

EMERGENCY FOOD AND SHELTER PROGRAM

of Houston/Fort Bend and Harris Counties
and Waller County



EFSP PHASE 38 - APPLICATION COVER FORM

AGENCY INFORMATION

Check only one box below: Harris/Fort Bend County is listed as jurisdiction 782800 and Waller County is listed as jurisdiction 843200 with EFSP National Board. An application must be submitted for each separate jurisdiction.

☒ 782800

☐ 843200

Legal Name of Agency: Fort Bend County

Program Name: Fort Bend County Social Services

Agency Mailing Address: 301 Jackson Street

City, State Zip: Richmond, Texas 77471

Agency Physical Address (if different from mailing): 4520 Reading Rd., Ste. A-900

City, State Zip: Rosenberg, Texas 77471

Congressional district(s):

• Where agency is physically located (2-digit Number): 09, 22

• Where your agency's EFSP services are provided (2-digit Number): 09, 22

DUNS Number (Unique 9-digit Assigned to Agency): 08-1497075

Federal Taxpayer Identification Number: 1-74-6001-969-2

AUDIT INFORMATION

Annual Audit Conducted? Yes ☒ No ☐

Date of Last Audit: 03/24/2020

(Copy of agency's audit or fiscal agent audit must be included) (Audit must be on accrual basis)

If No, Name and Address of Fiscal Agent: _____

Agency Fiscal Year: 10/01/2020 to 09/30/2021

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EFSP PHASE 38 - APPLICATION COVER FORM AGENCY & APPLICATION CONTACT INFORMATION

Principal/President/Executive Officer: KP George, County Judge

Telephone No: 281-341-8608 Email address: county.judge@fortbendcountytexas.gov

Grant Application Contact: Anna Gonzales

Telephone No: 281-238-3509 Email address: anna.gonzales@fortbendcountytexas.gov

Program Contact: Mary Mullin-Jones

Telephone No: 281-403-8045 Email address: mary.mullin-jones@fortbendcountytexas.gov

Board Chair's Name: NA Email address: NA

A handwritten signature in blue ink that reads 'KP George'.

County Judge KP George

Signature of Executive Officer

11-24-2020

Date

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EFSP Phase 38 - Application for Funding

Agency Name and LRO Number (if applicable): FBC LRO 782800006

I. AGENCY INFORMATION:

a. Provide a brief history of your agency:

i. Date of incorporation: 1837 - Incorporation of Fort Bend County

ii. Length of time agency has been in operation: 66 years - Department of Social Services

iii. Length of time agency has offered emergency assistance: 66 years - Dept. of Social Services

iv. Description of programs offered (3500 Characters):

Fort Bend County Social Services is committed to providing short-term assistance to residents in need. The department provides utility, rent/mortgage, food, medication, emergency shelter, transitional supportive housing, pauper/indigent burial services, and Benefits Bank (assist with completing SNAP, TANF, CHIP, Medicaid and Medicare applications) to the residents of Fort Bend County. Other services include unmet emergency needs and case management services to the elderly, homeless, veterans, flood survivors, and victims of crime. All emergency assistance services provided by Fort Bend County Social Services (FBCSS) are provided to residents once per fiscal year.

Due to limited funding County funding, emergency assistance services are capped per service. Currently the County provides a maximum assistance of \$150 for utility assistance, \$600 for medication assistance, up to \$500 for rental/mortgage assistance, \$350 for emergency shelter assistance, \$130 for food assistance, and \$500 per month (not to exceed 4 months) for transitional supportive housing assistance. Individuals requesting emergency assistance services from FBCSS must be able to demonstrate a need for services and provide documentation that demonstrates he/she has exhausted all resources. Case management services are provided to the County's most vulnerable populations including: the elderly, the homeless, victims of crime, flood survivors, veterans and since March 2020, individuals negatively impacted by COVID-19. Case management services are provided for a minimum of six months and a maximum of one year. Through this service clients are connected with other resources provided by partnering agencies who are members of Fort Bend County Collaborative Information System (FBCCIS).

Beside short term assistance, Fort Bend County Social Services plans and implements the annual "Back to School Bash" and "Santa is Coming to Fort Bend County" events for local children whose household incomes are at or below 180% of the poverty level.

