



## **United Way of Northern Nevada and the Sierra's Emergency Assistance Fund (EAF) 2020 Application Instructions & Guidelines**

**Please read these instructions before starting the application.**  
Completion of application is **NOT** a guarantee of funding.

**Initial deadline for applications: Tuesday, March 31, 2020 at Noon**

The first spending period for funds is April 1, 2020 to June 30, 2020.

### **Background**

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The United Way of Northern Nevada and the Sierra's Emergency Assistance Fund was established in March 2020 to help Northern Nevadans in times of natural disasters, global pandemics, and other emergency challenges. The Emergency Assistance Fund is funded through the generosity of corporate and community donations.

United Way of Northern Nevada and the Sierra is the Secretariat for the Emergency Food and Shelter Program (EFSP) and is responsible for managing the allocation and compliance process for EFSP funds from the Department of Homeland Security's FEMA. As such, United Way of Northern Nevada and the Sierra will use the same process for the Emergency Assistance Fund wherein funds are distributed to local organizations with existing assistance programs to supplement local efforts to provide emergency shelter and food to people in need. Qualified non-profit community organizations and local units of government are invited to request funds to provide emergency food, shelter, one-time rental/mortgage and utility assistance to people in need.

### **Commitments**

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United Way of Northern Nevada and the Sierra is committed to

- allocating funds to the areas of greatest need
- ensuring a fast response
- maintaining accountable reporting and documentation

### **2020 Funding Use:**

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Our funding focus is serving northern Nevadans who have been most impacted or lost wages due to the COVID-19 pandemic and assist them in meeting basic, immediate needs when they have no other resources. Funds will be available to residents in the service area of United Way of Northern Nevada and Sierra which includes Carson City and the following counties: Washoe, Churchill, Douglas, Elko, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, and White Pine.

## **Applicant Eligibility:**

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Eligible applicants must:

- Not charge any fees for funded services
- **BE SUPPLEMENTING EXISTING PROGRAMS**
- Be a non-profit or governmental agency
- Have an accounting system or fiscal agent approved by United Way of Northern Nevada and the Sierra
- Have a checking account
- Have a Federal Tax Identification Number (Federal EIN)
- Have an annual organization audit available upon request
- Practice nondiscrimination
- Already be providing services in the area in which the agency is seeking funding
- If a private nonprofit, have a voluntary board
- Comply with all program reporting and audit requirements

Agencies that meet eligibility requirements may apply for funding. Eligibility to apply **does not guarantee funding**.

## **Eligible Activities for Funding:**

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The intent of the Emergency Assistance Fund is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. The following are activities eligible for funding:

**A. Served Meals** - *Any food used in served meals (cold or hot); cost of transporting food to site or client; per meal allowance of \$2.*

**B. Other Food** - *(nonperishable/perishable) – For food banks/pantries and other food providers. Eligible expenses include food purchased for distribution and transportation expenses related to the delivery and distribution of purchased and donated food.*

**C. Mass Shelter** – *(on site shelter with 5 or more beds in one location). Direct expenses associated with housing a client (supplies, linens, etc.); transportation costs; daily allowance of \$7.50 per client.*

**D. Other Shelter** - *Off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter. Limited to 30 days assistance. An agency may not operate as a vendor for itself or another Local Recipient Organization (LRO).*

**E. Rent/Mortgage**- *Past due rent or mortgage payment (P&I only); current rent or mortgage due within 5 calendar days; first month's rent; lot fee for mobile homes. Limited to one month's costs for an individual/family.*

**F. Utilities** - *Past due bills, or current bills due within 5 calendar days; for gas, electricity, oil, water, reconnect fees. May pay budget or actual amount. Limited to one month's amount that is past due at the time of payment or current one month amount. One-time delivery of firewood, coal, or propane.*

Funds may only be used for residents and transients within the area in which funds were allocated. All payments for eligible activities must be made directly to vendors by agency check, agency credit/debit card, or electronic payment to vendors. **No checks may be made payable to clients, volunteers or staff. Cash payments are ineligible - including but not limited to petty cash.**

**Other basic needs** – if your agency has identified other basic, immediate needs that are not listed above, please contact Kelly Stevens at [Kelly.Stevens@uwnns.org](mailto:Kelly.Stevens@uwnns.org) to inquire about eligibility.

### **Funding Request Guidelines:**

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- Agencies must demonstrate in their program narrative how they will effectively utilize the Emergency Assistance Fund's dollars requested
- Emergency Assistance Fund dollars must supplement an existing program and funds cannot be utilized to replace federal, state, or city grant contracts

### **Application Process:**

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Completed, signed applications, including the category documents and other required attachments, must be submitted to United Way of Northern Nevada and the Sierra via email at [Kelly.Stevens@uwnns.org](mailto:Kelly.Stevens@uwnns.org). All applicants will be sent an email confirmation of receipt of the application within two business days. If you do not receive a confirmation email, please contact us immediately.

#### Submit the following required attachments with your application:

- Completed documents for the category(s) you are requesting funds in, e.g. other food, served meals.
- Copy of your 501(c) (3) tax-exempt status letter for your organization. If your organization does not have one, you must utilize the FEIN of a fiscal agent. A fiscal agent is another non-profit organization that may receive Emergency Assistance Fund dollars and maintains fiscal responsibility on behalf of another organization.
- Copy of the most recent Board approved Operating Budget and Program Area Budget. A copy of the agency's audit must be made available upon request.
- A Roster of the Agency's Volunteer Board. This is a requirement for all non-profit organizations.

The applications will be received and reviewed on a rolling basis. The deadline for the first review and allocation is Noon on Tuesday, March 31, 2020. United Way of Northern Nevada and the Sierra will continue to accept applications on a rolling basis and allocate funds as they become available.

### **Mandatory Reporting:**

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Agencies will be required to report back on number of clients served and continuously report remaining funds as requested by United Way of Northern Nevada and the Sierra. Agencies will be required to certify that monies will be expended only on eligible costs and will be asked to provide backup documentation to support expenditures (e.g. canceled checks, invoices, logs of clients served, etc.). Failure to submit reports and documentation in a timely manner will affect an agency's ability to receive future funding. The agency will be financially responsible for returning any funds for which they fail to provide required documentation. If funded, agencies will be provided with further direction for documentation.

*If you have questions relating to this application process, please address them in emails to [Kelly.Stevens@uwnns.org](mailto:Kelly.Stevens@uwnns.org). Incomplete applications will **NOT** be accepted or reviewed.*