

# PHASE 41 EMERGENCY FOOD AND SHELTER PROGRAM

*Spending Period: October 1, 2022 thru December 31, 2024*

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**DUE DATE: Friday, May 31, 2024**

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MONROE COUNTY JURISDICTION (729200 = Phase 41 \$89,631) AND PIKE COUNTY JURISDICTION (731200 = Phase 41 \$28,878) HAS BEEN AWARDED FEDERAL FUNDS MADE AVAILABLE THROUGH THE DEPARTMENT OF HOMELAND SECURITY (DHS)/FEDERAL EMERGENCY MANAGEMENT AGENCY UNDER THE EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM.

## PROGRAM OVERVIEW

The Emergency Food and Shelter Program (EFSP) is a federally funded program administrated by FEMA. Authorized by the McKinney-Vento Homeless Assistance Act of 1987 (P.L. 100-77; reauthorized under P.L. 100-628), EFSP implementation is not contingent on a Presidential major disaster declaration. The EFSP funding is for non-disaster-related emergencies and can be used for a broad range of services.

EFSP supplements and expands the ongoing work of local social service organizations, both nonprofit and governmental, to provide shelter, food, and supportive services to individuals, families, and households with economic, non-disaster-related emergencies. EFSP funding is open to all organizations helping individuals, families, and households experiencing, or at risk of, food insecurity and homelessness.

Local private or public organizations that receive EFSP funds may use these funds to provide the following services:

- (1) Food in the form of served meals (\$3.00 per meal) or groceries meeting USDA SFPP Guidelines.
- (2) Lodging in a mass shelter (\$12.50 per day), a hotel or motel, or another off-site facility limited to 30 days per Phase of assistance for an individual or household, unless an exception has been made by the local board then a 30-60 extension may be approved for a total of 90 days.
- (3) One-month rent or mortgage assistance to prevent eviction or foreclosure and utility assistance, unless an exception has been made by the local board, then a 1-2 month extension may be approved for a total of 3 months.
- (4) Transportation costs associated with food or shelter.
- (5) Minor emergency repairs of small equipment essential to mass feeding or sheltering, not exceeding \$300 in repair costs per item.
- (6) Emergency repairs to comply with building code citations for mass care feeding or sheltering facilities, not exceeding \$2,500.
- (7) Expenses incurred making mass feeding or sheltering facilities accessible for individuals with disabilities, not exceeding \$2,500.
- (8) Supplies and small equipment essential to feed or shelter people, not exceeding \$300 per item.

The EFSP National Board establishes the program's policies, procedures, and guidelines and determines the amounts allocated to each jurisdiction. The allocation formula is devised using the most recent national EFSP Phase 40 RFP Monroe County and Pike County Jurisdictions population, unemployment, and poverty statistics. Local boards make award determinations for local recipient organizations (LROs) providing eligible program services. Local boards advertise the availability of funds, establish priorities among community needs, award funds to recipient organizations, notify the National Board of funding decisions to disburse funds directly to recipient organizations, and monitor and assist recipient organizations in ensuring they follow program guidelines. The local board mirrors the National Board, consisting of representatives from the American Red Cross, Catholic Charities USA, the Jewish Federations of North America, the National Council of the Churches of Christ in the USA, the Salvation Army, and the United Way Worldwide. United Way Worldwide also serves as the National Board's Secretariat and Fiscal Agent, administering the program nationally on a day-to-day basis.

## APPLICATION PROCEDURES

A completed grant application, along with all the required documentation, must be received by the Monroe County Fiscal Affairs Office by **Friday, May 31, 2024**. Previously funded EFSP Local Recipient Organizations (LROs) must be in good standing with no compliance issues, an active UEI (Replacement Federal Identifier, formerly DUNS#), and **spent 100% of Phase 39/ARPA/40 funding at the time of application and submitted all back-up documentation to be eligible for Phase 41 funding**; if applicable contact Jennifer Strauch [jstrauch@monroecountypa.gov](mailto:jstrauch@monroecountypa.gov) for more information on how to submit those documents for review. The submission of a completed application does not guarantee agency funding.

Applications must be submitted via Dropbox. To access Dropbox, contact Jahida Nieves via e-mail at [JNieves@monroecountypa.gov](mailto:JNieves@monroecountypa.gov) to receive an LRO Folder for required organizational documents. **Requests for a Dropbox folder will NOT be accepted after close of business on Wednesday, May 22<sup>nd</sup>, 2024.**

*If your agency provides services in both the Monroe County and Pike County Jurisdiction, each jurisdiction requires a separate Coversheet for each.*

All agencies applying for EFSP funds for the Monroe and Pike County Jurisdiction must complete the *Application Cover Sheet*, including a UEI number and FEIN.

