



## UPPER DUBLIN CITIZEN EMERGENCY FUND

*A 501(c)(3) charitable, non-profit organization entirely funded by private donations.*

### FAQs

*(Updated 10/22/2021)*

#### ABOUT THE UPPER DUBLIN CITIZEN EMERGENCY FUND

Established in 2018, the Upper Dublin Citizen Emergency Fund (UDCEF) was created to provide relief to distressed persons in Upper Dublin Township facing a critical, immediate need for food, shelter, medical care or clothing for their health and well-being.

Natural Disaster Inclusion: Expenses related to natural disasters, such as the flooding and tornadoes associated with Hurricane Ida, will be considered in the period immediately following an event, concluding at a future time to be determined.

#### ELIGIBILITY TO RECEIVE CEF ASSISTANCE

Eligible recipients are those who reside in Upper Dublin Township and have a need meeting the above criteria. Also considered are immediate needs beyond those listed resulting due to unforeseen circumstances. Assistance is intended for those who are without sufficient economic resources to fund needs. Proof of residency may be requested.

Natural Disaster Exception: A residential property owner who rents their Upper Dublin property, but incurred expenses on that property as a result of a natural disaster, is also eligible as long as the expenses cannot otherwise be covered by insurance or other resources. Proof of ownership may be requested.

#### LIMITS OF ASSISTANCE and REFERRAL TO OTHER RESOURCES

- One application per Upper Dublin address may be submitted per calendar year (1/1-12/31) (see Natural Disaster Exception)
- The maximum amount that may be requested on any one application is \$1,000.00.
- There is no guarantee of award or amount of award.
- Applicants may be redirected to an agency or organization better suited to respond to the situation or request.

#### HOW TO APPLY FOR CEF ASSISTANCE

Find a UDCEF Application (fillable and printable) [HERE](#) or on the Disaster Recovery page of the township website ([www.upperdublin.net](http://www.upperdublin.net))

Paper copies of the UDCEF Application may be found in the Township Building Lobby (during business hours, 370 Commerce Drive\*). If you need assistance completing the form, call the Township's main number during business hours (215-643-1600 ext. 0).

In the case of an immediate need during non-business hours, please call 215-646-2101 (UPDP non-emergency #).

#### HOW TO COMPLETE and SUBMIT A CEF APPLICATION

Printable Form: Download - Print - Complete - Sign/Date - Mail, Drop-off, or Scan then Email  
Include documentation with submission – SEE REQUIRED DOCUMENTS

Fillable PDF: Download - Save - Open and Complete - Save - Attach to Email or Print then Mail or Drop-off  
Include documentation with submission – SEE REQUIRED DOCUMENTS

Complete and submit an application form by mail, drop-off or email. Photos that support the application are welcome, but not required. Applications may be submitted at any time. See Timeline and Award Determination for more information.

Mail or Drop-off: UPPER DUBLIN CITIZEN EMERGENCY FUND  
% Upper Dublin Township, 370 Commerce Drive\*, Fort Washington, PA 19034

Email: [UDCEF@upperdublin.net](mailto:UDCEF@upperdublin.net)

## REQUIRED DOCUMENTS

- Completed, signed and dated UDCEF Application
- Copy of applicable paid receipt(s) or supporting documentation, showing vendor, payment and date of service
- Completed, signed and dated Disclosures and Attestation Form, with statement from Insurance Company
- The Review Committee reserves the right to waive some or all of these requirements

## TIMELINE and AWARD DETERMINATION

The deadline for submission of 1<sup>st</sup> round UDCEF applications is November 30, 2021. Receipt of applications will be confirmed by email.

Applications with emergency and/or critical need will be prioritized and may be eligible for disbursement prior to the November 30, 2021 deadline.

UDCEF Applications will be reviewed upon receipt for completeness. Email or telephone contact will be made with an applicant if there is missing documentation or additional information is needed.

Following confidential review of completed applications:

- If approved, the applicant will be notified by email. A check will be issued within two (2) weeks.
- If denied, the applicant will be notified by email with an explanation and possible referral to an agency or organization better suited to respond to the situation or request.

## DISBURSEMENTS

Assistance is provided in the form of a check issued by the Upper Dublin Citizen Emergency Fund payable to the applicant or other entity as identified on the Application for UDCEF Assistance. The UDCEF is administered by Upper Dublin Township but funded entirely by private donations and grants.

## NON-DISCRIMINATION

It is the policy of the Upper Dublin Citizen Emergency Fund (UDCEF) to provide equal opportunity with regard to all terms and conditions of access to these funds. Upper Dublin Township, as UDCEF administrator, complies with federal laws, state laws and local Upper Dublin Township ordinance prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, sexual orientation, gender identity, gender expression, or any other legally-protected characteristic.

## TAXABLE INCOME

Please refer any questions related to assistance received from the Upper Dublin Citizen Emergency Fund being taxable income to an accountant or other financial advisor.

## DONATIONS

If you would like to donate, please mail or deliver a check (*made payable to **Upper Dublin Citizen Emergency Fund***) to UDCEF c/o Upper Dublin Township, 370 Commerce Drive\*, Fort Washington, PA 19034. You can also donate online via the township's online store.

The UDCEF has been granted IRS 501(c)(3) status as a charitable, non-profit organization.

*\*The Upper Dublin Township Building has been temporarily relocated to this address as a result of tornado damage to the municipal complex on Loch Alsh Ave.*