decisions.

General Information

1. Applications must be received **no later than 5:00 pm on Friday, June 26, 2020.** Late applications, including those arriving after 5:00 pm on Friday, June 26, 2020, regardless of sending time, will not be considered for funding.
2. Applications are available in fillable PDF format.
3. Submit application by **Friday, June 26, 2020 at or before 5 pm to:**

Via Email: Angela.Hogan@GulfCoastPartnership.org

Proof of submittal of the EFSP Phase 37 & CARES Act application is the sole responsibility of the applicant organization.

**EMERGENCY FOOD AND SHELTER PROGRAM
PHASE 37 & CARES Act APPLICATION
CHARLOTTE COUNTY**

Submit one (1) application **no later than 5:00 pm on Friday, June 26, 2020.** Late or incomplete applications will not be accepted or reviewed.

I. AGENCY INFORMATION

Name of Applicant (as incorporated): _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ E-Mail: _____

Executive Director: _____ Federal Employer ID: _____

Phone: _____ E-Mail: _____

DUNS Number: _____ LRO Number: _____

II. REQUEST SUMMARY

A. Type of service(s) you are applying for and funds requested:

- Served Meals \$ _____
- Other Food \$ _____
- Mass Shelter \$ _____
- Other Shelter \$ _____
- Rent/Mortgage \$ _____
- Utility Assistance \$ _____
- Administration \$ _____

Total Funds Requested: \$ _____

III. GEOGRAPHICAL AREAS SERVED

Please list geographic areas of Charlotte County where residents will be served by your EFSP program activities:

IV. GENERAL AGENCY INFORMATION

1. What year did your agency begin providing services? _____
2. Did your agency receive EFSP funds in previous years? Yes No
3. Has your agency returned EFSP funds to the Local Board? Yes No
4. What is your Total Agency Operating Budget? _____
5. Is your organization debarred or suspended from receiving federal funds?
 Yes No

V. BUDGET

| Expense Category | Request for Phase 37 | Request for Phase CARES Act |
|--------------------------|----------------------|-----------------------------|
| Served Meals | | |
| Other Food | | |
| Mass Shelter | | |
| Other Shelter | | |
| Supplies/Equipment | | |
| Repairs/Code | | |
| Rent/Mortgage Assistance | | |
| Utility Assistance | | |
| Administration | | |
| Total | | |

1. What financial resources, other than EFSP, are available for this program?
2. Does any other organization provide a similar program within your service area?

If yes, please explain how you work together to reduce duplication and maximize the use of EFSP funding.

- 3. Are services free of charge to clients on a continuous, year-round basis? Yes
 Yes No

- 4. Are all related services provided without discrimination and without requirement of participation in religious activities? Yes No

If no, please explain:

I certify that all information contained in this application is true, accurate and current at the time of application submission.

Authorized Official

Date

Printed Name of Authorizing Official

ATTACHMENTS:
PLEASE COMPLETE ONLY THE ATTACHMENTS
FOR THE TYPE OF SERVICES YOU ARE
REQUESTING EFSP FUNDING FOR

- Attachment A: Served Meals and/or Other Food

- Attachment B: Mass Shelter and/or Other Shelter

- Attachment C: Rent/Mortgage

- Attachment D: Utility Assistance

- Attachment E: Supporting Documentation

Attachment A

Served Meals

1. What days of the week are meals served? Is the meal served in the morning, afternoon, or evening? Please check all that apply:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Morning |
| <input type="checkbox"/> Monday | <input type="checkbox"/> Afternoon |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Wednesday | |
| <input type="checkbox"/> Thursday | |
| <input type="checkbox"/> Friday | |
| <input type="checkbox"/> Saturday | |

2. What cost will you be claiming per meal? _____
(The maximum Per Diem reimbursement is \$2.00 per meal)

Other Food

1. Where and when is this food provided?

2. Please describe what is typically provided in a bag/box of food.

3. Where is the food purchased?

Attachment B

Mass Shelter

1. What days of the week is shelter provided?
 Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
2. What is the maximum length of stay? _____
3. What cost will you claim per bed night? _____
(The maximum Per Diem reimbursement per bed night is \$12.50)

Other Shelter

1. Describe your eligibility criteria for providing motel/hotel assistance?
2. Do you receive special rates from any local hotels/motels?
3. How long may the clients stay and when can they stay again?

Other Pertinent Information (Optional):

Attachment C

Rent/Mortgage

1. Estimated number of clients to be served: _____
2. Average cost of each rent/mortgage payment paid with EFSP funds: _____
3. What are your guidelines regarding rent or mortgage assistance? How do you determine who receives assistance?

Attachment D

Utilities

1. Estimated number of clients to be served: _____
2. Average cost of each utility payment paid with EFSP funds: _____
3. What are your guidelines for providing utility assistance? How do you determine who receives assistance?

Attachment E

Supporting Documentation

All nonprofit applicants must submit the following documents as an email attachment, to be sent with completed application:

1. List of current Board of Directors
2. IRS 501 (c) 3 determination letter
3. IRS Form 990
4. Client intake form if applicable