With the COVID-19 pandemic, County leadership approved \$23.5 million in federal CARES Act funding to assist eligible residents with their rent/mortgage and an additional \$2 million for utilities. FBCSS staff had to shift much of its energies and was instrumental in the distribution of these funds. Eligible residents could receive up to \$1500 per month for rent/mortgage and up to \$500 per month for utilities (gas, electric and water).

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b. Identify your experience with local and federal grant administration:

i. Funding Amount (450 characters):

Note: Responses to i-iii are combined below.

\$23,500,000--Federal CARES ACT --Rent/Mortgage, Utilities -- To date, 12,627 applications have been received.

\$125,000 -- George Foundation -- Rent/ Utilities/Child Care- - To date, 211 clients have been assisted.

\$125,000 --Henderson-Wessendorf Foundation - Rent/Utilities/Child Care--To date, 164 clients have been assisted.

ii. Funding Source (500 Characters):

CONTINUED:

\$50,000 --COVID-19 Food Voucher Program Food Vouchers -- 367 clients were assisted.

\$200,000 Texas Veterans Commission - Rent/Utilities/Transportation/Childcare -- Anticipated that 122 Veterans will be assisted.

\$252,313-- Victims of Crime Act (VOCA) Emergency Assistance/Case Management services to 646 clients. b6

iii. Activities & Service Units Funded (500 Characters):

CONTINUED:

\$350,000 --Fort Bend County General Fund Rent - Utilities/Food/Medication/Emergency Shelter/Transitional Supportive Housing, and Unmet Emergency Needs - 1,274 clients received services.

\$16,096 --TXU Energy Utility Assistance – TXU Energy Customers only - 40 clients received services.

iv. Successes/Monitoring Issues/Findings: (225 Characters)

No issues with monitoring with any of the above named grants.

c. Provide history of use of HMIS.or Comparable Database. If agency is only applying for Food/Other Food, this question is not applicable. (750 Characters)

FBCSS has utilized HMIS to collect data for the EFSP program for the past three years and before that, it used it for the ESG program. In the last two years, twelve staff members have had access to HMIS and have utilized the data base to ensure there were no duplication of services for rent and utility assistance.

II. PROJECT INFORMATION:

a. Provide a statement of need for EFSP Funds:

i. A description and **number** of clients you currently and will serve with EFSP funds (1300 characters):

In EFSP Phase 36 , FBCSS received a total of \$295,832 and provided services to 686 beneficiaries with 506 receiving a food voucher, 300 receiving rental assistance and 645 receiving utility assistance.

In EFSP Phase 37 , FBCSS received \$212,397 and anticipates providing services to 1545 beneficiaries with 506 receiving a food voucher, 400 receiving rental assistance and 645 receiving utility assistance.

In EFSP Phase CARES , FBCSS received \$451,548 and anticipates providing services to 1788 beneficiaries with 510 receiving a food voucher, 553 receiving rental assistance and 725 receiving utility assistance.

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- ii. Current need for and impact of EFSP funded activities in your community. Please be specific using as much data driven and supported information as possible. (5000 Characters)

As with the rest of the country, COVID-19 has had major economic consequences for Fort Bend County and caused direct impacts on income due to premature deaths, workplace absenteeism, and reduction in productivity. With the number of COVID-19 cases increasing each day in Texas, it is difficult to ascertain the full economic impact of the pandemic and the need for ESFG funds for Fort Bend County.

To illustrate the need for basis necessities, between June and October 2020, FBCSS received 12,627 applications in response to the Federal CARES Program for assistance. To date 7,500 residents, all of who fall into the eligibility criteria of 80% LMI, have received assistance with their rent/mortgage and/or utilities. Fort Bend County leadership had approved \$23.5 million in funding to assist eligible residents with their rent/mortgage and an additional \$2 million for utilities. Applicants are currently being assessed and these funds are being distributed to residents in need.

