

EMERGENCY FOOD & SHELTER PROGRAM (EFSP)

GRANT GUIDELINES – PHASES 39 & ARPA-R (2022)

Please note that this guide is a supplement to the published current Program Manual (Phase 39 & ARPA-R). The purpose of this guide is to provide clarification on the Manual, Local Board approved funding parameters, and critical items to note.

FUND OVERVIEW & TIMELINE

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) allocated funding to Larimer County for Phase 39 for \$158,012, and Phase ARPA-R for \$488,379.

EFSP funds must be used to supplement food and shelter services and may not be used as seed money for new programs. The key responsibility of participating organizations is to assist within the intent of the program. Agencies may receive funds to provide food, shelter, and supportive services, including, but not limited to:

- Food services, such as congregate meals or groceries;
- Lodging in a mass shelter, or a hotel/motel or other off-site shelter facility up to 90 days (3 months) assistance per individual or household
- Up to 90 days (3 months) rent or mortgage assistance to prevent eviction or foreclosure;
- Utility assistance for up to 90 days (3 months) of service for gas, electric and water service; and
- Supplies, including but not limited to cleaning supplies, and small equipment essential to feed or shelter people, not exceeding \$300 per item.
- Please refer to the EFSP Eligible & Ineligible Expenses document on the EFSP website for more details on allowable expenses.

Overall guiding principles to follow:

- Funds are to supplement *existing programs* and expand current, available resources.
- Funds must not be used as seed money for new agencies or programs. Must be an existing program.
- Agencies may not charge *any fees* for EFSP-funded services.
- Funds are to be used for direct support of clients, meals, food, shelter, or financial assistance.
- All eligible expenses must occur *within the spending period, which is November 1st, 2021 – April 23rd, 2023*. Absolutely *no* expense may be made outside of the funding period.
- Agencies may *not* use funds outside of their approved, single category without prior discussion and approval from the grant administrator (United Way).
- Duplication of service cannot occur during the spending period. Since Phases 37, CARES and 38 are running almost concurrently, LROs will need to ensure they do not duplicate expenditures for clients in the rent/mortgage and utilities categories. This means clients may receive assistance one time per phase in those categories.

Phase 39 vs. Phase ARPA-R:

- They are two completely separate and independent funding periods that occur on the same start and end dates.
- All funding/expense requirements are identical between the two.

- It will be necessary for LRO agencies to closely track each expense and assign them separately to one of the two phases to ensure no duplication of the same expense occurs.
- It is *highly recommended* that each expense is entered onto your spreadsheet as the expenses occur.

Some of the below items are allowed by the National Board however, they have been deemed *ineligible* by the Local Board's decision:

- Transportation costs associated with the provision of food or shelter
- Repairs to mass feeding or shelter facilities
- Capital equipment necessary to feed or shelter people
- Payments made in any other form than LRO check or LRO credit/debit card
- Advancement or reimbursement to staff, volunteers, or clients for program purchases
- Cash payments of any kind
- Payments more than 90 days following the invoice or intake date
- Bank fees or late charges
- Administrative costs or Membership fees
- NO pre-payment for expenses or services not yet rendered or incurred (ie: may not pay hotel stays until in-residence, may not pay in advance for supplies/delivery/utilities). This prevents fraud/refunds.

ELIGIBILITY

Any nonprofit, faith-based, or governmental agency that provides food, shelter, and supportive services within the intent of the program is eligible to apply for funding. Current or former EFSP participation is not required for participation.

All agencies applying for EFSP funds must provide their DUNS number and FEIN in their applications. Failure to provide these numbers will prevent or delay the release of funds to agencies if they are awarded by the Local Board. The numbers may be obtained, as follows:

- Data Universal Numbering System (DUNS) Number. DUNS numbers are issued by Dun & Bradstreet (D&B) at no cost. Link to Apply for DUNS – <http://fedgov.dnb.com/webform>
- Federal Employer Identification Number (FEIN) - FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost. Link for FEIN - www.irs.gov

All agencies must also:

- Maintain a checking account in the organization's name for EFSP deposits
- Pay vendors directly within 90 days for services provided
- Submit required reports (interim & final reports)

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

Applications can be submitted via United Way of Larimer County's grant portal:
https://uwaylc.smapply.io/prog/phases_39_arpar_EFSP

Please find the complete list of questions and review criteria below.

