

**OTERO COUNTY COMMITTEE FOR EMERGENCY FOOD & SHELTER PROGRAM
APPLICATION**

**RETURN BY APRIL 21, 2017 TO UNITED WAY OF OTERO COUNTY'S OFFICE BY
3 PM**

Otero EFSP funds are Federal funds made available through the U.S. Department of Homeland Security's Federal Emergency Management Agency. PHASE 33 funding is \$24,274.

Formatting Notes

- Proposals should be typed in 12-point font (Times New Roman or similar) with one-inch margins on all sides
- Pages should be numbered
- Proposals should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner is sufficient

SECTION ONE: Executive Summary

1. Application date
2. Agency's Legal Name
3. Agency Principal
4. Agency Contact for Application Questions
5. Agency Contact for EFSP, if funded
6. Agency physical address (Zip Code plus 4)
7. Congressional district where agency is physically located
8. Agency mailing address (Zip Code plus 4)
9. Agency address for Place of Performance (where the EFSP funded services are provided)
10. Congressional district where agency's EFSP funded services are provided (Place of Performance)
11. Agency phone /fax/email (for individuals above)
12. Agency website
13. Agency Federal Employer Identification Number (FEIN)
14. Agency DUNS number (instructions to request DUNS number attached)
15. Complete DUNS Reporting Form (attached)

SECTION TWO: Narrative

1. Briefly describe your organization's history, mission, and goals.
2. Briefly describe the role of your organization's board of directors, including how your board carries out its responsibilities for financial and programmatic oversight.
3. Describe in detail what the requested funds will be used for and the population it will serve.

SECTION THREE: Financial

1. Amount of EFSP funding requested by program area (food, rent, utilities, etc.)
2. Agency operating budget (total)
3. Agency budget for the program area requested (food, rent, utilities, etc.)
4. Copy of agency's most recent annual audit

SECTION FOUR: Miscellaneous

1. Is agency non-profit or unit of government?
2. If non-profit, attach a roster of the agency's volunteer board.
3. Is agency debarred or suspended from receiving funds or doing business with the Federal government?

SECTION FIVE: Application Return Instructions

1. **Return Date is April 21, 2017, by 3 pm**
2. Mail to United Way of Otero County
PO Box 14
Alamogordo, NM 88310
3. Bring to United Way of Otero County's office, 1601 East 10th Street, Suite A.
4. Email to lle@tularosa.net