



EFSP Phase 41

Office Hours- Basic Understanding and Tips for a Successful Application



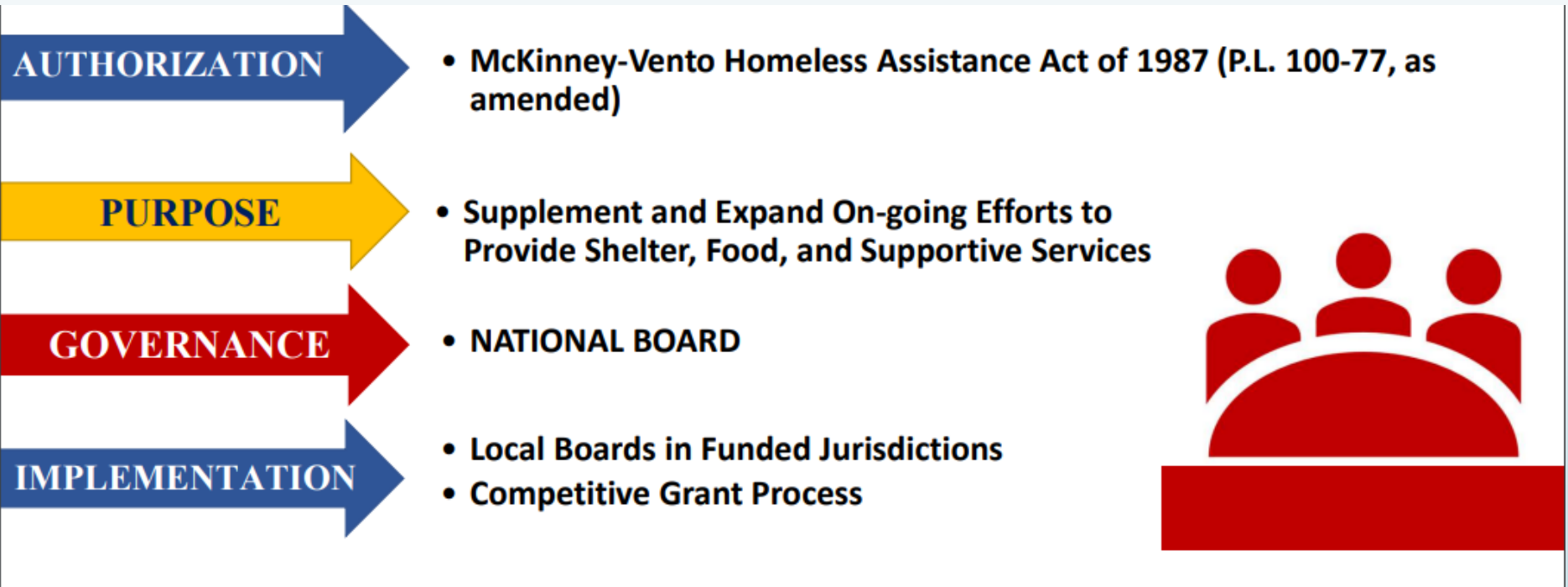
Emergency Food and Shelter Program Purpose and Intent

Duval County has been chosen to receive \$337,583.00 to supplement emergency food and shelter programs in Duval county. **The amount to be allocated to agencies is \$330,831.00.** The selection was made by a National Board that is chaired by the U. S. Department of Homeland Security's Federal Emergency Management Agency, and consists of representatives from American Red Cross; Catholic Charities, USA; National Council of the Churches of Christ in the USA; The Jewish Federations of North America, The Salvation Army; and United Way Worldwide.

The Local Board was charged to distribute funds appropriated by Congress to help expand the capacity of food and shelter programs in high-need areas around the country.

Spending Period- October 1, 2022 thru December 31, 2024.

Emergency Food and Shelter National Board Program



Applicant Eligibility Criteria

ELIGIBLE APPLICANT ORGANIZATIONS

- Nonprofit, faith-based, and governmental organizations that provide food, shelter, and supportive services within the intent of the program
- Past EFSP participation is not a requirement
- Submit applications to the Local Board for funding (point of contact can be obtained via the EFSP website, www.efsp.unitedway.org)
- Must have a Unique Entity Identifier (UEI) - <https://sam.gov>
- Must have a Federal Employer Identification Number (FEIN) - <http://www.irs.gov>
- Maintain a checking account in the organization's name for EFSP deposits
- Pay vendors directly within 90 days for services provided
- Submit required reports

Any agency that is awarded funds that participated in the EFSP in the past and has outstanding compliance exceptions must resolve them prior to the release of funds.



Emergency Food and Shelter Program Participant Eligibility Criteria/LRO Requirements

- Need based program, clients must qualify
- Local Recipient Organizations (LROs) may use their existing eligibility criteria or establish criteria for assistance
- Must provide assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation)
- Verification of proof of citizenship or qualified alien status is not required
- Funds are to support ongoing services, not for new projects
- Duval County only
- Mandatory HMIS participation for agencies providing rent, utilities or hotel/ motel assistance
- CoC Membership
- Due to limited funding, the requested amount must be at or below \$50,000.00

Local Board Implementation

COMPETITIVE GRANT PROCESS:

- Establish application process
- Advertise funding availability in local newspaper
- Keep minutes for the decision-making process
- Verify agency services
- Select agencies for funding
- Allocate the funds

PRIMARY RESPONSIBILITIES:

- Create written appeals process
- Create system to ensure no duplication of service for rent/mortgage and utility expenditures
- Submit all required reports and documentation to the National Board