Even prior to the pandemic, the need for EFSP funds existed according to Demographic Changes and Changing Needs of Fort Bend County, a needs assessment conducted by The George Foundation conducted in Fort Bend County. In the summer of 2011, using focus groups, interviews and randomized telephone surveys, respondents identified food and housing as the most critical needs in Fort Bend County in the area of human services. Participants listed affordable housing, homeless shelters, food assistance and basic needs as not being met by current services in the region. In 2016, United Way received 28,187 calls from Fort Bend County residents with the majority of the calls coming from the following zip codes 77489 (Missouri City), 77471 (Rosenberg), 77053 (Houston), 77477 (Stafford), and 77469 (Richmond). The top needs of Fort Bend callers were medical care, food, utility assistance, rent/mortgage assistance, low-income housing, children/youth services, disaster services, financial assistance, transportation and preparing income tax.

In FY 2018 (October 2017 through September 2018), Fort Bend County Social Services (FBCSS) served 2,881 clients. Of which 384 received a food voucher, 84 received a medication voucher, 501 received rent/mortgage assistance, 171 received transitional supportive housing/emergency shelter, 1,279 received utility assistance, 134 received case management services, 30 received assistance with completing the SNAP, TANF, CHIP, Medicaid and Medicare applications and 298 received other services provided by the department. Of the clients served in the same fiscal year, 67% reported living at or below 100% of the poverty level (\$25,100.00 annually for a family of 4). According to the George Foundation needs assessment and US Census data, the number of people living in poverty in Fort Bend County continues to increase. The U.S. Census Bureau indicates 8% of Fort Bend County's population lives in poverty (61,186: 2017 U.S. Census Bureau). Meal Gap data in 2018 reported that 14.8% (approximately 100,920) of Fort Bend County's population are food insecure, i.e., they do not receive three nutritious meals a day. In fiscal year 2016, 70% of the clients receiving a food voucher from FBCSS department reported they had been without food for 1 to 6 days. Of the same clients, 46% reported the last time they had purchased groceries was two weeks prior or more. Fifty-two percent of the clients reported that when purchasing groceries they go without other things to include medications, paying rent/mortgage, paying utility bills, and other basic needs. When comparing FBCSS fiscal year 2014 to fiscal year 2015 it was noted that there was a 24% increase in the number of families/individuals living at or below 100% poverty level. When comparing FBCSS FY2016 to FY 2017, there was a 28% increase in the number of families/individuals living at or below 100% poverty level. In FY 2017 (October 2016 through September 2017) 3,974 individuals requested rent/mortgage, utility and food assistance. In this same year 2,233 actually received assistance with one of the three services from Fort Bend County Social Services (FBCSS). In 2016, the state eliminated the Lite-Up Texas program, a program that subsidized electricity bills during the summer months for low-income residents. According to the Houston Chronicle, hundreds of thousands have been left in the position of having to choose between paying their electricity bill or buying food and other necessities.

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iii. How your organization differs from similar providers (2000 Characters):

FBCSS is a governmental entity whose target audience is county residents in need of emergency assistance. Unlike other providers, FBCSS has 20 full time employees and 1 part time employee. FBCSS maintains offices in East and North quadrants of the County, allowing convenient access to services.

In the last five years, FBCSS has expanded its services to provide ongoing case management services. These services have been targeted to the County's most vulnerable population including: the elderly, the homeless, victims of crimes, flood survivors, veterans, individuals with disabilities and most recently, residents negatively impacted by COVID-19. Vulnerable populations are initially identified through the County's emergency assistance programs and then referred to a Case Manager for further assessment of need. It is the goal of FBCSS to examine each client case, identify the root cause of the clients concerns and find solutions to his/her need.

iv. Partnerships and collaborations utilized to enhance effectiveness

1. Be specific as to how you refer out and what those services are. For example, are you referring clients to other partners for services your agency does not currently offer? (1650 Characters)

In 2015, Fort Bend County established the Fort Bend County Collaborative Information System (FBCCIS) which was made up of five non-profit organizations: Second Mile Mission, East Fort Bend Human Needs, Fort Bend Meals on Wheels, Katy Christian Ministries, Rosenberg/Richmond Helping Hands and two county departments that include Fort Bend County Social Services and Fort Bend County Emergency Medical Services (Community Paramedic Program). Four additional partners have joined the FBCCIS including Fort Bend Hope, Access Health, Rosenberg Housing Authority and Fort Bend County Behavioral Health Services.

