

Emergency Food & Shelter Program (EFSP)

Phase 32

Application for Funding
Seminole County (1718)

Submittal Instructions:

Submit one (1) original application with all requested attachments by 4:30pm on Wednesday, April 15, 2015 to Heart of Florida United Way, 1940 Traylor Blvd., Orlando, FL 32804. Additionally, email a signed copy of application with ALL attachments to: delitza.fernandez@hfuw.org.

NO EXCEPTIONS

Applications will **not** be accepted after the submission deadline. No handwritten applications will be accepted. Submitted applications will **not be reviewed for funding and will be returned** to agency if:

- Any portion of this application is altered or incomplete
- Attachments are not submitted
- Directions are not followed

Required Attachments:

- Proof of Incorporated/recognized status in the State of Florida as a nonprofit organization
- Proof of Tax Exempt Status under Internal Revenue Code 501(c)(3)
- List of Organization's Board Members
- Last Independent Annual Audit for the most recent fiscal period **Blue Audit**
- Management Letter or letter from CPA indicating no management letter was issued

Agency Name: The Salvation Army Sanford Corps (Seminole County)

Certification

Our signatures acknowledge that the information contained in this funding application is accurate to the best of our knowledge. In addition, our signatures certify that this request is consistent with our organization's Mission, Articles of Incorporation, and By-Laws.

In accepting Emergency Food & Shelter National Program funds, the agency certifies that it will practice non-discrimination with regard to client assistance.

Furthermore, acceptance of emergency food and shelter program funds constitutes acceptance to comply with all criteria, policies and procedures of the national and local boards.

Kathy McDonald
Chief Volunteer Officer (type or print)


Chief Volunteer Officer Signature (sign in blue ink)

April 15, 2015
Date

Lt. Carlos Rojas
Chief Professional Officer (type or print)


Chief Professional Officer Signature (sign in blue ink)

April 15, 2015
Date

Emergency Food & Shelter Program (EFSP)

Phase 32

Application for Funding

Seminole County

Date: April 10, 2015

Agency Name: The Salvation Army Sanford Corps

Agency Address: 700 W. 24th Street (mailing: P.O. Box 1946 Sanford 32772)

City: Sanford **State:** FL **Zip Code:** 32771

Congressional District (3-digit number): 007 **County:** Seminole

DUNS #: 124238630 **Federal Taxpayer ID#:** 59-0631403

Agency Fiscal Year
(MM/DD/YY): October 1, 2014 to September 30, 2015

President/Board Chair Information
Name: Mrs Kathy McDonald Phone: 407-810-6605

Chief Professional Officer Information
Name: Lt. Carlos Rojas Title: Corps Officer
Email: carlos_rojas@uss.salvationarmy.org Phone: 407-322-2642

Agency Contact Person Information (for EFSP Process)
Name: Mrs. Rhonda Combs-Jenkins Title: Soc. Ser. Coord
Phone: 407-322-2642 x 224 Fax: 407-324-2260
Email: rhonda_jenkins@uss.salvationarmy.org

Agency's Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination."

The Salvation Army was formed for the purpose of meeting the spiritual needs of people untouched by ministries of established churches, when at the time providing for the basic human needs of people who have fallen. The Salvation Army branding promise of "Doing the Most Good" is an affirmation; a promise to "Do the Most Good" with donations of time, money, and material resources in the fulfillment of the mission,

**Local EFSP Board Policy & Procedure
Organization Eligibility**

Eligibility

For an organization to be eligible for funding it must:

1. be a non-profit organization or an agency of the government;
2. practice non-discrimination with regard to client assistance, including those with language barriers;
3. have an accounting system and have **an annual, independent audit (NO EXCEPTIONS)**;
4. provide a copy of the most recent annual audit and management letter, Board response to management letter or letter from CPA indicating no management letter was issued;
5. for voluntary organizations, have a voluntary Board of Directors who receives no remuneration for holding the position;
6. demonstrate that program has been serving clients for a minimum of one (1) year;
7. provide services during specified hours on a regular basis, at an identifiable location. (A designated person should be present at the location during specified times of operation to provide assistance to those in need.);
8. as an employer, abides by the Federal Drug-Free Workplace Act of 1988;
9. provide case management to individuals seeking assistance (see case management standards attachment)

A copy of an LRO's annual audit and Management Response or Corrective Action Plan (as appropriate) must be forwarded to the National Board if:

- the LRO received \$500,000 or more in federal funds
- the LRO has "findings" in their annual audit
- the LRO received a "qualified" opinion
- the LRO received "no opinion" or an "adverse opinion".