ADMINISTRATIVE ALLOWANCE:

- 2% of jurisdiction's award

EFSP- Eligible Services and Expenditures

FOOD SERVICES

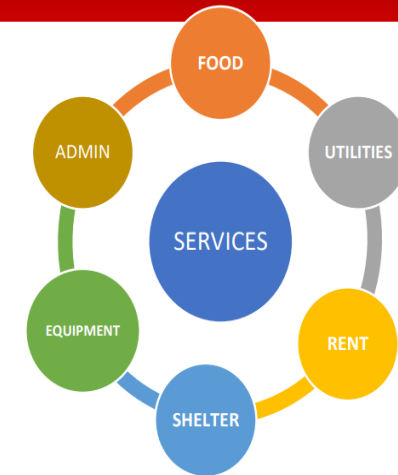
- Congregate Meals
- Food Purchases
- Home Delivery Meals (e.g., Meals on Wheels)

SHELTER SERVICES

- Mass Shelters (e.g., local shelter facilities)
- Hotel/Motel (up to 90 days per phase)
- Rent/Mortgage (up to 3 months or 90 days per phase)

SUPPLIES AND EQUIPMENT PURCHASES

- Cleaning Supplies For Shelters, Feeding Sites
- Small Equipment Purchases Up To \$300 Per Item (e.g., microwave)
- Personal Protective Equipment



UTILITY SERVICES FOR CLIENTS

- (gas, electric, water), up to 3 months or 90 days per phase

ADMINISTRATIVE ALLOWANCE

- 2% of Jurisdiction's Award
- Local Board Determines Use

Emergency Food and Shelter Program Changes/Guidance

ELIGIBILITY ITEMS	CHANGES / NEW GUIDANCE
Per Meal Allowance	The per meal allowance will increase to \$3 per meal for agencies using the per meal rate when providing congregate meals.
Per Diem Allowance	Only the \$12.50 per night rate will be allowed for agencies using the per diem rate when providing mass shelter services.
Utilities	Local Recipient Organizations (LROs) may pay more than one-month utility assistance. LROs may now pay up to 90 days (3 months) for clients per phase if it is necessary to prevent disconnection of services. The Local Board may approve the payments, but no additional approval is required by the National Board.
Rent/Mortgage	LROs may pay more than one-month rental or mortgage assistance. LROs may now pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. The Local Board may approve the payments, but no additional approval is required by the National Board.
Other Shelter (Hotel/Motel)	LROs may pay more than one-month hotel/motel assistance. LROs may now provide up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness. The Local Board may approve the payments, but no additional approval is required by the National Board.

PROGRAM REQUIREMENTS	CHANGES / NEW GUIDANCE
Electronic Funds Transfer (EFT) Enrollment	The National Board will accept Electronic Funds Transfer (EFT) enrollment information from LROs via email and fax. If preferred, LROs may still send the enrollment information to the National Board via U.S. Mail.
Payments	All payments will be made to LROs via EFT. Newly funded agencies should submit bank information as quickly as possible to the National Board for processing to prevent delays in the release of funding. <i>Variances may be considered for agencies to participate in the program that are unable to provide bank information.</i>

Tips for a Successful

Application

Goals and Outcomes

- Use statistics to support program impact, goals and outcomes
- SMART goals missing- (Specific, measurable, achievable, relevant and time-bound)
- Opportunity cost not provided. What would be the negative impact if funds were not awarded?
- Missing baseline data and future benchmarks for success

Program

- Process of service delivery unclear
- Lacks eligibility criteria including intake and approval process

Feedback and Surveys

- How often are surveys requested? What is the participation rate?
- Give examples of how feedback was used to improve program

General

- Document partnerships, include letters of support
- Check your budget sheet for accuracy
- Proofread application for spelling and grammatical errors
- Follow application format instructions, i.e., font, length of narrative, margins

Application Submitted- What's next?

Thursday, 4/4/24, 5:00pm- EFSP Application Deadline

Friday, 4/5/24 - Application Materials, Scoring Sheets to volunteers

Tuesday, 4/9/24 – Deadline for receipt of volunteer scoring sheets

Wednesday, 4/10/24 EFSP Review Committee convenes via TEAMS

9:00am-11:00am, Funding decisions are made

Friday, 4/12/24 - Award announcements communicated to the community

Wednesday, 4/17/24- LRO Budget Revisions are due

Tuesday, 4/30/34- Deadline- Submission of Local Board Plan to the National Board

1. LRO Certifications and Lobby Certificate (as applicable) completed
2. National Board deposits initial installment of funds via EFT
3. LRO's submit interim reports electronically confirming spending is on track
4. National Board deposits second installment (if no outstanding compliance issues)



Reporting and Documentation

Electronic Report Submission on the EFSP Website

Interim Reports/Second Payment Requests due by November 15, 2024

Final Reports are due by February 15, 2025

Deadlines are subject to change

EFSP sample spreadsheets should be used. Local Board reviews and approves the reports prior to submission to the National Board.

Required documentation for each category are included in the quick reference guides. This documentation should be available upon request by the National Board and for monitoring purposes.

EFSP Phase 41- Application Review Committee

Volunteers Needed!

- Duties are to review and score applications
- Provide feedback
- Submit scoring sheets
- Participate in review committee meeting via TEAMS
- Criteria: To avoid potential conflict of interest, volunteers may not represent an agency applying for funding

Great way to learn about the fantastic work happening in our community!

- If interested, please contact David Augustine, daugustine@changinghomelessness.org, and Monique Elton (melton@changinghomelessness.org)



For Technical Assistance

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