The mission of the collaborative is to implement a collaborative data collection and sharing system that will coordinate client information and to improve the efficiency and effectiveness of service delivery over time. The collaborative has electronically connected the organizations and has created almost seamless in referring, assessing and meeting the needs of clients.. In instances where the needs of the clients cannot be met completely by one organization, another partner steps in and ensures all the client's needs are met. The Collaborative has been in existence for the past five years and up until the start of the pandemic, had been meeting on a monthly basis to meet the needs the County's most vulnerable population.

2. Expand on how long you have maintained these partnerships. (900 Characters)

The Fort Bend County Collaborative Information System (FBCCIS) was formally established in 2015. Prior to that time, this group of entities had enjoyed an informal partnership working to refer and access the County's most vulnerable populations.

3. Letters of support from partner agencies are encouraged. (Include as additional attachments.)

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- b. Explain how EFSP funds will be used to supplement and extend existing activities, including how EFSP funds will be used to increase the number of clients served in each proposed activity and/or enhance the services. Describe sources of non-EFSP funding proposed in your budget. (The Local Board wants to know what services your agency can provide without this funding and how many more services you can add to your current activities with this money.) (4800 Characters - cont'd below)

EFSP funds will enable Fort Bend County Social Services to supplement existing services to include food, rent/mortgage, and utility assistance and expand the reach of services to individuals and families throughout Fort Bend County.

When Fort Bend County leadership approved \$23.5 million in federal CARES funds to assist eligible residents with their rent/mortgage, FBCSS was instrumental in the distribution of funds from the federal CARES Act. From June to October, FBCSS received 12,627 applications for assistance and staff will continue to assist with these funds through December, 2020. To date, 7,500 residents have been provided with rent/mortgage and/or utilities.

FBCSS also received \$350,000 in funding from the County for emergency assistance services. The services include utility, rent/mortgage, food, medication, emergency shelter, and transitional supportive housing. With these funds, it is anticipated that 271 clients will receive assistance with rent/mortgage, 400 with utilities and 103 clients will receive food assistance.

With the pandemic, it is anticipated that the need for emergency assistance funds will only increase. EFSP Phase 38 funds will allow FBCSS to continue to assist residents with rent/mortgage, utilities and food after the CARES and County funds are depleted. Without EFSP funding, the continued economic impact of the pandemic will force more residents in Fort Bend County to go without basic human needs.

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b. Supplement and Extend continued (1000 Characters):

III. CLIENT (HOMELESS/FORMERLY HOMELESS INVOLVEMENT):

- a. Federal provisions require that EFSP LROs involve homeless individuals and families in the operation of their program, to the extent practicable so that the intended beneficiaries of service have a voice in service delivery. **Please describe the involvement of homeless/formerly homeless individuals and families in the operation of your program. If this involvement is not practicable for your agency, please explain.** (3350 Characters)

Fort Bend County Social Services works in partnership with the Harris/Fort Bend Coalition for the Homeless. In 2013 FBCSS spearheaded the Fort Bend County Homeless Coalition. The purpose of the coalition is to bring together organizations in the county that provide services to the homeless, identify gaps in services and identify strategies to best meet the needs of clients with limited funding.

Service providers include Fort Bend Family Promise, Salvation Army, Second Mile Mission, St. Laurence Catholic Church, Sugar Grove Church of Christ, Project Lift, Access Health, United Way of Greater Houston (Fort Bend), Fort Bend EMS, Fort Bend County Sheriff's Office and Fort Bend County Behavioral Health. In the last year, Fort Bend County Social Services served 189 clients presenting themselves as homeless and needing emergency shelter, or transitional supportive housing services.

In 2013, to guide the development of program operations, Fort Bend County Social Services began the process of surveying clients who present themselves as homeless and/or formerly homeless. When asked about the factors and/or indications that have led them to become homeless, 31% of the clients gave the following responses, criminal background, disabled, divorced, family abandonment, flooding, home fire, home flood, home loss, home repairs, in transition, incarcerated, loss of documents, medical expenses, relocation and substance abuse. 22% of the clients reported eviction/foreclosure, 11% of the clients were victims of domestic violence, 6% of the clients reported mental health, 25% reported at risk of eviction, loss of income/less hours of work, loss of support/death in the family, medical, relocation/transition and 5% reported being unemployed. When asked about gaps in services 11% of the clients reported "OTHER". "OTHER" responses included: No aftercare while in jail, no drug rehab programs, no veteran services, no domestic violence assistance, no moving services and no family support, 33% of the clients reported shelters, 17% of the clients reported resources, 13% of the clients reported employment, 22% of the clients reported affordable housing, 7% responded less than 2% (Childcare, food, gasoline, mental health treatment and medications). Of all clients responding to this survey 100% of the clients reported English as their primary language 47% of the clients reported as African American, 49% as Caucasian, 1% as Other, 1% as Multi Racial and 2% as American Indian. 21% of the clients reported being unemployed while 79% reported having employment.