- Apply for UEI Number at no cost. Link - <https://sam.gov/content/home>
- Federal Employer Identification Number (FEIN) - FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost. Link for FEIN - [www.irs.gov](http://www.irs.gov)

## EVALUATION CRITERIA

Evaluation of funding requests will be prioritized based on the following criteria:

- Program Information (20%)
- Demonstration of Meeting a Need (50%)
- Projected Use of Funds, prioritizing Emergency Shelter (10%)
- Organization Financial/Organizational Health (20%)

## GRANT SELECTION

- The Monroe County Grants Manager will forward the funding requests to EFSP Local Board members.
- EFSP Local Board members will evaluate each organizational request based on the above criteria.
- EFSP Local Board will meet to determine funding on Friday, June 21, 2024, to allocate awarded funds to Local Recipient Organizations and develop a Local Board Plan to be submitted for approval by the National Board.
- Following approval of the EFSP Local Board Plan, the Monroe County Grants Manager will inform applicants of the funding decisions.

## GRANT RECIPIENT CONDITIONS

- Awarded LROs will be required to follow all policies, procedures, and reporting requirements outlined in the [Emergency Food and Shelter National Board Program Responsibilities and Requirements Manual](#).
- Failure to comply with these reporting requirements may jeopardize future funding.

## QUESTIONS

Please direct all grant-related questions to Jennifer Strauch, Grants Manager, Monroe County Fiscal Affairs Office, 570-517-3129, [jstrauch@monroecountypa.gov](mailto:jstrauch@monroecountypa.gov).

### Section I: PROGRAM NARRATIVE

#### PROGRAM NARRATIVE

The narrative must include the following items at a minimum and be a maximum of one page:

**Organizational Information** – A brief overview of the organization’s vision and mission, core program services, capacity, and experience providing services in the community, including # of staff, # of volunteers/ Volunteer Hours (other than board members), and # of clients served annually by the entire organization.

**Statement of Need** - Describe the demographics of the households/individuals to be served by your program. Identify the need(s) your program/service will address and why. Provide a data-driven justification of how your organization is currently meeting the identified need.

**Collaboration** – Identify collaborative partnerships between your organization and other organizations implementing the EFSP program/service.

### Section II: FINANCIAL INFORMATION

#### BUDGET NARRATIVE

**Use of Funds/Operational Impact** – Describe how EFSP funds will be utilized. How will these funds impact services? (# of clients served, # of meals served, #shelter nights) Describe other potential funding sources your organization will use to meet your targeted number of individuals/families served.

### Section I: LOCAL RECIPIENT ORGANIZATION (LRO) INFORMATION

#### REQUIRED ATTACHMENTS (Please place in order)

- EFSP Application Cover Sheet (Included in RFP)
- Program Narrative & Budget Narrative (maximum of one page)
- Operating Budget & Audit
- Current volunteer board roster
- Documentation of 501c3 tax-exempt status (if applicable)
- Prior EFSP Recipients*, Submit a copy of the FINAL REPORT submitted to the Monroe County Fiscal Affairs Office on or before Friday, June 14, 2024.
- Authorization Signature Page to Docusign the Application Submission/ Assurances/ Contract

**AUTHORIZATION SIGNATURE PAGE**

**Request Prepared By:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name of Signature

**Chief Executive Officer/  
Executive Director:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name of Signature

**Board Chairman**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name of Signature

# Emergency Food and Shelter Program Application Cover Sheet

## Phase 41 Spending Period 10/1/2022 – 12/31/2024

**Jurisdiction:** *(Select ONE)*       MONROE County     PIKE County     BOTH

### General Information

<b>Agency Name:</b>	
<b>Agency Address:</b>	
<b>Contact Person and Title:</b>	
<b>Contact Phone Number:</b>	
<b>Contact E-mail:</b>	
<b>Agency Website: (If applicable)</b>	
<b>Federal Employer Identification Number (FEIN):</b>	
<b>UEI Number:</b>	

### EFSP Funding Request by Program Category

<b>Mass Shelter</b> <i>(Direct Cost or Per Diem Rate \$12.50 per person)</i>	\$
<b>Other Shelter</b>	\$
<b>Served Meals</b> <i>(Direct Cost or \$3 per meal)</i>	\$
<b>Other Food</b>	\$
<b>Rent/Mortgage Assistance</b> <i>(1-month)</i>	\$
<b>Utility Assistance</b> <i>(1-month)</i>	\$
<b>Supplies/Equipment</b> <i>(Max. \$300 per item)</i>	\$

### Additional Information

<b>EFSP Request (Total for ALL Categories)</b>	\$
<b>Organization Annual Operating Budget</b>	\$