

Wayne County *Emergency Food and Shelter Program*
National Board Proposal

Application For

Wayne County, Local Board 629400: Phase 34

COVER PAGE

Agency: _____

Address: _____

Contact Person: _____

Phone: _____

Fax: _____

E-Mail: _____

RETURN COMPLETED APPLICATIONS VIA EMAIL TO:
donna.johnson@waynecap.org

A. Description of Services

1. Describe those to be served and the nature of their needs.

2. Estimate the number of meals to be served, number of nights of shelter, number different individuals to be served over and above those already served through your existing program.

3. Describe the procedure and criteria used to determine eligibility and methods used to publicize the availability of the funds. Assistance should be provided to needy individuals without discrimination (age, race, sex, national origin, or handicap.)

B. Budget

Item	Amount	Comments
Served Meals		
Other Foods		
Mass Shelter		
Other Shelter		
Supplies/ Equipment		
Repairs/ Code		
Rent/ Mortgage		
Utility Assistance		
Total		

- **Due to the timely manner that these funds must be spent, the local FEMA Board reserves the right to withdraw or to reallocate funds from agencies that have substantially under spend allocated funds.**

Please describe any situation that may arise that would limit your ability to use the tentative allocation of funds to your agency.

C. Reporting Requirements:

Agencies should expect to provide on a regular basis a written report to the American Red Cross noting expenses incurred, number of services provided, and number of individuals served.

DUNN & Bradstreet DUNS Number: _____

Contact Person: _____

Signature: _____

Date: _____

Local Recipient Organization Certification Form

As a recipient of Emergency Food and Shelter National Board Program funds made available for Phase 34 and as the duly authorized representative of

_____, I certify that my public or private organization:

- Is not disbarred or suspended from receiving Federal Funds.
- Has the capacity to provide emergency food and/or shelter services;
- Will use fund to supplement and extend existing resources and not to substitute or reimburse ongoing programs and services;
- Is nonprofit or an agency of government;
- Has an accounting system or fiscal agent approved by the Local Board and will pay all vendors by LRO check only from their agency's checking account;
- Will conduct an independent audit if receiving \$25,000 or more in EFSP funds;
- Understands that cash payments (including petty cash) are NOT ELIGIBLE under EFSP;
- Has a Federal Employee Identification Number (FEIN),
- Has a DUN & BRADSTREET (DUNs) Number,
- Practices non-discrimination (LRO's with a religious affiliation will not refuse service to an applicant based on religion, nor engage in proselytizing or religious counseling with Federal Funds);
- Will not charge a fee to clients for EFSP funded services,
- Has a voluntary Board if private not for profit;
- Will comply with Phase 34 Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section, and WILL inform appropriate staff and volunteers of EFSP requirements;
- Will provide all required reports to the Local Board in a timely manner (e.g., 2nd Payment/ Interim and Final Reports);
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks – front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after end of program;
- Will spend all funds and close-out the program by my jurisdiction's selected end of program date and return any unused funds to the National Board (\$5.00 or more, make checks payable to United Way of America/ Emergency Food and Shelter National Board Program);
- Will provide complete documentation of expenses to the Local Board, if requested, no later than one month following my jurisdiction's selected end of program date;
- Will comply with the Office of Management and Budget circular A-133, if expending \$500,000 or more in Federal funds;
- Will comply with lobbying, prohibition certification and disclosure of lobbying activities if receiving more than \$100,000 in EFSP funds, if applicable;
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

Name: _____

Signature: _____

Title: _____

Date: _____

LRO ID# _____

FEIN: _____

Address: _____