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IV. FINANCIAL INFORMATION:

- a. Program Level Budget (Excel Spreadsheet)
 - i. Follow the directions provided in the Excel Spreadsheet when completing budget. No additional budget information should be entered other than requested information.
 - ii. For the period of January 1, 2020 to May 31, 2021
- b. Audit Review: Attach your latest audit or financial statement as directed in the Competition Overview Document. **See page 42 of the EFSP Phase 35 Manual for complete audit requirements.**

V. INTAKE PROCEDURES:

- a. Describe the steps per each expense activity (Food, Served Meals, Other Food, Mass Shelter, Rent/Mortgage, Utility Assistance) for which you are requesting funds. This should include but is not limited to the process a client goes through when applying for EFSP assistance:
 - i. Days and hours of operation (550 Characters):

Clients are seen by appointment and walk-ins are welcome Monday through Friday between the hours of 8:00am-5:00pm. When necessary, hours are extended to meet the need of the clients. Services are provided at two locations, the West End Location at 4520 Reading Road, Suite A-900, Rosenberg, Texas 77471 and the East End Location at 307 Texas Parkway, Suite 235, Missouri City, TX 77459.

- ii. Required documentation (925 Characters):

Food Assistance: proof of house hold income, Fort Bend County proof of residency, photo identification, and proof of need of demonstrating that all income has been exhausted.

Rent/Mortgage Assistance: proof of household income, Fort Bend County proof of residency, photo identification, proof of need by demonstrating that all income has been exhausted, provide current rental lease agreement, mortgage statement, or written statement from landlord stating one month's rent and due date. All aforementioned items must be in the client's name.

Utility Assistance: proof of household income, proof of residency of Fort Bend County, provide photo identification, proof of need by demonstrating that all income has been exhausted, provide original utility bill, all supporting

- iii. Eligibility requirements: (1900 Characters)

Food Assistance: Clients are deemed eligible for food assistance if they provide required documentation, are residents of Fort Bend County and provide proof of need and or can demonstrate all income sources have been exhausted. The dollar amount of assistance is based upon "2012 Meal Gap Data Report" and is calculated at \$130.00 per household. Clients are allowed assistance one time per fiscal year.

Rent/Mortgage Assistance: Clients requesting rent/mortgage assistance must not be paying or planning to pay more than 75% of income on rent/mortgage, must be a resident of Fort Bend County, must demonstrate all household income has been exhausted and must provide all required documentation. Limitations: the following fees or taxes are not paid to include: property taxes or any other taxes related to the property, homeowners or renter's insurance, neighborhood association fees, sewage fees, legal fees, late fees, and condominium maintenance fees.

Utility Assistance: Client must be a resident of Fort Bend County, demonstrate they have exhausted household income, provide required documentation and all supporting documentation must be in client's name. Limitations: Clients are allowed assistance one time per fiscal year. EFSP assistance is stabilizing clients from becoming homeless and/or going into foreclosure.

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iv. How is your EFSP activity **stabilizing** your beneficiaries for future independence?

For LROs applying for Rent/Mortgage and/or Utility Assistance, please include a description of how your agency ensures clients do not receive undue benefit/duplication of service in these categories. (4900 Characters)

The vision of Fort Bend County Social Services is to "guide individuals and families in their transition from crisis to sustainability". The staff works diligently to provide case management services to the County's most vulnerable populations. Through this service, clients are connected with other resources provided by partnering agencies who are members of Fort Bend County Collaborative Information System (FBCCIS). However, since March of 2020 with the number of assistance requests, it has been challenging for our staff to provide comprehensive case management. As much as possible in this crisis, FBCSS is allocating funds to keep residents in their homes and prevent homelessness.

