



Emergency Food and Shelter Program

Sonoma, Mendocino, and Lake Counties

Phases 39 and ARPA-R Applicant Workshop

February 2022



Sonoma, Mendocino,
Lake, Humboldt &
Del Norte Counties

Emergency Food and Shelter Program (EFSP) History

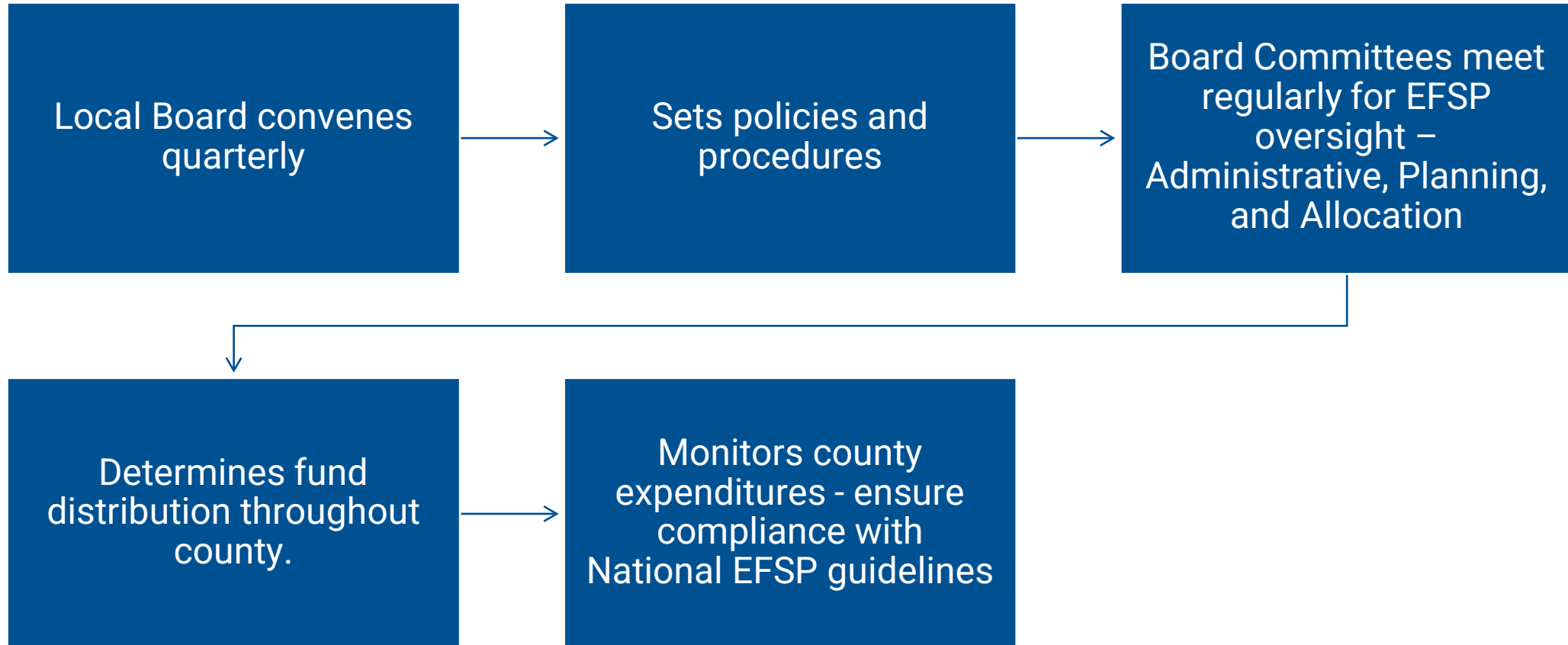
The Emergency Food and Shelter Program (EFSP) is a Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA).

McKinney-Vento Homeless Assistance Act of 1987 (PL 100-77) “to supplement and expand ongoing efforts to provide shelter, food and supportive services” for hungry and homeless people across the nation.

United Way of the Wine Country's Role

- United Way Worldwide serves as the fiscal agent for the EFSP and its staff is housed in United Way Worldwide headquarters. For more information about the EFSP National Board please visit www.efsp.unitedway.org.
- United Way of the Wine Country (UWWC) is administering the grant on a local level. For local-specific documents and forms please visit <https://www.unitedwaywinecountry.org/emergency-food-shelter-program/>
- The UWWC site contains the EFSP manual for your reference. This workshop outlines key points about EFSP, but our guidance is not a replacement for the manual.

