



Coordinated for Adams, Brown, Hancock and Pike counties by the United Way of Adams County
936 Broadway, Suite F | Quincy, IL 62301 | (217) 222-5020

TO: Organizations applying for EFSP Funds

FROM: Emily Robbearts, Chair – Local Board
Emergency Food and Shelter Program
Adams, Brown, Pike and Hancock Counties

DATE: June 1, 2017

RE: Application for EFSP Funds (Phase 34)

The Local Board of the Emergency Food and Shelter National Program is now accepting applications for EFSP funds for programs serving Adams, Brown, Hancock and Pike counties. Please complete the following information:

AGENCY CONTACT INFORMATION:

1. Agency’s Legal Name
2. Name of Executive Director
3. Application Contact (include name, phone number and email)
4. Agency Mailing Address/Physical Address/Place of service Address
5. Phone and Fax Numbers
6. Website address

ORGANIZATIONAL STRUCTURE/FINANCIAL HISTORY:

7. Evidence of 501c3 status
8. Federal Employer Identification Number (FEIN)
9. DUNS Number
10. Is the agency a non-profit or unit of government?
11. If a non-profit agency please include a roster of current board members.
12. Is the agency debarred or suspended from receiving funds or doing business with the federal government?
If yes, please state the reason and for how long the agency is ineligible.
13. Attach Agency’s Operating Budget for the current fiscal year.
14. Attach most recent Annual Audit or Annual Report.

REQUEST FOR EFSP FUNDING:

15. Please note your funding area (select one): Food / Rapid Rehousing / Other Shelter
16. What is your funding request?
 - a. Adams County has been awarded \$31,646 –please include an actual dollar figure
 - b. Amounts are undetermined for Brown, Hancock & Pike Counties – please include a percentage of
17. Explain how your program serves clients in rural areas or those with barriers to traditional shelter.
18. Explain how EFSP funds will be used?

ACCOUNTABILITY/DOCUMENTATION OF EFSP FUNDS:

19. How does the agency determine/verify client eligibility or need for assistance provided by EFSP funds?
20. Attach copy of form used to document the client requests for assistance provided by EFSP funds.
21. Attach copy of spreadsheet to be used by the agency to track the use of EFSP funds.
22. Does the agency track client assistance in the local Homeless Management Information System (HMIS) database? If yes, how often is information entered. If no, how often could the agency provide information that could be entered in the HMIS database?
23. Has this agency previously received EFSP funds?
24. If yes to Question 23, did the agency:
 - a – Use all funds as awarded.
 - b – Use all funds, but had to submit a revised final report to reallocate funds within other spending categories.
 - c – Had to return funds to EFSP because not all funds were used or could be sufficiently documented.

COLLABORATIONS/PARTNERSHIPS:

25. Please list the agency's county/regional collaborations or partnerships (i.e.: United Way partner organization, active member of the West Central Illinois Continuum of Care Consortium, interagency councils, unmet need partnerships, etc.)

Phase 34 SPENDING PERIOD:

Phase 33 funds can be used for direct client assistance provided from July 1, 2017 – January 31, 2018. As a requirement of EFSP funding, agencies must track all receipts and disbursements and be prepared to provide that documentation at the close of the spending period. Any undisbursed funds will have to be returned to the National EFSP office. Agencies will also be given access to the EFSP website to download program instructions and to receive updates from the national office.

Applications will be evaluated by members of the West Central Illinois Continuum of Care's Research & Evaluation Committee. Agencies will be notified by July 3 via email of their award, which will be released from the national EFSP office in two payments. The United Way of Adams County will assist agencies throughout the funding process and can serve as a liaison between the agency and the national EFSP office.

APPLICATION DEADLINE:

Completed applications for EFSP funds should be returned to United Way of Adams County by Wednesday, June 21. They can be mailed to the office or emailed to emilyr@unitedwayadamsco.org.