Additionally, the Local Board may no longer fund an LRO that received "no opinion" or an "adverse opinion". Once an agency has again achieved an "unqualified" or "qualified" opinion, they may be considered for funding.

Failure to comply with all Board Policies and Procedures will be subject to denial or removal of funds.

Funds are to be used on an ongoing basis to supplement and extend food and shelter services, not as a substitute for other program funds or to start new programs.

By signing below, I certify that my agency meets the above eligibility requirements.



Chief Professional Office Signature

April 15, 2015

Date

**EFSP Phase 32
Seminole County
Funding Request Breakdown**

NOTE: Only whole dollar amounts

Direct Assistance to Individuals/Families (funds paid out on behalf of the client)

Category	Funding Requested	Number of Bills to be Paid*
Rent/Mortgage (Housing Assistance)	\$ 22,500.00	30 (bases on an \$750 average)
Utilities	\$ 2,500.00	8 (based on an \$300 average)

Note: All rent/mortgage/utility payment requests will be submitted to Heart of Florida United Way, who will then issue payment directly to the vendor.

* Count one bill for each household (family or single individual) to be served.

Additional Service Categories

Category	Funding Requested	Number of Meals to be Provided <small>Estimate based on \$2 per person, per meal</small>
Other Food (Pantry)	\$ 0	0

Note: All food purchases will need to be submitted to Heart of Florida United Way, who will then issue payment directly to the food vendor.

Category	Funding Requested	Number of Beds at Facility	Number of Bed Nights <small>Estimate based on \$12.50 per person, per night</small>
Mass Shelter	\$ 0	0	0

Category	Funding Requested	Number of Meals to be Provided <small>Estimate based on \$2 per person, per meal</small>
Meals Served	\$ 0	0

Overall Funding Request Total	\$ 25,000.00
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Training and Implementation of Phase

All caseworkers and/or staff providing services (screening and evaluation) for rent/mortgage, & utilities must attend the yearly mandatory training. The Designated Trainer will train all caseworkers hired after the mandatory training date.

Please complete the information below for the identified designated trainer, who will train all caseworkers or staff hired after the mandatory training date and be responsible for ensuring accuracy of paperwork submitted to Heart of Florida United Way's Emergency & Homelessness Services (EHS) Division. **Designated trainers for agencies awarded rent/mortgage and/or utilities funds are required to attend the Emergency Funds Network (EFN) meetings.**

Designated Trainer Information:	Name: <u>Rhonda Combs-Jenkins</u>	Title: <u>Social Service Coordinator</u>	
	<u>BS in Occ. Therapy</u>		
	<u>27 yrs in Soc. Ser/ Case Mgt field</u>		
	Qualification: <u>Completed UCF Case Met Training</u>	% of time: <u>90%</u>	

Please provide the name of other staff, titles, qualification, and percent of time dedicated to this service:

Staff Information:	Name: <u>Janice Williams</u>	Title: <u>Social Service Assistant</u>	
	<u>5 years assisting in Soc. Ser</u>		
	Qualification: <u>Completed UCF Case Mgt. Training</u>	% of time: <u>20%</u>	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Staff Information:	Name: _____	Title: _____	
	Qualification: _____	% of time: _____	

Agency Information

Brief description of agency:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination." The Salvation Army was formed for the purpose of meeting the spiritual needs of people untouched by ministries of established churches, when at the time providing for the basic human needs of people who have fallen. The Salvation Army Sanford Corps has been providing services to Seminole County residents since 1929. We served over 8200 individuals through our Emergency Financial Assistance and Food Pantry Program, our Community Center (spring and summer day camp and after school open gym). During the holidays households were assisted with food gift cards, toys gifts and clothing throughout Seminole county.

List of agency services:

Emergency Services: Financial assistance and Case Mgt.
Food Pantry
Community Center
Diaster Services

Please provide a statement of your capability and capacity to provide these emergency programs, such as the screening and evaluation of applicants, in accordance with the national emergency food and shelter guidelines.

