



## EMERGENCY FOOD & SHELTER PROGRAM PHASE 41 FUNDING APPLICATION

**Applications are due by Sunday, February 16, 2025 at 5:00pm CST**

**All applications must be submitted via email to [ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org).**

**Faxed, mailed, late, or otherwise incomplete applications will not be accepted for consideration.**

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. The Local Board will only consider fully operational agencies to receive funds to supplement and expand eligible ongoing services and will not fund agencies in anticipation of a needed service (i.e., fire victims, floods, tornadoes, etc.) nor for singular or special celebratory/holiday baskets, etc. The Local Emergency Food and Shelter Program (EFSP) Board will not consider applications for funding due to budget shortfalls or reductions in other funding sources.

United Way of Kaw Valley in Douglas County, Kansas will coordinate with the Local EFSP Board to manage the process for reviewing and scoring applications. This is a competitive process with limited funding available, and submission of an application does not guarantee funding. The Local EFSP Board reserves the right to award partial or full funding requests. Applicants will receive funding notification by February 28, 2025.

Douglas County, Kansas has a total award of \$41,751.00 to allocate. The minimum funding amount is \$1,000.

### **Applicants may apply for funds in the following categories:**

- A. Served Meals** - This category pertains to basic, nutritional, hot, or cold prepared meals that are served by the Local Recipient Organization (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.
  - a Eligible Items:** Any food used in served meals (cold or hot); Paper products (paper plates, towels, toilet tissue); Items and utensils used to prepare food (forks, pots, pans, gloves, etc.); Cleaning products; Limited amounts of first-aid supplies; Transportation costs: Local transportation expenses for pickup and delivery of food, and for transporting clients to a feeding site; Public transportation
  - b Ineligible Items:** Any items not related to the serving of food; Pet foods and products; Excessive snacks and sweets; Purchases for staff events/functions; Holiday dinners/events
- B. Other Food**- This category is intended to allow agencies such as food pantries and food banks to pay for the purchase of food items, food vouchers and food gift cards/certificates to assist in the feeding of eligible clients.
  - a Eligible items include:** All food items, diapers and feminine hygiene products, gift cards/certificates, food vouchers, boxes and plastic storage bags, maintenance fees charged by food banks, transportation costs, i.e.: Local transportation expenses for pickup and delivery of food, and for transporting clients to a feeding site.
  - b Ineligible items include:** Items used in serving food, such as eating utensils; paper products; cleaning products; personal care products; vitamins and first aid products; pet foods and products; excessive snacks and sweets; purchases for staff events/functions; food purchases for holiday dinners/events

- C. Mass Shelter (on-site)** - This category pertains to funds to provide shelter within the LRO's own facility. The Mass Shelter category is intended to allow mass shelter providers (five beds or more in one location) to provide on-site housing for clients. An agency must be awarded funds under "Mass Shelter" by the Local Board to have expenditures under the Mass Shelter category. Food served in a shelter is not included here.
- a** *Direct Costs:* Agencies may use EFSP funds to purchase supplies essential to shelter individuals in a mass shelter. Eligible costs include cots, mattresses, soap, linens, blankets, cleaning supplies. Clothing expenses are limited to diapers and underwear only. Limited amounts of personal care products and first aid supplies for use in the shelter are eligible. Certain transportation costs related to the sheltering of a client are eligible. *Shelter operational costs and food expenditure are not eligible under this option.*
- D. Rent/Mortgage** - This category pertains to funds to provide clients with rent/mortgage assistance. LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing.
- a** *Eligible Items:* One month of past due balance of rent or mortgage; One month of current balance of rent or mortgage; First month's rent. *NOTE:* When paying on rent or mortgage for mobile homes, agencies may include the cost of lot fees in the payment.
  - b** *Ineligible Items:* More than three months' rent or mortgage payment; First month of new mortgage; Deposits; Escrow payments, taxes and insurance; All fees, including late fees, condo fees, homeowner association fees/dues; Rent or mortgage on an agency's own facility is not eligible.
- E. Utilities** – The Utilities category is intended to allow agencies to pay a one-month billed amount of a metered (electric, gas, water) or non-metered (propane, firewood, coal) utility bill for qualifying clients. Each household may receive this assistance only once per spending period. LROs may pay up to 90 days (3 months) per phase if it is necessary to prevent disconnection of services.
- a** *Eligible Items:*
    - i** *Metered Utilities:* Past due or current metered utility bills such as electric, gas, water, sewer.
    - ii** *Non- Metered Utilities:* Agencies may pay for a one-time delivery of a non-metered product used to heat homes such as propane, firewood or coal. Payments are limited to one delivery per household and only once per phase (spending period). Delivery fees can be included in the payment. Agencies cannot pay in advance for deliveries.
  - b** *Ineligible Items:*
    - i** *Metered Utilities:* Payments made on agency's own utility bills; Payment for metered utilities exceeding three months billed amount; Any current utility payment dated more than 10 calendar days prior to the utility due date; Payment on closed accounts; Payments on TV cable, satellite, internet, and phone bills; Payments for any type of fuel for automobiles; Late fees, deposits or any other fees; Any payments not made directly to the vendor.
    - ii** *Non-metered Utilities:* Payments made on the agency's own utility bills; Any payment exceeding the cost of one delivery; Payments made on account; Payments on TV cable, satellite, internet, and phone bills; Payments for any type of fuel for automobiles Late fees or deposits; Any payments not made directly to the vendor. *NOTE:* Agencies may not pay a client's non-metered account to help bring down the balance when there has been no delivery.