FBCSS has several safeguards in place to ensure clients do not receive undue benefit/duplication of services:

In general, rent/mortgage and/or utility assistance is provided only once per year per household. With each client, the case managers and eligibility workers to notate this assistance in Caseworthy, the case management system utilized by FBCSS. It is the responsibility of case managers and eligibility workers to check the last date of service and source of funding with each client visit/assessment. Clients are also asked to provide the names, birth dates and Social Security number for each member of their household. Caseworthy has a feature that can check for duplicates throughout the system.

FBCSS has utilized HMIS to collect data for the EFSP program for the past four years and prior to that, HMIS was used for the Emergency Solutions Grant. In the last four years, twelve staff members have had access to HMIS and have utilized the system to ensure against duplication of rent and utility assistance.

Lastly, in the past, FBCSS has been the only provider of EFSP funds in Fort Bend County.

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VI. FOR MASS SHELTERS AND SERVED MEALS ONLY: INDICATE THE LAST DATE THE AGENCY RECEIVED THE PERMITS AND/OR INSPECTIONS LISTED BELOW (if more than one facility, attach information for each facility):

Occupancy Permit	NA
Elevator Permit	NA
Boiler Permit	NA
Fire Code Inspection	NA
Health Dept. Permit	NA
Other	NA

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EFSP PHASE 38

EFSP Summary Budget

Instructions: Please choose an activity from the drop-down menu and complete the budget accordingly. Enter in a detailed description for the unit of service for the selected activity. Fill in the amounts for each expense category for EFSP and Non-EFSP fund amounts should match the amounts entered into the Program Level Budget

Activity:	Rent/Mortgage
Activity:	Utility Assistance
Activity:	Other Food
Activity:	

Narrative Description for
Budgets &
Administrative/Supplies
Line Items

A total of \$270,800 is requested to provide rental/mortgage assistance. Rental/mortgage assistance is provided up to FMV of \$1157 for two bed rooms or \$1551 for three bed rooms. An average of \$1350 was used to calculate that an anticipated 200 households will benefit from this service. Additional funds for rent/mortgage assistance are being requested for EFSP Phase 38 from the increase demand/need resulting from the pandemic. A total of \$108,750 is requested to provide utility assistance. Utility assistance is provided up to \$150 or more as per EFSP guidelines. It is estimated that 725 households will benefit from this service. Lastly, \$78,000 is requested to provide Other Food assistance. Other Food will be provided in the form of voucher in the amount of \$130 per voucher. It is estimated that 600 households will benefit from this service.

Expense Category	Non-EFSP Funds	EFSP Funds Request	TOTAL BUDGET
Mass Shelter	\$ -	\$ -	\$ -
Rent/Mortgage	\$ 270,800.00	\$ 270,800.00	\$ 541,600.00
Utilities	\$ 108,750.00	\$ 108,750.00	\$ 217,500.00
Food - Served Meals	\$ -	\$ -	\$ -
Other Food	\$ 78,000.00	\$ 78,000.00	\$ 156,000.00
Supplies/Equipment	\$ -	\$ -	\$ -
Administration	\$ -	\$ -	\$ -
Total Activity Cost:	\$ 457,550.00	\$ 457,550.00	\$ 915,100.00

EFSP PHASE 38 PROGRAM LEVEL BUDGET

PROGRAM LEVEL BUDGET							
Program	Non-EFSP Service Units	Cost per Non-EFSP Service Unit	Non-EFSP Funds	EFSP Service Units	Cost per EFSP Service Unit	EFSP Funds Request	Percentage EFSP
Mass Shelter (Unit: On-site Nights)		12.50	-		12.50	-	
Rent/Mortgage (Unit: Bills Paid)	200	1,354.00	270,800.00	200	1,354.00	270,800.00	50.00%
Utility Assistance (Unit: Bills Paid)	725	150.00	108,750.00	725	150.00	108,750.00	50.00%
Served Meals (Unit: No. of meals per person)		2.00	-		2.00	-	
Other Food (Unit: No. of meals per person)	600	\$ 130.00	78,000.00	600	130.00	78,000.00	50.00%
Total Funds	Total Non-EFSP		\$ 457,550.00	Total EFSP		\$ 457,550.00	50%