

**Burke County Emergency Food and Shelter Program (EFSP)  
Application for Participation Phase 38**

**Deadline: Wednesday, January 13, 2021**

Please review the criteria listed below to determine if your agency or organization is eligible to apply for funding with the EFSP.

Local Recipient Organizations (LRO) Responsibilities

For a local organization to be eligible for funding it must:

- be nonprofit (provide a copy of 501(c) 3), faith-based organization, or an agency of government;
- have an accounting system or an approved fiscal agent, and provide a copy of current budget;
- have a Federal employer identification number (FIEN) and provide a Federal I.D. issuance letter;
- Have a DUNS number;
- conduct an independent annual audit if receiving \$25,000 or more in EFSP funds' and provide a copy of most recent audit;
- practice nondiscrimination
- for private voluntary organizations, have a voluntary board, and provide a Board Roster;
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.
- Sign a written understanding of EFSP eligibility requirements

If your organization meets all of the criteria for participation as a LRO, please complete the following information:

Name of agency or organization \_\_\_\_\_

Contact person \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Primary function of agency or organization as it relates to this application for funding\*\*

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Amount of Request: \_\_\_\_\_

Please provide in your written application the following information:

- A one page cover letter including information about your organization, how funding will further impact Burke County, the amount of funds requested, the number of additional individuals that will be served as a result of receiving the requested funds and how the requested funds will be used to supplement your current program.
- Application Form signed by Board Chair and Executive Director.
- Copy of your 501 c 3 verification.
- Copy of your Board Roster (to include name, address, and phone number of each member).
- Copy of your Federal ID number issuance letter.
- Copy of your DUNS number.
- Copy of your most recent annual audit.
- Copy of your current year budget.
- Written understanding of EFSP eligibility requirements.
- Completed Organization Certification found under forms on the EFSP website
- Completed Certification regarding lobbying found under forms on the EFSP website
- Written statement detailing status as debarred or suspended from receiving federal funds.

*\*\* EFSP funds must be used to supplement food and shelter services and may not be used as seed money for new programs. The key responsibility of participating organizations is to provide assistance within the intent of the program. Agencies may receive funds to provide food, shelter and supportive services, including, but not limited to:*

- *Food services, such as congregate meals or groceries;*
- *Lodging in a mass shelter, or in a hotel/motel or other off-site shelter facility limited to 30-days assistance per individual or household;*
- *One month rent or mortgage assistance to prevent eviction or foreclosure;*
- *Utility assistance for one month of service for gas, electric and water service;*
- *Supplies, including but not limited to cleaning supplies, and small equipment essential to feed or shelter people, not exceeding \$300 per item; and*
- *Administrative funding, if approved by the Local Board. Administrative funds may be used to offset costs to administer the program, including staff salary. Two percent of a jurisdiction's award may be used for administrative expenses. Agencies must confirm with the Local Board before making administrative expenditures with the funds.*

Signature Board Chair: \_\_\_\_\_

Signature Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_