- F. Other Shelter (Hotel/Motel):** The Other Shelter category is intended to allow agencies to provide off-site emergency housing for clients. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with EFSP funding. LROs may pay more than one-month hotel/motel assistance. Up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness.
- a Eligible items:** Lodging charges from a hotel or motel; lodging charges from a non-profit facility acting as a vendor (*cannot be from your own agency or another LRO funded by EFSP*); Local taxes added to the bill are allowable; transportation costs: Certain transportation costs related to the sheltering of a client are eligible, such as bus tokens needed to get to a facility.
  - b Ineligible items:** Any stays dated outside of the spending period; payments made in advance- all payments must be dated after the end of the client's stay; any stays exceeding 90 days; telephone calls; deposits for keys, damage and other deposits; transportation costs unrelated to sheltering a client, such as bus tickets, car repairs, gasoline or any client owned transportation expenses; per diem schedules are not allowable in this category.

**In accordance with the authorizing legislation of funds, priority consideration and special emphasis will be given to the specialized needs of:**

- Homeless individuals with mental and physical disabilities and illness to facilitate access to other sources of services and benefits
- The elderly
- Families with children
- Native Americans
- Veterans



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**ORGANIZATION INFORMATION – COVER SHEET**

Legal Name of Organization: \_\_\_\_\_

Agency Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Executive Director Name (if different than contact above): \_\_\_\_\_

Executive Director Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency Mailing Street Address :  
 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip + 4: \_\_\_\_\_

Congressional District where agency is physically located: \_\_\_\_\_

Agency EIN\*: \_\_\_\_\_ DUNS ID Number\*\*: \_\_\_\_\_

Agency address for Place of Performance, if different than Mailing Address above:  
 \_\_\_\_\_

Type of Organization:  Nonprofit  Government Entity

Is your organization debarred or suspended from receiving federal funds?  Yes  No

**Total amount requested for EFSP funding:** \_\_\_\_\_



**FUNDING REQUEST - BUDGET**

Feel free to copy the following into a new document to complete.

Category	EFSP Amount Requested	Other Funds (Non-EFSP)	Total Program Budget	Total Outputs***	Cost per Service
Served Meals					
Other Food					
Mass Shelter					
Rent/Mortgage					
Utilities					
Other Shelter					
<b>Total</b>					

\*The National EFSP Board requires all Local Recipient Organizations (LROs) to have a Federal Employer Identification Number (EIN). If an LRO does not have a FEIN, the LRO must apply to the IRS for this number. There is no charge for a FEIN, and the required form is the SS-4. All agencies funded through fiscal agents are also required to provide a FEIN to the National Board to receive a grant. Grants will be held until this information has been provided.

\*\*The National Board requires all LROs to have a Data Universal Number System (DUNS) number. If an LRO does not have a DUNS number, the LRO must apply to Dun and Bradstreet for this number. There is no charge for the DUNS number.

\*\*\*Outputs are the number of products/participants (e.g., # of meals served, # of clients served, # of shelter nights provided, etc.)

## PROGRAM INFORMATION

Please copy the following into a new document to complete.

- I. Agency Mission Statement
- II. Additional Organization Information:
  - a. Has the organization received EFSP funding in the past?
    - i. If yes, is your organization clear of any outstanding compliance issues?
    - ii. If no, please provide a brief explanation.
  - b. Are you currently providing services for which you are requesting EFSP funds?
    - i. If so, are services offered to members of every community in Douglas County? If not, which communities do you serve?
    - ii. Are all program services free of charge for recipients? If not, briefly describe program fees. Feel free to attach any documents that include that information as your explanation.
- III. Clearly describe the program and services provided for which funding is being requested. Be sure to include:
  - Program need,
  - Information about participant requirements,
  - Methods for measurement.
- IV. Priority Populations
  - a. Which priority population(s) will be served? Indicate all that apply, and any helpful information regarding the population you propose to serve.
    - i. Homeless individuals/families
    - ii. Elders/Seniors
    - iii. Veterans
    - iv. Families with children under 18
    - v. Native Americans
  - b. How will the program equitably serve the indicated priority population(s)?



## Application Checklist:

- Cover Sheet (Organization Information)
- Budget
- Program Information
- Additional Attachments:
  - IRS 501 (c) 3 determination letter
  - Board of Directors roster
  - Most recent audit

**Email completed application by Sunday, February 16, 2025 at 5:00pm CST to:**

*Kathy Smith*  
*Director, Douglas County Initiatives*  
[ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org)

Questions? Contact Kathy Smith at [ksmith@uwkawvalley.org](mailto:ksmith@uwkawvalley.org) or call 785-581-0232