Program Timeline for Phases 39 & ARPA-R

Activity	Dates & Details
Application Period Open	March 2 nd – March 23 rd (3 weeks)
Awards Announced	April 28 th
Orientation Webinar for new agencies	Week of May 16 th (Date TBD)
Local Recipient Agency (LRO) Certification Form Due	<p>TBD, likely the first or second week of May</p> <ul style="list-style-type: none"> United Way's submission of the approved Local Board plan should automatically trigger the EFSP website to send your LRO contact listed in the system the 'LRO Certification Form' for electronic signature via DocuSign. The e-mail will come from an e-mail address similar to "EFSP User Admin via DocuSign"
Electronic Funds Transfer (EFT) Form & DUNS Form Due	<p>TBD, likely the first or second week of May</p> <ul style="list-style-type: none"> Only new agencies will need to submit these. These forms can be found on the EFSP website and need to be electronically sent to United Way.
1 st Payment	<p>To Be Announced by EFSP</p> <ul style="list-style-type: none"> The first payment will come via EFT (electronic funds transfer) sometime in May or June however, LRO expenditures are <i>expected</i> to begin prior to first EFSP payment. This is the first of two equal (50%) payments. Payments are solely controlled by the EFSP / FEMA National Board.
Interim Progress Report & 2 nd Payment Request Due	<p>Once First Payment is Spent</p> <ul style="list-style-type: none"> Once your first half of funds have been completely spent, you may request your next payment via the EFSP website. Both the Interim Progress Report (assertion that you spent the first payment and in what category) and the 2nd Payment request are a single form. You will need to complete, submit, and then sign the electronic DocuSign when received by email. Typically, your second payment will be sent via EFT 2-3 weeks after completion.
Final Report Due	<p>To Be Announced by EFSP</p> <ul style="list-style-type: none"> Submit Final Report online through the EFSP website. You will complete the summary sheet within the website, and once submitted, it will route the rest of your final report to the e-mail address listed to upload spreadsheets, documentation, and sign. The Local Board will review your report to ensure compliance before submitting to the National Board for final review. Separate reports and documentation for Phase 39 & ARPA-R. A delayed final report from just one agency will delay the start date and first payment in the following phase for <i>all LRO agencies</i>.

The spending period for Phase 39 & ARPA-R funds is November 1st, 2021 – April 23rd, 2023.

EFSP ELIGIBILITY FORM

Is your agency a nonprofit, faith-based or local government agency?

- Yes
- No

Does your organization serve the Larimer County community?

- Yes
- No

Financial review requirements by annual revenue amount

Select only one option below:

- \$500,000 + – had financial audit within the last two years
- \$250,000 - \$499,999 – had financial audit and/or review within the last two years
- \$50,000 - \$249,000 – had financial audit and/or review within the last two years, and/or submitted most recent fiscal year-end long-form IRS 990
- \$1 - \$49,999 – submit with this application most recent fiscal year-end financial statements signed by the board of directors' chair

Month/Year of a most recent audit or outside financial review (if applicable).

- Open text box response

If approved for funding, will your agency request that the EFSP local board channel funds through a separate fiscal agency? If so, please provide name of fiscal agent.

- Open text box response

Is your agency debarred or suspended from receiving funds or doing business with the federal government?

- Yes
- No

APPLICANT AGENCY PROFILE FORM

Legal name of organization

DbA (if applicable)

Mailing address and physical address (if different)

Main phone number

Ein

Data universal numbering system (duns) number

Website

Application main contact information

Year of organization founding

Mission or purpose statement

Geographic area served (specific to this application)

Number of full-time employees

Number of part-time employees

Number of volunteers

Current year budgeted income

Current year budgeted expenses

EFSP PHASE 39 & ARPA-R APPLICATION

1. Please check the category (or categories) for which you will be using EFSP phase 39 funds

- Served meals: hot or cold prepared meals, which are served or delivered to clients/customers
 - Survey logic: # of meals served with served meals funds _____.
- Other food: food vouchers for grocery orders, food boxes, or food purchased by food banks
- Mass shelter: provides shelter within own facility
 - Survey logic: # of beds in your facility _____.
 - Survey logic: # of guests served/night with mass shelter funds _____.
- Other shelter: provides shelter outside of own facility (motel, SRO, another shelter, etc.)
 - Survey logic: # of guests served/night with other shelter funds _____.
- Supplies and equipment: essential supplies and equipment purchased for use in a mass feeding or sheltering facility not exceeding \$300 per item
- Rehabilitation (emergency repairs/building code): expenditures for building code repairs or accessibility improvements of a mass shelter or mass feeding facility. Maximum expenditure is \$2,500. Must have a documented code violation of and national board pre-approval to receive.
- Rent/mortgage: provide clients with rent/mortgage assistance
- Utilities: provide clients with utility assistance
- Other, please specify... _____.