EFSP Local Board Operation



Funding Overview

Sonoma

Phase 39
\$197,759

Phase ARPARR
\$611,227

Mendocino

Phase 39
\$34,158

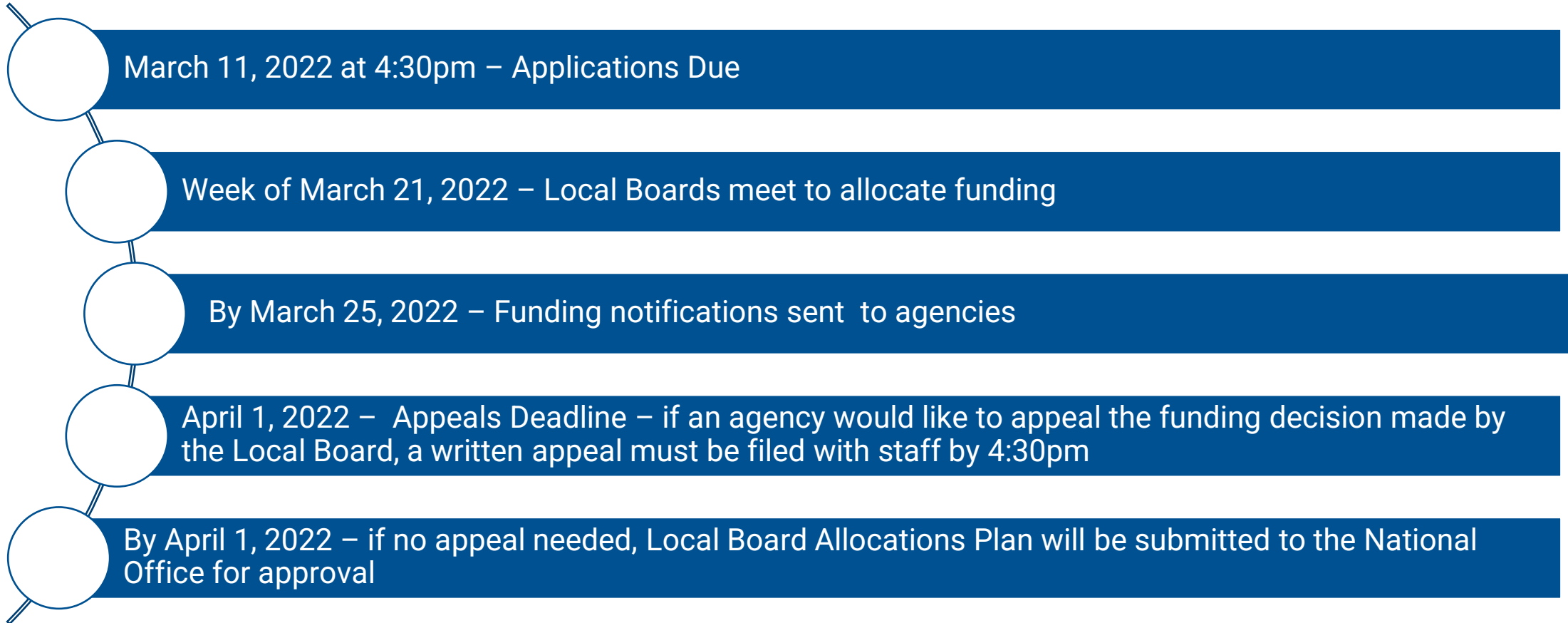
Phase ARPARR
\$105,573

Lake

Phase 39
\$31,614

Phase ARPARR
\$97,712

Phase 39 and ARPAPAR Timeline



Criteria for applying to EFSP

- Be nonprofit or an agency of government
- Not be debarred or suspended from receiving Federal funding
- Have a checking account and an accounting system or fiscal agent approved by Local Board
- Have a Federal Employer Identification Number
- Have a DUNS (Data Universal Number System) -*A DUNS (Data Universal Number System) Number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated. LROs are required to provide the 9-digit DUNS Number*
- Be providing services and using its other resources in the area in which they are seeking funding
- Practice nondiscrimination (those agencies with a religious affiliation must not refuse services to an applicant based on religion or require attendance to religious services as a condition of assistance).
- Have a voluntary board if private, or not-for-profit
- To the extent possible involve homeless individuals and families, through employment, volunteer programs, etc. in providing emergency food and shelter services.

Funding Request

- Your total funding request may not be greater than 25% of the sum of your agency's Program Budget for emergency services.
- The maximum request is \$100,000 total **per agency**. An agency may not ask for \$85,000 for their shelter and \$75,000 for their food pantry. The max would be \$100,000 total divided up by categories as the agency prefers.
- Agencies using per diem must have enough meals/bed nights available in the grant period to account for all funding. Agencies should only request what they can spend and document by April 30, 2023.