The Salvation Army of Seminole County has been providing Emergency Services to the community for over 30 years. The majority of applicants are screened and scheduled through 211 Information and Referral when seeking financial assistance. Some clients are still screened and scheduled by the case worker if appointments are available. During appointed time all applicants are individually interviewed to evaluate their immediate needs and eligibility. Client must provide valid ID's for all adults, soc. sec. cards for all household members, proof of all income and bills. Before assistance is given all information is verified and cls. names and social security numbers are cleared through MAAClink.

Once determination is made if client can benefit from other services or assist the family in self sufficiency referrals are made to other agencies. Assistance may be given to obtain appointments for further assistance or suggestions are made to client as to how they can some financial stressors by cutting back in certain areas.

Program Information Section

*** Please complete **one (1)** Program Information Section for each program accessing EFSP funding during this phase ***

Name of Program: Emergency Services

Brief program description and services:

Emergency Services: Provides assistance to those in an immediate crisis situation. The Salvation Army Emergency Services provides financial assistance of rent/ mortgage, utilities (ie water, electric and gas for cooking and heating), limited prescription assistance and food assistance to families and individuals in need of immediate assistance.

List below all geographic locations where this program will provide EFSP funded services:

Address	Days and Hours of Operation	# of households served per week at site	Type of Services Provided
700 W. 24 th Street Sanford, FL 32771	Mon-Thur 8:30a - 12p & 1p - 5p Fri 8:30a - 12p		<input checked="" type="checkbox"/> Housing/Utilities <input type="checkbox"/> Mass Shelter <input type="checkbox"/> Meals <input checked="" type="checkbox"/> Food Pantry
			<input type="checkbox"/> Housing/Utilities <input type="checkbox"/> Mass Shelter <input type="checkbox"/> Meals <input type="checkbox"/> Food Pantry
			<input type="checkbox"/> Housing/Utilities <input type="checkbox"/> Mass Shelter <input type="checkbox"/> Meals <input type="checkbox"/> Food Pantry
			<input type="checkbox"/> Housing/Utilities <input type="checkbox"/> Mass Shelter <input type="checkbox"/> Meals <input type="checkbox"/> Food Pantry

of Unduplicated clients served by this program last year (historical):

543 households (1368 individuals)

Service Category	Clients Served & Direct Assistance Provided Through Program			
	# of Clients Served During Last Program Year (Historical)	Direct Assistance Paid to Vendors for Category (Historical)	# of Clients to be Served Current Year (Projection)	Direct Assistance Paid to Vendors for Category (Projection)
Rent/Mortgage	45 (in house)	\$18,421	150	\$20,000
Utilities	120 (inhouse)	\$32,627	220	\$35,000
Other Food				
Mass Shelter				
Meals Served				

	EFSP Funds Requested Per Category For <u>This Program</u>
Rent/Mortgage	\$20,000.00
Utilities	\$5,000.00
Other Food	\$
Mass Shelter	\$
Meals Served	\$

Program Budget

Please provide the sources of funding and amounts for each of the categories included in your EFSP Application. Be as specific as possible (ex. XYZ Foundation - \$XXXX), but do not include individual donor names – those can be listed together and labeled "Individual donors".

NOTE: Do not include funds that are received through Heart of Florida United Way's Emergency & Homelessness Services (EHS) Division (such as ENF, EUAP, FEF, FNF, and OUC); HFUW will provide this information to the EFSP Boards. Additionally, do not include EFSP funds previously received or projected to receive.

Program Funding Source(s)	Last Fiscal Year	Current Fiscal Year
McCormick Fund	40,000	Proposal Pending
KBC Development	25,000	25,000
Florida Power & Light	19,419	8928 (to date)
Insurance Risk Services	10,000	10,000
CPH Engineers	3000	3000
TOTAL PROGRAM REVENUE:	\$97,455	\$46,928

NOTE: EFSP funds are intended to *SUPPLEMENT* existing services. If no additional funding sources are identified above, application will not be considered.

