

HARTFORD CENSUS COUNTY EMERGENCY FOOD AND SHELTER PROGRAM AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) APPLICATION GUIDELINES

Background

On February 17, 2009, the President signed into law the American Recovery and Reinvestment Act (ARRA). The Emergency Food and Shelter National Board Program was allocated \$100 million through the ARRA with Hartford Census County receiving \$307,798 in ARRA funds. The purpose of these funds is to assist those programs providing shelter, food and supportive services for the area's hungry and homeless that are experiencing an increase in the number of requests for services due to the economic crisis.

Who is eligible to apply for the ARRA Funds?

All applicants must be a non-profit or unit of government to receive funds through the Emergency Food and Shelter Program (EFSP) and must be located in Hartford Census County. Those agencies currently receiving funding must "opt-in" to this funding by contacting the Local Board Chair listed below. Those applicants who are not currently receiving funds through EFSP must provide necessary documentation listed in the application contained within. Additionally, programs must currently be providing services to clients and may not utilize EFSP funding to start a new program. If you are located outside of Hartford County, please visit <http://www.efsp.unitedway.org/EFSP/wc.dll?EFSP~fundedcounties~09~27> to find your local EFSP contact.

What costs will the funding cover?

Applicants are able to apply for costs associated with food programs, motel voucher programs, rental assistance and utility assistance. Listed below is a brief description of each eligible funding category. Further information of programs that can be funded can be found at <http://www.efsp.unitedway.org/efsp/pages/about.htm>. The National EFSP Board does not set eligibility criteria in regards to those clients who can receive funds; however, you may not discriminate against anyone seeking services. Programs are:

- **Mass Shelter Programs:** EFSP funding can be used as a per diem allowance per person per night in mass shelter settings.
- **Motel Voucher Programs:** EFSP funding can be used to house a client in a motel for up to 30 days.
- **Rental Assistance Programs:** EFSP funding can be used to pay a clients' portion of first months rent, not including the security deposit.
- **Utility Assistance Programs:** EFSP funding can be used to pay a maximum of one month's usage cost for each utility.

How is the money allocated?

The Local Board will be reviewing applications based on criteria accepted at their May 5, 2009 board meeting. Money will be allocated as follows:

- Allocations to Shelters: 63%
- Allocation to Foodshare to provide funding to food banks/pantries: 25%
- Allocations to Municipalities/Towns for Utility and Rental Assistance/Motel Vouchers: 12%

Agencies who provide utility and rental assistance/motel vouchers should work with their town social service agency to apply for EFSP funding.

What time period does this funding cover?

The grant period for these funds will be retroactive from April 1, 2009 through September 30, 2009. All expenses should be incurred during this period of time. No extensions will be granted.

How will funding decisions be made?

Funding will be determined based on a formula the Local Board has in place using factors such as unemployment rates, poverty levels, population size, and per capita income levels. Representatives from the local chapters of Jewish Family Services, Catholic Charities, Conference of Churches, The Salvation Army,

American Red Cross, United Way, Manchester Area Conference of Churches, Friendship Service Center of New Britain, and local government comprise the Local Board, as required by the National EFSP Board. Each applicant will be reviewed for the need reported and the demand requested in the respective area. Funding is dependent upon the number of applicants received and not all agencies may be funded.

Do I complete one application for my entire organization if I have multiple sites?

Yes, all new applicants should complete one application. If you are a currently funded agency applying for funding for a program not currently funded, please also complete an application. Please note that those organizations with multiple sites should complete a narrative section for each site in which they are requesting funds. In addition, if you are a fiscal agent and have multiple sites for which you are responsible, you must complete a narrative section for each of those sites.

Will I receive training on the use of the funds the agency receives?

Applicants who are not currently receiving funding through the EFSP program and are awarded ARRA funding through EFSP will be required to attend a mandatory orientation being held on Thursday, June 11 at 10 a.m. at United Way, 30 Laurel Street, Hartford.

How do I receive the money?

Money will come in the form of electronic fund transfers (EFT) to your agency bank account in two separate payments between June and September. Forms required for making the EFT will be provided to new agencies upon making the award.

When will an audit be required?

For those applicants who are currently receiving EFSP funds, should your agency be awarded additional ARRA funds and your total funding amount be greater than \$25,000 (between Phase 27 funds and ARRA funds), you will be required to submit an audit at the end of the fiscal year. Those not currently receiving EFSP funds who are awarded ARRA funds will be required to submit an audit if your grant amount is \$25,000 or more.

When is the application due?

All applications are due no later than Friday, May 22, 2009 at 12:00 PM (noon) to Libby Richardson, EFSP Local Board Chair, c/o United Way of Central and Northeastern Connecticut, 30 Laurel Street, Hartford, CT 06106. Email applications may be sent to lrichardson@unitedwayinc.org. Please note that no late or faxed applications will be accepted.

Where can I access the application?

The application is enclosed. You can also access the application on our website at www.unitedwayinc.org in the News and Events section, or email the contacts below for more information.

Who do I contact if I have any questions?

You can contact Libby Richardson, EFSP Local Board Chair, at United Way of Central and Northeastern Connecticut at (860) 493-1109 or lrichardson@unitedwayinc.org, or Liz Buczynski at United Way of Central and Northeastern Connecticut, at (860) 493-1106 or lbuczynski@unitedwayinc.org.

**HARTFORD CENSUS COUNTY EMERGENCY FOOD AND SHELTER PROGRAM
AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)
APPLICATION**

To apply for funding from the Emergency Food and Shelter Program (EFSP), the following information must be provided no later than May 22, 2009 at 12 noon. A word document sent via email is the preferred method of submission. Attachments will be accepted.

1. Name of agency/town
 - a. If a non-profit, provide a roster of the volunteer board of directors
 - b. If a non-profit, please include a copy of your IRS Nonprofit Corporation tax exempt letter
2. Agency principal
3. Agency contact for application questions
 - a. Contact's phone number
 - b. Contact's email address
4. Agency contact for EFSP, if funded
 - a. Contact's phone number
 - b. Contact's email address
5. Agency physical address
6. Agency mailing address
7. Agency address for services
8. Agency phone number
9. Agency fax number
10. Agency website
11. Agency Federal Employer Identification Number (FEIN)
12. Type of funding requested
 - mass shelter program
 - a. Total number of beds in your shelter program
 - motel voucher program
 - rental assistance program
 - utility assistance program
13. Geographic areas to be served (list by town name)
14. Target populations to be served (check all that apply):
 - Chemically Addicted
 - Domestic Violence
 - Elderly
 - Families with Children
 - Mentally and Physically Disabled
 - Minorities
 - Native American
 - No Target Population
 - People with HIV/AIDS
 - Physically Disabled
 - Single Men
 - Single Women
 - Unaccompanied Minors
 - Veterans
 - Other: _____
15. Agency operating budget (total)
 - a. Attach a copy of your agency's most recent annual audit
16. Program budget

17. Is agency debarred or suspended from receiving funds or doing business with the Federal government?
__Yes
__No
18. List of other similar assistance programs which are administered by the agency
19. Provide a narrative of 250 words or less for each program you are requesting funding for. Include information as to what these funds will be utilized for and how the program(s) is administered, keeping in mind that EFSP funds are to be used to increase capacity and not to start new programs.

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