

Emergency Food & Shelter Program Grant Process

Thank you for your interest in applying for Emergency Food and Shelter Program (EFSP) funds.

By completing this application, your organization acknowledges that you agree to follow all program requirements and no organization is guaranteed funding through the program for any reason.

The information, below, has been compiled to help your organization determine its eligibility for and ability to administer EFSP funds. If you have questions about the program or the application, please feel free to contact (for Greater Danbury) Victoria Scofield 203-883-6704 or by e-mail to victoria.scofield@uwwesternct.org or (for Stamford) Meghan Hadley 203-883-6034 or by e-mail at meghan.hadley@uwwesternct.org.

About the EFSP

The Emergency Food and Shelter Program was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic (not disaster-related) emergencies. EFSP funding is Federal Funding awarded through the Department of Homeland Security and is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in qualifying jurisdictions to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter services.

EFSP is a restricted federal grant and there are no guarantees for funding. If funding is awarded, program expenditures are limited to food, meals, shelter, rent/mortgage assistance, and utility assistance. The list below provides general descriptions of allowable expenditures.

EFSP National Board breakdown of allowable usage of funds

A. **SERVED MEALS** – Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$3.00 as approved by the Local Board are allowable, not both.

B. **OTHER FOOD** – Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.

C. **MASS SHELTER** – Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. A per diem allowance of \$12.50 for on-site shelters of five beds or more are allowable. Transportation costs for shelter may be included here as a direct cost.

D. OTHER SHELTER – Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.

E. RENT/MORTGAGE – Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of a client's rent or mortgage for one month.

F. SUPPLIES/EQUIPMENT – Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. This category also includes the purchase of diapers and feminine hygiene products by agencies and clients.

G. EMERGENCY REPAIRS/BUILDING CODE – Agencies funded in this category must not use EFSP funding for routine maintenance or repairs. Agencies funded in this category must have had an unexpected emergency repair or building code citation that will cause the agency to close or curtail service without the work being done.

H. UTILITY ASSISTANCE - Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

Organizations administering the Emergency Food and Shelter Program must follow all rules for expenditures allowed within these categories as well as documentation requirements. Local Recipient Organizations (LRO) can find the program manual and other important information online at www.efsp.unitedway.org. If you are considering applying for funds for the first time and would like more information on documentation requirements, please refer to the online program manual or contact the Local Board Chair.

Eligibility:

Local Recipient Organizations must certify that they meet all eligibility requirements. **The following partial list of requirements has been provided to help your organization determine its eligibility for and ability to administer the EFSP:**

- Is a nonprofit or an agency of government with a Federal Employer Identification Number (FEIN)
- Has a Unique Entity Identifier (UEI) number issued by the System for Award Management (SAM.gov) for federal grant tracking
- Is not debarred or suspended from receiving Federal funds
- Demonstrated capability to provide emergency food and shelter services within the guidelines and restrictions of the EFSP
- Will use funds to *supplement and extend existing resources* and not to substitute or reimburse ongoing programs and services

- Has an accounting system and will pay all vendors by LRO check, LRO vendor issued credit card, or LRO debit card and understands that cash payments are not acceptable
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds
- Has not received an adverse opinion or no opinion audit
- Practices nondiscrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds)
- Has a voluntary board if private, not-for-profit
- Will comply with the Responsibilities and Requirements Manual, particularly the Eligible and Ineligible Costs section and will inform appropriate staff and volunteers of EFSP requirements
- Will provide all required reports to the Local Board in a timely manner
- Will expend monies only on eligible costs and keep complete documentation as required by EFSP on all expenditures for a minimum of three years after the end of the program
- Will expend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused funds to the National Board
- Has no known EFSP compliance exceptions in this or any other jurisdiction
- A financial management system is in place that provides for
 - Accurate, current, and complete disclosures of the financial results of EFSP
 - Records that identify adequately the source and application of funds for federally supported activities, including information pertaining to Federal awards, authorizations, obligations, un-obligated balances, assets, outlays and incomes.
 - Effective control over and accountability for all funds, property, and other assets
 - Procedures for determining eligibility of costs in accordance with EFSP manual.
 - Accounting records that are supported by source documentation. LROs must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, sign-in logs and any other documentation necessary to support costs under the program
 - A systematic method to assure timely and appropriate resolution of audit findings and recommendations