

PHASE 39/ ARPAP EMERGENCY FOOD AND SHELTER PROGRAM

Spending Period: November 1, 2021, thru April 23, 2023

DUE DATE: Wednesday, March 9, 2022

MONROE COUNTY JURISDICTION (729200 = Phase 39 \$90,614 and ARPAP \$280,066) AND PIKE COUNTY JURISDICTION (731200 = Phase 39 \$26,025 and ARPAP \$80,437) 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 or groceries.
- (2) Lodging in a mass shelter, a hotel or motel, or another off-site shelter facility limited to 30-days of assistance per individual or household.
- (3) One-month rent or mortgage assistance to prevent eviction or foreclosure and utility assistance.
- (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 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, EFSP Phase 39/ARPAR RFP Monroe County and Pike County Jurisdiction

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 **Wednesday, March 9, 2022**. Previously funded EFSP Local Recipient Organizations (LROs) must be in good standing with no compliance issues to apply for Phase 39/ARPAN funding. The submission of a completed application does not guarantee agency funding. Please submit applications via email to Jennifer Strauch, Grants Manager, jstrauch@monroecountypa.gov.

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

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

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

EVALUATION CRITERIA

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

- Program Information (20%)
- Demonstration of 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 before Friday, March 11, 2022, 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.

EFSP Phase 39/ARPAN

RFP Monroe County and Pike County Jurisdiction

Section I: PROGRAM NARRATIVE

PROGRAM NARRATIVE

Must be submitted on agency letterhead (if applicable). The Signature Page must be signed by the chief executive officer, chief administrative officer, the executive director, and the Volunteer Board Chair (if applicable). 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 - Identify the need your program/service will address and provide data-driven information to justify. Describe the demographics of the individuals and families served by your program. How has the COVID-19 pandemic affected your organization, programs, and services provided to the community? What measures are being put into place to continue services throughout the pandemic?

Collaboration – Identify any 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) What are the increased costs to your organization as a result of COVID-19?

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 EFSP (printed from the website) under Phase 38, Phase CARES, and Phase CARES SSA
- Signature Page

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 39 & ARPAP Spending Period 11/1/2021 – 4/23/2023

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

General Information

Agency Name and Mailing Address:	Physical Address (If different from mailing address)
Program Contact Person and Phone Number:	Fiscal Contact Person and Phone Number:
Agency Fax Number:	Agency email:
Federal Employer Identification Number (FEIN):	DUNS Number:

EFSP Funding Request by Program Category

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

*Prior Authorization Required

Additional Information

EFSP Request (Total for ALL Categories)	\$
Organization Annual Operating Budget	\$