

# EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) PHASE 41 SUMMARY AND PROGRAM INFORMATION

## **Background**

The Emergency Food and Shelter Program (EFSP) 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 emergencies. EFSP funds may be used to provide economic assistance in the long term, even if the current circumstances may have been impacted by an earlier disaster occurrence. The EFSP funding 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.

Funding through the Federal Emergency Management Agency (FEMA) supports EFSP programs nationwide. EFSP is governed by a National Board that selects jurisdictions for funding. Local Boards are convened in those 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.

Tompkins County Local Board Chair: Cindy Wilcox, Human Services Coalition of Tompkins County  
Local Board Contact Person: John Mazzello, Human Services Coalition, 607-273-8686 or [jmazzello@hsctc.org](mailto:jmazzello@hsctc.org)

***This summary is only a portion of the documentation and program requirements developed by the National Emergency Food and Shelter Program. All applicants are encouraged to contact the Human Services Coalition to request a copy of the full guidelines manual prior to submitting an application.***

## **Who is eligible to apply for EFSP funding?**

For a local agency to be eligible for funding it must:

- Have demonstrated the capability to deliver emergency food and/or shelter programs
- Be a nonprofit or an agency of government
- Not be debarred or suspended from receiving Federal funding
- Have a checking account. (Cash payments are not allowed)
- Have an accounting system or fiscal agent approved by the Local Board
- Have a Federal Employer Identification Number (FEIN)
- Have a Unique Entity ID number generated by SAM.gov and provided along with other required associated information (this replaces the DUNS number previously required)
- Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds
- Conduct an annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- 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 wishing to participate in the program must not refuse services based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds)
- Have a voluntary board if private, not-for-profit
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services

## **What expenses are allowed under EFSP funding?**

The intent of this program is for the purchase of food and shelter, to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. The intent regarding the use of funds is that goods and services purchased or provided with EFSP funds should be used as necessary on a daily basis to help meet community need during the spending period. Food vouchers and purchased gift certificates/gift cards must be distributed and used during the jurisdiction's spending period. Large purchases made at the end of the spending period do not meet this intent and will be considered ineligible. Please see the attached sample list of eligible and ineligible expenses for each category. For a more

comprehensive list and further explanation of the categories, see the EFSP program manual. Funded organizations are responsible for ensuring that their expenses meet the EFSP eligibility guidelines prior to incurring these costs. The National EFSP Board approves final expense reports and documentation based on these guidelines and exceptions cannot be granted at the local level. Please contact John Mazzello at [jmazzello@hsctc.org](mailto:jmazzello@hsctc.org) or 607-252-7214 to review any questions about whether proposed expenses are eligible.

Funds allocated to Tompkins County may only be used for residents and transients within Tompkins County.

### **What are EFSP phases? What are the spending periods for EFSP funding?**

For the Emergency Food and Shelter Program, a “phase” is the term that is used for a funding round or funding cycle. This application covers Phase 41 (the Fiscal Year 2023 allocation). For funded organizations, all eligible expenditures must be incurred during the approved spending period:

*For EFSP Phase 41, the spending period is October 1, 2022 through December 31, 2024.*

The start and end dates have been set by the National Board and are not subject to change at the local level. Recipients may be able to claim eligible expenses incurred prior to the distribution of funding, if these expenses fall within the spending period.

### **Local Recipient Organization (LRO) responsibilities**

EFSP refers to organizations that receive funding as Local Recipient Organizations (LROs). Prior to receiving funding, each LRO must certify to the Local Board that they have read, understand and agree to abide by the EFSP Responsibilities and Requirements Manual and any Addendums, including the LRO Responsibilities section, Financial Terms and Conditions, Program Costs (eligible and ineligible), and Required Documentation. Upon certification, LROs will receive the first payment of their award amount. During the course of the phase, each LRO will need to complete an interim report prior to receiving the second and final payment of their award amount. At the conclusion of the phase, each LRO will need to complete a final report and submit or retain required documentation.

All payments will be made to LROs via Electronic Funds Transfer. 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.

### **Tompkins County allocation process**

The Phase 41 (Fiscal Year 2023) national EFSP allocation is \$130 million. Tompkins County receives a portion of this funding based on unemployment rates, poverty rates, and population.

The total amount of EFSP funding allocated to Tompkins County in Phase 41 is \$30,619. These funds will be allocated by the Local Board to LROs for eligible services under EFSP. The minimum amount an LRO can receive as a funding award in a single phase is \$500. The Local Board has determined the maximum award under Phase 41 will be \$5,000 per organization. Please consider the total amount available for Tompkins County when deciding on your funding request amount.

Applicants will be invited to join the Tompkins County Local Board for a brief, **optional**, meeting to present project details and answer questions prior to the funding allocation. This will **not** be a formal presentation/PowerPoint. Additional details will be provided to applicants. Topics to consider covering during the meeting include:

- Applicant’s proposed project and anticipated expenses
- Applicant’s expertise in providing similar services
- Collaboration with other service providers
- Any barriers to providing services
- Evidence of program success or outcomes
- Ability to complete project expenditures in the spending period

**All potential applicants for funding are encouraged to contact John Mazzello, Local Board Contact, at [jmazzello@hsctc.org](mailto:jmazzello@hsctc.org) or 607-252-7214 prior to applying to receive the full program manual, including all Local Recipient Organization responsibilities. For first-time applicants, it is especially important to confirm that the proposed activities are eligible for EFSP funding. Please call or email with any application questions.**