Eligible Program Areas

Food

Served Meals

Other Food

Food Bank

Shelter

Mass Shelter

Other Shelter

Rent/Utilities

Rental Assistance

Utility Assistance

Food Category Descriptions

- **Served Meals** – The Served Meals category is intended to allow mass feeding facilities to pay for the purchase of food items, items used to prepare and serve food, and other food-related items to assist in the mass feeding of eligible clients. Your agency must be awarded funds under mass feeding by your Local Board in order to have expenditures under the Served Meals category.
 - The approved per meal rate is \$3.00
- **Other Food** – The Other Food category is intended to allow agencies such as food pantries and food banks to pay for the purchase of food items, food vouchers and food gift cards/certificates to assist in the feeding of eligible clients.
 - All food vouchers must be clearly marked “food only”

Shelter Category Descriptions

- **Mass Shelter** – The Mass Shelter category is intended to allow mass shelter providers (five beds or more in one location) to provide on-site housing for eligible clients. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with this funding. An agency must be awarded funds under mass shelter by the Local Board in order to have expenditures under the Mass Shelter category.
 - The approved per diem rate is \$12.50
- **Other Shelter** – The Other Shelter category is intended to allow agencies to provide off-site emergency housing of eligible clients. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with this funding.

Rent and Utility Descriptions

- **Rental assistance** is limited to first month's rent (move-in) to end a household's homelessness OR up to 3 month's back rent/mortgage to prevent eviction/foreclosure and keep people housed. If more than one agency is awarded rental assistance funds, they must agree to work as a functional collaborative with other agencies, as the Local Board is required to ensure there is no duplication of funds to the same household in the grant period.
- **Utility assistance** will only be awarded to agencies providing services countywide, or to those with an existing rental assistance program. Agencies awarded with utility assistance must have a history of providing financial assistance in the community.

EFSP Application Instructions

Accessing the Application

- To view the application, visit:
<https://www.grantinterface.com/Process/Apply?urlkey=uwwc>
- To apply click on “Log On/Create and Account to Apply”
 - For new users, click on “Create a New Account”
 - For returning users, enter you logon credentials
- From the Applicant Dashboard, click the “Apply” button on the top of the page
- Select Emergency Food and Shelter Program – Phase 39 and ARPAP for your specific county
- Please read the Agency Eligibility information and ensure that you meet all of the criteria before applying for funding
- Applications are due March 11, 2022 at 4:30pm

Phase 39 and ARPAP Application Outline

EFSP Application

- Section 1 – Applicant Information
- Section 2 – Funding Request
- Section 3 – Program Information
- Section 4 – Current Program Funding Sources
- Section 5 – Accounting and Reporting Systems
- Section 6 – Proposed EFSP Services

Attachments

- Board of Directors roster
- Program policies and procedures
- Program budget form (applicants are required to use provide budget template)
- Current agency budget
- Most recent independent financial audit

Important Notes

- Funds are supplemental.
- The minimum amount awarded for Phase 39 and will be \$5,000. Do not apply for less than this amount. The maximum award will be capped at \$50,000 per agency per county.
- No pilot or new programs.
- Funds are not to be held or reserved for future use.
- The spending dates for Phase 39 and ARPAN is November 1, 2021 through April 30, 2023. No individual extensions will be granted.
- An organization can apply for BOTH a food and a shelter program. In this case, only one application will need to be submitted, but TWO budget forms must be filled out. It will also need to be made clear in the application why funding is needed for both programs under the same organization.
- EFSP awards are paid in two payments through the National Board, payments may be made after the end of the funding cycle.
- Agencies that cannot spend funds until after they are received may have a difficult time with the EFSP Grant, as the payments may not be received until after the close of the funding cycle.
- LROs are to keep their documentation records for three years after each end of program year. LROs are subject to review/audits at any time, even if the LRO has filed Final Reports and received clearing letters.

Scoring and Notification Process

- All applications will be reviewed and scored by the local board.
- Notifications are expected to be provided to funded agencies no later than March 9, 2022
- Payments will be made by the National Board
 - Returning LRO's will receive their first payment electronically directly into their checking account
 - Newly funded agencies will receive their first award payment via check.
 - Second payments will be made only electronically to the agencies bank.
 - Second payments will only be made after the "Interim Report – Second Payment Request" form is completed
 - LRO's that have an "Outstanding Compliance Issue" from any previous EFSP Phase will not receive a second payment from the National Board until the issue is resolved.

Resources

- For questions or concerns about the EFSP program or application process email Nicollette Weinzveg nicollette.weinzveg@unitedwaywinecountry.org
- For EFSP application documents and information visit: <https://www.grantinterface.com/Process/Apply?urlkey=uwwc>
- For EFSP national program information visit www.efsp.unitedway.org
- For additional information about United Way of the Wine Country visit www.unitedwaywinecountry.org



Thank you!

Questions? Please contact:

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