

**APPLICATION FOR
EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) FUNDS
PHASE 41**

Due no later than 12:00 p.m. (noon) on Friday, July 26, 2024

Email the completed application to jmazzello@hsctc.org.

Questions? Contact John Mazzello by email or call 607-252-7214.

APPLICATION INSTRUCTIONS:

Before completing this application, read the included Emergency Food and Shelter Program (EFSP) information and summary. The types of services and organizations eligible for funding are limited. Complete the application by typing directly into this document. Do not modify the questions in any way.

Please submit this application to jmazzello@hsctc.org along with the required attachments:

- Organization budget for the program area(s) requested (food, shelter, utilities, etc.)
- Copy of organization's most recent annual audit (if no audit, please explain)
- A listing of the organization's board of directors (if applicant is a nonprofit)

Important Notes:

- In recognition of the amount of funding available, the application form has been shortened significantly from those in past year. All applicants will be invited to an optional meeting with the EFSP Local Board to discuss their proposals in more depth. Dates and details will be provided upon application and at www.hsctc.org/efsp. Please contact us with any questions.
- For Phase 41, the Tompkins County EFSP Local Board has determined a \$5,000 maximum funding allocation per recipient. Please keep your requests to \$5,000 or less.
- The spending period for Phase 41 is October 1, 2022 through December 31, 2024. You may claim eligible expenses incurred before the receipt of funding if they are not already covered by other funding sources (you may not "double dip"). If you are receiving other EFSP funding that overlaps with this time period (for example, in Phases 39, ARPA-R, or 40), Phase 41 expenses must be kept separate and reported separately.
- Both first-time applicants and applicants that have previously received funding through EFSP are invited to apply. Please read the program summary at the end of this application for important details.
- A Unique Entity ID Number (UEI Number) is required to apply for and receive funding. The UEI Number has replaced the DUNS Number as an ID number for federal funding. You can learn more and apply for a UEI number at <https://sam.gov/content/duns-uei>. We cannot consider your application without a UEI number.

You are strongly encouraged to contact John Mazzello (jmazzello@hsctc.org or 607-252-7214) before completing the application to confirm that your intended project is eligible for funding.

Please see the program materials at www.hsctc.org/efsp for additional details on eligible applicants and expenses, the EFSP program manuals, and other guidance.

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ORGANIZATION INFORMATION

Organization Legal Name:

Director's Name & Title:

Director's Phone:

Email:

Contact Person Name & Title:

Director's Phone:

Email:

Organization Physical Address:

Mailing Address (if different):

Address(es) where EFSP-funded services would be provided (if funded):

Organization Website:

Congressional District:

Federal Employer Identification Number:

Unique Entity ID Number (see <https://sam.gov/content/duns-uei>):

Total Organization Operating Budget (Expenses) for Current Fiscal Year:

Is the Organization:

A Nonprofit?

A Unit of Government?

Is the Organization Debarred or Suspended from Receiving Funds or Doing Business with the Federal Government?

Yes

No

Authorized Signature: _____

Date: _____

PROGRAM DESCRIPTION

Please describe the activities you plan to provide (or expenses you plan to cover) with Emergency Food and Shelter Program funding. Include any relevant services your organization currently provides or changes you intend to make. Describe the individuals who are, or will be, served by your organization as a result of this funding. *Please only use the space provided. You will have the opportunity to share more information when meeting with the EFSP Local Board.*

How many people do you anticipate serving (and/or how many units of service do you anticipate providing) if awarded funding? What percentage of your total annual services does this represent? *If providing information on units of service, please explain how you define or calculate a unit of service.*

PHASE 41 BUDGET REQUEST
TOTAL AVAILABLE FOR TOMPKINS COUNTY: \$30,619

Complete the following budget request table. Ensure that your request is eligible under the program guidelines and reasonable given the total available funding. The maximum total request this year is \$5,000 per organization.

EXPENSE CATEGORIES*	AMT. REQUESTED	DESCRIPTION OF EXPENSES
SERVED MEALS		
OTHER FOOD		
MASS SHELTER		
OTHER SHELTER		
SUPPLIES/EQUIPMENT	NOT ELIGIBLE IN PHASE 41**	
REHAB./EMERG. REPAIRS	NOT ELIGIBLE IN PHASE 41**	
RENT/MORTGAGE		
UTILITIES		
TOTAL AMT. REQUESTED:		

*See the attached program information for sample eligible/ineligible expenses.

**Ineligible for Phase 41 funding by vote of the Tompkins County EFSP Local Board on March 26, 2024.

How will this funding fit into your overall financial picture? What will be the impact of this funding on your budget and on your ability to provide the proposed services?

Are you able to maintain financial and program documentation as specified in the EFSP Responsibilities and Requirements Manual (see summary and program information following the application and www.hsctc.org/efsp)?

EFSP prohibit multiple funded agencies from providing assistance to a client under the Rent/Mortgage or Utility Assistance categories for a single housing or utility expense. If applying for funds in these categories, how will you coordinate with other funded agencies to ensure you are not supporting the same clients for the same expenses?

Do you anticipate being able to spend your entire requested amount prior on or before December 31, 2024 (you may claim eligible expenses made between October 1, 2022 and December 31, 2024, including those incurred before you receive funding)?

Is there any other information you wish to share about your proposed project or services?

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

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 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 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.

Sample Eligible and Ineligible Expenditures (Not Limited to these Items)

For a more comprehensive list and further explanation of these categories, see the EFSP Program Manual or contact the Human Services Coalition.

Category	Sample Eligible Items	Sample Ineligible Items
Served Meals	Any food used in served meals (cold or hot); costs of transporting food to site or client; daily per meal schedule (\$3/meal).	Any items not related to actual feeding of a client. Excessive meal costs. Excessive snack food items. Staff events/functions.
Other Food	Food vouchers, food boxes, grocery orders, restaurant vouchers, etc., food purchased for food banks and/or food pantries, vouchers, gift certificates (limited), transportation costs.	Tobacco, alcohol, paper products. Any non-food item. Excessive meal costs. Excessive snack food items. Staff events/functions.
Mass Shelter	Direct expenses associated with housing a client (e.g., supplies, linens, etc.); transportation costs; daily per diem schedule (\$12.50).	Year-round ongoing operational costs (rent, pest-control, garbage pick-up, utilities); salaries of employees.
Other Shelter	Any reasonable hotel/motel or non-profit facility acting as a vendor; SRO; actual charge by vendor, per night; 90 day limit.	An LRO receiving funds <u>may not</u> act as a vendor for themselves or another funded LRO. Stay beyond 90 days per phase. Prepayments for hotel/motel.
Supplies/Equipment	NOT ELIGIBLE LOCALLY FOR PHASE 41	
Rehabilitation/Emergency Repairs	NOT ELIGIBLE LOCALLY FOR PHASES 41	
Rent/Mortgage	Past due rent or mortgage payment (P&I only); current rent or mortgage due within 10 calendar days; first month's rent; lot fee for mobile homes. Limited to up to three months' cost for an individual/family.	Payment for rent/mortgage exceeding three months' cost; deposits; down payment for purchase of home; late fees; legal fees; taxes, insurance & escrow accounts.
Utilities	Past due bills, or current bills due within 10 calendar days, for gas, electricity, oil, water; reconnect fees. May pay budgeted or actual amount. Limited to three months' amount that is part of the arrearage at the time of payment or current three month amount. One-time delivery of firewood, coal, propane.	Payments for utilities exceeding three months' cost; deposits; cable, or satellite TV bills; phone bills; internet service; late fees.