Program Expenses	Last Fiscal Year	Current Fiscal Year
Program Personnel:		
Professional Staff Salaries	4159	4022
Support Staff Salaries	64723	58803
Employee Benefits	16741	20368
Payroll Taxes/Other	8503	6092
Program Occupancy:		
Building Lease/Rent		
Maintenance	1459	1676
Occupancy and Utilities	13017	15954
Insurance	2708	4127
Program Operations:		
Office Supplies	1051	1909
Office Expense/Computer	936	6674
Communication	4868	4103
Printing	381	267
Professional Fees/Outside Consultants	1985	676
Staff Travel	477	
Miscellaneous Expenses	107	160
Direct Assistance for Clients (rent, utilities, etc.)	65100	48343
TOTAL PROGRAM EXPENSES:		
	\$186,215	\$173,174

State of Florida



Department of State

I certify from the records of this office that THE SALVATION ARMY is a corporation organized under the laws of Georgia, authorized to transact business in the State of Florida, qualified on September 10, 1928.

The document number of this corporation is 803387.

I further certify that said corporation has paid all fees and penalties due this office through December 31, 1993, that its most recent annual report was filed on March 25, 1993, and its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the
Great Seal of the State of Florida,
at Tallahassee, the Capital, this the
Seventh day of April, 1993



Jim Smith

Jim Smith
Secretary of State

Department of the Treasury

Distric
Director

10 MetroTech Center
625 Fulton St., Brooklyn, NY 11201

Date: JUN 28 1995

Salvation Army &
Its Components
440 West Nyack Road
West Nyack, NY
10994-1740

Person to Contact:
Patricia Holub
Contact Telephone Number:
(718) 488-2333
EIN: 13-5562351

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Salvation Army & Its Components.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

Patricia Holub
Manager, Customer
Service Unit

Name of Organization: Salvation Army & Its Components

Date of Exemption Letter: June 1933

Exemption granted pursuant to section 501(c)(3) of the Internal Revenue Code.

Foundation Classification (if applicable): Not a private foundation as you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Internal Revenue Code.

TAX IDENTIFICATION NUMBER

THE SALVATION ARMY
A GEORGIA CORPORATION
1324 N.E. EXPRESSWAY, N.E.
ATLANTA, GEORGIA 30322
INTERNAL REVENUE SERVICE
PO. 58-0680607

Advisory Board Members

Name	Board Position	Business Affiliation/Professions
David Beougher	Treasurer	Accountant
Cathie Boyers	Secretary	Endowment, Seminole Community College
Joseph Davis	Emeritus Member	Retired Judge
Lisa Finnerty	Member	Realtor, Porzig Realty
Carem Gager	Member	Retired School Principal
Wallace Hall	Member	Retired Judge
Steve Harriett	Member	Chief Deputy, Seminole County Sheriffs Office
Ron Jernigan	Member	Jernigan Properties, Owner
Clyde Long	Life Member	Retired Banker
Kathy McDonald	Chairperson	Office Manager
David Morris	Member	Electrical Contractor
Bill Stack	Member	IT/ Communications, Orlando/Sanford Airport
Walter Smith	Member	Retired Realtor
Alice Sterling	Member	Optometrist, Florida Eye Clinic
Joe Williams	Member	Projects Unlimited Owner/ Ret. Educator




THE SALVATION ARMY
Founded in 1865 by William Booth
SOUTHERN TERRITORY

Corps: Sanford Corps

Officer in Charge: Lt. Carlos Rojas

Period Ending: 09/30/14


Finance Officer

**The Salvation Army Sanford Corps
Statement of Financial Position
for the fiscal year ended September 30, 2014**

Assets

Cash in Bank - Corps	37,091
Cash in Bank - Home League	840
Cash in Bank - FEMA	-
Petty Cash	500
Deposits at HQ	68
Trust Accounts	-
Accounts Receivable	-
Prepaid Expenses	265
Equipment	195,471
Accumulated Depreciation	(130,119)
Auto Reserves	13,342
Property Reserves	6,660
Total Assets	124,118

Liabilities

	-
Accounts Payable	66,502
Exchange	-
Total Liabilities	66,502

Surplus/(Deficit)

	-
Current Years Surplus/(Deficit)	(84,789)
Prior Year Adjustments	-
Prior Years Surplus/(Deficit)	142,405
Total Surplus/(Deficit)	57,616

