1. **Agency information**

# EFSP Phase 41

For Local Board 493200

Jurisdiction: Crow Wing County, Minnesota

# Agency Application

Legal Name of Agency: Physical Address*:*  Mailing Address: Web Site: Federal Identification Number:

Unique Entity Identifier\*:

On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID generated by [SAM.gov](https://sam.gov). Please visit [SAM.gov](https://sam.gov) for more information.

1. **Agency official authorized to sign legal documents**

Name: Title: Business Address: Business Phone: Fax Number: Email address:

1. **Primary services provided by the agency:**
2. **Description of program to be funded:**
3. **Narrative of what expenses EFSP dollars will cover**
4. **Funding Allocation Request:** Please fill in, in even dollar amounts, the amount you are requesting in each category.

|  |  |  |  |
| --- | --- | --- | --- |
| Served Meals | $  | Supplies/Equipment | $  |
| Other Food | $  | Repairs/Improvements | $  |
| Mass Shelter | $  | Rent/Mortgage | $  |
| Other Shelter | $  | Utilities | $  |

**Total Amount Requested: $**

**Eligible Funding Categories:**

1. **SERVED MEALS** - This category pertains to basic, nutritional, hot, or cold prepared meals that are served by the LRO or delivered to clients. Food costs for meals served in a shelter should be included here. The per meal rate of

$3.00 may be used for agencies serving congregate meals.

1. **OTHER FOOD** - This category includes food vouchers for food orders, food boxes, or food purchased by food banks and food pantries. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category.
2. **MASS SHELTER (on-site)** - This category pertains to LROs that will use funds to provide shelter within their own facility. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category. Food served in a shelter is not included here. LROs may use a per diem rate of $12.50\*, as approved by the Local Board, for housing clients in their facility. The rate must be selected at the beginning of the Phase and used for all mass shelter expenditures. The per diem rate includes supplies purchased by the LRO.
3. **OTHER SHELTER -** This category pertains to LROs that will use funds to provide shelter outside of their own facility (motel, SRO, other non- EFSP funded shelter). LROs may provide up to 90 days of assistance for clients if it is necessary to prevent homelessness. Local Board may approve the payments, no additional approval is required by the National Board.
4. **SUPPLIES/EQUIPMENT -** This category includes any essential supplies and equipment, such as personal protective equipment, diapers and feminine hygiene products, purchased for use in a mass feeding or sheltering facility or for use by food banks/food pantries. Maximum expenditure is $300\* per item. The per meal or per diem rates include supplies/equipment purchases; LROs cannot make separate purchases in the supplies and equipment category.
5. **BUILDING CODE REPAIRS/ACCESSIBILITY IMPROVEMENTS -** This category includes expenditures for building code repairs or accessibility improvements of a mass shelter or mass feeding facility; record the full amount to be spent. Maximum expenditure in this category is $2,500.00\*. Both the National Board and Local Board must approve expenditures in advance (written). A building code citation is required.
6. **RENT/MORTGAGE -** This category pertains to LROs that will use funds to provide clients with rent/mortgage assistance (up to 3 months per client/family to maintain housing; Local Board may approve the payments, no additional approval is required by the National Board).
7. **UTILITIES -** This category pertains to LROs that will use funds to provide clients with utility assistance (up to 3 months per client/family/per utility to prevent disconnection of service; Local Board may approve the payments, no additional approval is required by the National Board).
8. **ADMINISTRATION -** The amount is limited to 2% of the total award the LRO is to receive rounded (up or down) to the nearest whole dollar – NO CENTS. The full amount available for administration within the jurisdiction is listed in the award letter. This amount is a part of the total award to your jurisdiction, not in addition to the award figure. The jurisdiction may not exceed this amount.
9. **TOTAL AWARD –** The total award is the sum of funds allocated to the individual categories for the agency. Only whole dollar amounts may be allocated! Remember the minimum amount that may be allocated to an LRO is $500.00\*.

**Attachments included:**

 Application

 Board of Directors Roster

 501 (c)(3) IRS Determination Letter

 Non-discriminatory Policy

 Complete program budget, with narrative for what expenses FEMA dollars will cover outlined in Question 6

**Signature of Agency Official Print Name of Agency Official**

**Date**

**Categories & Eligible Costs Covered By EFSP**

Amounts marked with an asterisk (\*) below reflect Phase 40 amounts. Changes for Phase 41, if any, have not been provided to the Local Board and may change.

|  |  |  |
| --- | --- | --- |
| **Category** | **Sample eligible items** | **Sample Ineligible items** |
| **Served Meals** | Any food used in served meals (cold or hot) OR client per meal schedule ($2.00/meal\*); costs of transporting food to site | Any items not related to actual feeding of a client. Staff events/functions. |
| **Other Food\*** | All food items, diapers, food vouchers, boxes and plastic storage bags, food bank maintenance fees, gift certificates (limited), transportation cost. | Tobacco, alcohol, purchases for staff functions, excessive snacks and sweets, holiday dinners, pet foods and utensils, paper products. |
| **Mass Shelter** | Direct expense associated with housing a client (e.g. supplies, linens, underwear etc.); OR daily per diem schedule at a rate of $12.50\* that covers operational costs. | Expenditures such as maintenance agreements and food expenditures. |
| **Other Shelter** | Any reasonable hotel/motel or non-profit facility (not your own); actual charge by vendor per night; 30-day limit, bus tokens to get to a facility (must follow guidelines). | An LRO receiving funds may not act as a vendor for themselves or another funded LRO, food, transportation repairs, bus tickets for use other than to the shelter/hotel, prepayments for hotel/motel. |
| **Rent / Mortgage\*** | One month past due rent or mortgage payment- Principal & Interest (P&I); 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. Family must seek other assistance first.** | More than one month past due rent or mortgage payment, deposits, down- payment for purchase of home, first month of new mortgage, late fees, legal fees, taxes insurance & escrow accounts, payments on agency’s own facility. |
| **Utilities\*** | Past due bills, or current 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. **Applicant(s) must apply for LIHEAP with CSET prior to being served with EFSP funds.** | Payments for utilities exceeding one month’s cost; deposits; cable; or satellite TV bills; phone bills; internet services; late fees. |