2. What is the total estimated number of individuals to be served with EFSP funds?

- Open text box response

3. What is the total estimated number of households to be served with EFSP funds?

- Open text box response

4. Please tell us more about the numbers shared above – are these duplicated or unduplicated numbers, and why? (Max 350 Words)

- Open text box response

5. Describe any changes experienced in the past year for your agency, i.e trends in demand, types of clients, etc. (Max 350 Words)

- Open text box response

6. Describe the size and characteristics of the population you serve and the unique needs of the geographic area to be served. (Max 350 Words)

- Open text box response

7. How is your organization/program addressing gaps in existing services in the community? (Max 350 Words)

- Open text box response

8. How are your services similar to other agencies' services in our community? How are you collaborating with other agencies to ensure you are not duplicating efforts? (Max 350 Words)

- Open text box response

9. Describe how your agency is working towards advancing racial equity in your organization or in our community (I.e. Program or policy changes). (Max 350 Words)

- Open text box response

10. Describe your agency's anti-discrimination policies that ensure all identifying genders have equal access to benefits, services, and accommodations. Specifically, describe how you accommodate transgender guests. If you have a policy, please upload it in the supplemental attachments section. (Max 350 Words)

- Open text box response

11. Would your agency like any technical support around developing an equal access policy or improving a policy? Your response to this question will not impact your ability to receive EFSP funds.

- Yes
- No

12. Describe how the proposed funding will supplement or expand services previously offered without EFSP funds. Remember, EFSP funds are intended to respond to changing hunger and homelessness needs in the community, not to maintain the status quo nor replace current funding. (Max 350 Words)

- Open text box response

13. Describe how your agency and services provided have been impacted by COVID, and if you are still responding to COVID needs in the community, how you are doing so. (Max 350 Words)

- Open text box response

EFSP BUDGET REQUEST & FINANCIAL INFORMATION

EFSP requested amount

Served meals _____
Other food _____
Mass shelter _____
Other shelter _____
Supplies & equipment _____
Rehabilitation _____
Rent/mortgage _____
Utilities _____
Other _____

Current agency funding

Served meals _____
Other food _____
Mass shelter _____
Other shelter _____
Supplies & equipment _____
Rehabilitation _____
Rent/mortgage _____
Utilities _____
Other _____

1. How would your agency use the funds for which you are applying? Please include service categories for which funding is being sought, i.e. Served meals, other food, etc. (Max 350 Words)

- Open text box response

3. Please use this space to explain:

*Any significant changes to your current budget relative to last year's actuals

*Any financial losses for the prior fiscal year

*Any projected deficits for the current year, or actuals that are below budget

*Any significant income and if so, explain why you need supplemental funding

- Open text box response

SUPPLEMENTAL ATTACHMENTS

- Proof of IRS federal tax-exempt status, dated within the last five years
- Anti-discrimination statement adopted by the board of directors
- Anti-discrimination policy

Upload financial documents

- Organization Budget
- Current (year-to-date) financial statements (statement of financial position and statement of activities)
- Most recent year-end financial statements (statement of financial position and statement of activities)

SCORING CRITERIA FOR REVIEWERS

Review Criteria	Scores					Wgt. Max	
1.The #'s expected to be served is reasonable given the request amount	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	3	15
2.The proposal indicates a community need/demand for services that clearly justifies a significant, localized, and timely need for the requested funds.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	5	25
3.The proposed program/service clearly addresses gaps in existing services in the community.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	5	25
4.The proposal demonstrates that the agency is aware of community efforts and is actively collaborating to reduce duplication.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	3	15
5.The agency demonstrates a commitment to advancing racial equity.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	3	15
6.The agency demonstrates a commitment to ensuring equal access to its' services, etc.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	3	15

7.It is clear that EFSP funds will be used to supplement or expand services previously offered in an effort to respond to changing needs in the community (not to maintain the status quo or replace current funding).	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	5	25
8.The financial attachments indicate that the agency is in good financial standing and using best practices.	1 Strongly Disagree	2 Disagree	3 Neutral	4 Agree	5 Strongly Agree	3	15
All Section Total:							150

Would you recommend full or partial requested amount? If partial, what amount do you recommend?

Served meals _____
Other food _____
Mass shelter _____
Other shelter _____
Supplies & equipment _____
Rehabilitation _____
Rent/mortgage _____
Utilities _____
Other _____

Please share your justification/reasoning for the dollar amount recommended above.

- Open text box response