**The Salvation Army Sanford Corps
Statement of Activities
for the fiscal year ended September 30, 2014**

Income

Unrestricted Donations	48,613
Seasonal Appeals	646,613
Meeting Collections	948
Cartridges	6,269
World Services	1,152
Harvest Festival	-
Restricted Donations	45,826
Gifts in Kind	74,384
Special Fund Raising	180
Contra/Allocation Account	657
United Way Appropriation	32,664
Unassc & Non-Federated Funds	11,079
Unrestricted Funds	43,643
Public Funds	-
Membership Dues	315
Program Service Fees	29,158
War Cry Sales	-
Vending Machine Sales	37
Sales - Store	-
Sales - Rags	-
Sales - Welfare Vouchers	-
Interest Income	68
Sundry Income	-
Gain/Loss on Sale of Asset	500
Dividends and Interest	-
Realized Gain/Loss	-
Unrealized Gain/Loss	-
Total Income	942,105

**The Salvation Army Sanford Corps
Statement of Activities
for the fiscal year ended September 30, 2014**

Expense

	Total	Administrative	Fund Raising	Program Exp	Not Functionalized
Salaries - Officer's Allowance	42,523	12,478	-	30,046	-
Salaries - Professional	-	-	-	-	-
Salaries - Non Exempt	220,055	27,985	34,382	157,689	-
Salaries - Temp/Seasonal	107,637	-	89,655	17,981	-
Life & Accident Insurance	460	86	26	348	-
Medical & Hospital	60,905	7,347	4,052	49,506	-
Pension & Retirement	16,601	2,212	845	13,543	-
FICA Taxes	24,981	2,228	9,191	13,562	-
Worker's Compensations	8,784	-	1,757	7,027	-
Professional Fees & Expenses	524	36	18	470	-
Audit Fees	6,500	-	2,600	3,900	-
Data Processing Fees	3,369	658	909	1,802	-
Medical Supplies	-	-	-	-	-
Uniforms	1,308	-	297	1,011	-
Educ, Rec, & Craft Supplies	3,297	-	-	3,297	-
Food Purchases	-	-	-	-	-
Laundry, Linen, Housekeeping Supplies	-	-	-	-	-
Office Supplies	13,442	251	4,248	8,944	-
Duplicating & Printing Supplies	-	-	-	-	-
Goods Purchased for Resale	-	-	-	-	-
Reconditioning Materials	-	-	-	-	-
Kitchen, Dining Room Supplies	254	-	-	254	-
Miscellaneous Supplies	-	-	-	-	-
Office Telephone	11,592	-	-	11,592	-
Cellular Telephone	4,514	122	2,305	2,086	-
Quarters Telephone	270	-	-	270	-
Postage & Shipping	12,949	-	11,876	1,073	-
Messenger & Delivery Services	237	26	-	211	-
Local Rents	140	-	-	140	-
Building & Equipment Insurance	12,283	-	839	11,444	-
Mortgage & Note Financing	-	-	-	-	-
Utilities	36,854	-	7,148	29,706	-
Property Upkeep & Repairs	23,731	108	308	23,314	-
Janitorial Supplies	2,283	-	371	1,912	-
Dump Fees	-	-	-	-	-
Furnishings & Equipment - Maintenance	3,859	-	608	3,251	-
Furnishings & Equipment	47,180	-	10,722	36,458	-
Printed Materials	44,487	-	42,727	1,760	-
Subscriptions	-	-	-	-	-
War Cry Costs	1,096	-	-	1,096	-
Advertising & Public Information	-	-	-	-	-
Other Transportation & Meals	4,559	-	266	4,294	-
S. A. Vehicles - Operating Costs	17,587	-	5,389	12,198	-
S. A. Vehicles - Insurance	6,867	-	1,373	5,494	-
Councils, Conf, & Institutes	8,516	-	-	8,516	-
Annual & Special Meetings	1,007	-	-	1,007	-
Financial Asst - Regular	61,921	-	-	61,921	-
Financial Asst - Seasonal/Disaster	77,564	-	-	77,564	-
Statewide Service	17,404	-	-	-	17,404
Organization Membership Costs	-	-	-	-	-
Christmas Remembereances	324	-	-	324	-
World Services & Harvest Festival	13,539	-	-	13,539	-
Sundry Expense	1,287	-	-	1,287	-
Appropriations Expense	(43)	-	-	(43)	-
Support Service	85,278	-	-	-	85,278
Depreciation Expense	18,970	-	6,329	12,641	-
	-	-	-	-	-
Total Expenses	1,026,894	53,536	238,241	687,217	102,682
Current Year Surpluss/(Deficit)	(84,789)	-	-	-	-