

**Federal Emergency Management Agency
Emergency Food and Shelter Program (EFSP) and CARES
Funding Applicant**

PHASE 37 (Jan 1, 2020 - May 31, 2021) - Knox County, ME
CARES (Jan 27, 2020 - May 31, 2021) - Knox County, ME

Indicate which funding source(s) you are applying to:

- Phase 37**
- CARES**

TOTAL REQUEST: \$

Please attach a copy of your 501(c)3 status to your application email. If your agency does not have a 501(c)3, you are not eligible for FEMA funds. Applications are due by mail or electronically by **Sunday August 23, 2020** to:

**EFSP/FEMA Local Board
Kelly Carey, Chair
United Midcoast Charities
87 Elm St, Suite 205
Camden, ME 04843
kelly@unitedmidcoastcharities.org**

No late applications will be accepted.

PLEASE TYPE. The information you provide will help the Local Board determine how to most effectively allocate the available funds. If you need assistance with any parts of this application, please refer to Phase 36 Emergency Food and Shelter National Board Program Manual & Phase 37 Addendum. **We strongly encourage all applicants to call Kelly for guidance and questions at 207-236-2299 before beginning your application.**

GENERAL INFORMATION

Organization:

Program:

Contact(s):

Telephone:

Email:

Website:

DUNS#:

You must have a DUNS # in order to receive EFSP funds

Congressional district:

FEIN (Federal Employment Identification No.):

Mailing address:

Physical address:

Is your agency either a 501c3 non-profit or a unit of government? YES NO

1. How long has your agency been in existence? _____
2. How long has your agency been providing emergency shelter, utilities, and/or food services? _____
3. Does your agency provide food or shelter to individuals in need?
4. Does your agency operate a checking account under its own name (I.e. not an individual)? _____
5. Is this account able to receive Electronic Funds Transfer? _____
6. Is your agency suspended from receiving funds or doing business with the federal government, or out of compliance on a previous phase of EFSP funding? _____
7. Has any current board member, trustee, or senior employee of your agency been convicted of any financial crime? Is any such person currently charged with any financial crime? _____
8. **I certify that my organization does not discriminate based on race, religion, ethnicity, age, national origin, immigration status, gender or gender identity, sexual orientation, or ability. (initial) _____**
9. **I certify that my organization's staff and board have signed an approved Conflict of Interest policy. I certify that these agreements are retained by my organization and that all potential conflicts of interest in EFSP funds have been disclosed. (initial) _____**
10. **I certify that my organization will not refuse services to a client based on religion, require attendance at religious services as a condition of assistance, or engage in any religious proselytizing in any program receiving EFSP funds. (initial) _____**
11. **I certify that I have read the Responsibilities for a Local Recipient Organization (LRO) to receive EFSP funds found in the *Emergency Food and Shelter National Board Program Manual*, which is appended at the bottom of this application. My agency, if accepted by the local board as an LRO, agrees to adhere to these responsibilities.(initial) _____**

I, _____, contact of _____, have read, understand, and agree to abide by the cost eligibility, documentation requirements and reporting standards of this program and the responsibilities for the FEMA EFSP, and any other requirements made by the Local Board if my agency is chosen to be funded as a LRO.

Date _____

EXPLANATION OF EFSP SERVICE CATEGORIES

Served Meals –hot or cold meals prepared and served by the agency either at their facility or delivered to clients (Reporting requirements allow either actual program expenditures or a per diem method of \$2.00 per meal)

Other Meals – food vouchers for grocery orders, food boxes, or ***food purchased for distribution from food pantries.***

Rent/Mortgage Assistance –funds to provide rent/mortgage assistance.

Mass Shelter (on-site) –funds for shelter provided within your own facility. (Per Diem rate approved by the Local Board is \$12.50 per person, per night).

Other Shelter – funds providing shelter outside your own facility (motel or other shelter).

Utility Assistance –funds to provide utility assistance (i.e. heat, electricity, water, sewer, etc.)

PROGRAM DESCRIPTION

A: Services(s) provided for which you are requesting funds:

___ Served Meals

___ Other Meals

___ Mass Shelter

___ Other Shelter

___ Rent/Mortgage Assistance

___ Utility Assistance

B: Provide a brief description of the emergency need in your community and the services for which you are requesting FEMA funds. (75 word maximum)

C: Are you delivering these services in collaboration with any other agency or organization? Is your agency a lead or supportive partner in this collaboration? (50 word maximum)

D: Please list the towns you served last year.

FEMA EFSP FUNDS REQUEST

Please complete the section below and indicate number of units, cost per unit, and total amount of your request for each line item for which you are requesting funding. (Refer to pages 65-75 in the *Phase 35 Emergency Food and Shelter National Board Program Manual*). We strongly encourage you to email Kelly@unitedmidcoastcharities.org to consult on how to structure your budget.

SAMPLE	Number of Units	Cost Per Unit or Per Diem Rate	FEMA EFSP Request
Other Food	2,000 meals	\$0.75	\$1,500.00
Served Meals	1,000 meals	\$2.00	\$2,000.00
Mass Shelter	500 nights	\$12.50	\$6,250.00
Other Shelter	6 nights	\$50.00	\$300.00
Rent/Mortgage Assistance	5 bills paid	\$250.00	\$1,250.00
Utilities Assistance	26 bills paid	\$125.00	\$3,250.00
Total FEMA EFSP Request			\$13,500.00

EFSP Service Category	Number of Units	Cost Per Unit or Per Diem Rate	FEMA EFSP Request
Other Food			
Served Meals		\$2.00	
Mass Shelter		\$12.50	
Other Shelter			
Rent/Mortgage Assistance			
Utilities Assistance			
Total FEMA EFSP Request			

Please note that the unit/per diem rates for served meals and mass shelter are established by the National Board. You may spend any amount needed per unit from other sources, but you may only allocate the established Unit Rate from EFSP funds.

BOARD OF DIRECTORS

Board of Directors is defined as the non-compensated, volunteer governing body of an organization. Its purpose is to provide governance and fiduciary oversight to ensure that the organization carries out its mission for the public benefit. Members of the Board of Directors cannot be on the organization's payroll. In the state of Maine, a valid Board of Directors must comprise at least three individuals. Include **name, city, and current valid telephone and email** for each board member.

Agency Name:

CEO / Executive Director:

President:

Vice President:

Treasurer:

Director:

Director:

Director:

Director:

Director:

Director:

Director:

Director:

FEMA EFSP/CARES APPLICATION CHECKLIST

Applicants that do not meet all of the program requirements or funding requests that do not include all of the required documentation will not be considered for Phase 37 funding.

Please submit the following documentation:

1. Completed Phase 37/CARES FEMA EFSP Funding Request Initial
Incomplete applications will not be considered.
2. Agency's most recent annual financial statement Initial
3. Agency's current balance sheet Initial
4. Agency's 501(c)(3) certification (IRS & State Tax exempt letters) Initial

Authorized Signature: _____

Date: _____

Printed Name:

Title: