

# Emergency Food & Shelter Program (EFSP) Phase 40 Application - Lancaster County, PA

## 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, to help people with economic emergencies (not disaster-related emergencies). EFSP funds are open to all organizations helping people who are experiencing food insecurity and/or homelessness. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

In FY 2022, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board the \$130 million made available under the Department of Homeland Security Appropriations Action, 2022 (Pub. L. No. 117103). The FY 2022 \$130 million in annual funding is Phase 40 of the program and not the supplemental humanitarian relief funding.

The Lancaster County EFSP Board is a co-lead team of the United Way of Lancaster County and the Lancaster County Office for the Homelessness Coalition. The board is responsible for allocation of the \$220,680 in Federal dollars that are anticipating being awarded to Lancaster County. Local nonprofit or governmental organizations with demonstrated capability in providing emergency food and/or shelter are eligible to apply. All awards must be expended by the recipient organizations within the funding cycle (November 1, 2021, to December 31, 2023).

## APPLICATION SUBMISSION

**Deadline:** Completed application and supporting documentation must be received no later than Monday, February 15, 2023 @ 5:00 p.m. via email to [efsp@lchra.com](mailto:efsp@lchra.com)

**Contact Person:** Deb Jones, EFSP Local Board Chairperson  
Email: [djones@lchra.com](mailto:djones@lchra.com)  
Phone: (717) 394-0793 x234

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**APPLICATION**

General Agency Information			
Legal Name			
Director or CEO Name			
Address			
Website			
Phone Number			
Director or CEO Email			
Annual Agency Budget			
Organizational Structure	Nonprofit	Faith-based	Unit of Government
Unique Entity Identifier (UEI)			
Federal Employer Identification Number (FEIN)			
Program Information			
Program Name			
Contact Name			
Contact Phone Number			
Contact Email			
Annual Program Budget			
Qualification Questions			
1. Is the agency debarred or suspended from receiving funds or doing business with the Federal government? *	Yes	No	
* If you answer "Yes" to question 1, you are not qualified to receive EFSP funds at this time.*			
2. Does the agency practice non-discrimination? **	Yes	No	
3. <b><i>IF</i></b> the agency is a faith-based organization, does the agency agree not to refuse services to an applicant based upon faith, require attendance at faith-based services, nor engage in any faith-based proselytizing in any program receiving Federal funds? **	Yes	No	
4. <b><i>IF</i></b> the agency is a nonprofit or faith-based organization, does it have a voluntary board? **	Yes	No	
5. Does the agency currently provide services for which EFSP funds are being requested? **	Yes	No	
** If you answer "No" to any questions 2 through 5, you are not qualified to receive EFSP funds at this time. **			
Additional Questions (not related to qualification)			
6. Does the agency have an annual financial review or audited statements?	Yes	No	
7. Does the agency give the Local Board permission to view their Empower Lancaster reports?	Yes	No	
8. Does the agency agree to a site visit during the award phase (February 2023)?	Yes	No	
9. Did the agency receive EFSP funds in a previous phase?	Yes	No	
10. Has the agency returned funding in prior years?	Yes	No	
If yes to #10 above, please explain (500-character limit)			

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Program Description <i>(Please be specific and concise in your responses.)</i>						
11. Select the program category(ies) and amount of requested funding (check all that apply). See <b>Guide to Eligible Spending</b> (pg. 7).						
(for served meals and mass shelter please choose either direct costs or allowance)					<b>Request</b>	<b>Estimated People Served</b>
	Served Meals		Direct Costs		\$3.00/meal allowance	\$
	Other Food				\$	
	Mass Shelter		Direct Costs		\$12.50/person allowance	\$
	Other Shelter				\$	
	Supplies/Equipment				\$	
	Rent/Mortgage				\$	
	Utility Assistance				\$	
<b>TOTAL FUNDING AMOUNT</b>					<b>\$</b>	
<i>* Each organization may request under multiple program categories for a total funding amount up to \$50,000. *</i>						
12. Describe your agency's mission and purpose. Please relate how your program supports people who are experiencing homelessness and/or food insecurity in Lancaster County. (2,000-character limit)						
13. What geographic areas does your agency serve? Explain the significance of the geographic area(s) served. Describe how your agency is making a difference in these locations. (1,000-character limit)						

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14. Who are the target population(s) for this program (include specific demographics)? Describe how your agency is making a difference for people included in these populations. (1,000-character limit)

15. How does your staff mirror the population(s) being served and in what ways do you train staff to be culturally competent and inclusive? (1,000-character limit)

16. How does your program work to connect people with other services (i.e., mental health, case management, SSI/SSDI, food stamps)? (1,000-character limit)

17. How many unduplicated people were served by your agency from July 1<sup>st</sup> to December 31<sup>st</sup> 2022? Describe any significant changes you anticipate for January to June 2023. (500-character limit)

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18. The goal of this funding is to provide food and shelter for those in need. Describe how your agency will provide these programs/services using EFSP funding. (2,000-character limit)

19. EFSP dollars are intended to supplement existing program funds. What other grants or funding sources have you budgeted for 2023 (Joint Homelessness Funding, Continuum of Care, foundation, private and/or business donations, etc.)? (2,000-character limit)

20. Provide information to explain any significant increases or decreases in your program budget. (1,000-character limit)

21. Knowing that individuals with lived experiences of food insecurity and/or homelessness strengthens an agency's mission, program, and policies. Explain how the agency includes these individuals into your program design and evaluation processes. If not, describe your plans to initiate this change (be specific). (2,000-character limit)

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### RFP Requirements Checklist

1. EFSP Phase 40 Application and Budget Worksheet
2. Patriot Act Compliance form
3. Most recent financial review
4. Volunteer board roster (if applicable)

### Local Recipient Organization (LRO) Statement of Responsibilities

I certify that my organization:

- Is a nonprofit or agency of government,
- Is not debarred or suspended from receiving Federal funding,
- Has a checking account and can accept EFT,
- Has an accounting system or fiscal agent that will pay all vendors by an approved method of payment,
- Has a Federal Employer Identification Number (FEIN),
- Has or will be able to attain a Unique Entity Identifier (UEI) (this replaces the previous DUNS number requirement, information can be found here <https://sam.gov/content/home>),
- Has a valid email address for program communication and electronic signature processes,
- Has conducted or will conduct an annual accountant's review if receiving \$50,000 in EFSP funds,
- Has conducted or will conduct an annual audit if expending \$750,000 in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget Guidance,
- Provides services and uses other resources in the area in which I am seeking funding,
- Practices nondiscrimination (Agencies with a religious affiliation must not refuse services to an applicant based on faith or require attendance at faith-based services, nor engage in faith-based proselytizing in any program receiving Federal funds),
- Has a voluntary board if private nonprofit,
- To the extent possible, involves food insecure and/or homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services, and
- Will comply with the Phase 40 program requirements as detailed on the EFSP website: <https://www.efsp.unitedway.org/efsp>.

Our agency certifies that we have read and understand the Local Recipient Organization responsibilities listed above.

Our agency agrees to comply with Phase 40 Emergency Food and Shelter Program Requirements.

### Authorized Agency Representative

Name			
Title			
Signature		Date	

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<b>Guide to Eligible Spending</b> (for complete category descriptions please see the EFSP Quick Reference Guides at <a href="https://www.uwlanc.org/efsp">https://www.uwlanc.org/efsp</a> )		
<b>Category</b>	<b>Sample Eligible Items</b>	<b>Sample Ineligible Items</b>
Served Meals	Any food used in served meals (cold or hot), paper products, items and utensils used to prepare food, and cleaning products. The per meal allowance is \$3.00.	Any items not related to the serving of food, pet foods and products, excessive snacks and sweets, and purchases for staff or holiday events/functions.
Other Food	All food items, diapers, food vouchers, food boxes and storage bags, and food purchased for food banks and/or pantries.	Paper and cleaning products, vitamins, tobacco, alcohol, excessive snacks and sweets, and purchases for staff or holiday events/functions.
Mass Shelter	Cots, mattresses, soap, linens, blankets, and cleaning supplies. The per diem allowance is \$12.50 per person.	Note: Operational costs such as the shelter's rent/mortgage, utilities, and staff salaries are included in the per diem allowance.
Other Shelter	Any reasonable hotel/motel or non-profit facility acting as a vendor, and local taxes on the lodging. There is a 90-day stay time-limit.	Note: An LRO receiving funds may not act as a vendor for themselves or another funded LRO. Prepayments for hotel/motel.
Supplies / Equipment	There is a \$300 per item maximum. Food Banks & Pantries: plastic bags for repackaging food, boxes for storing, and freezer. Served Meals: Pots and other cooking utensils, appliances, serving utensils, diapers, and cleaning products. Mass shelter: cots, blankets, pillows, toilet paper, soap, toothpaste, toothbrushes, cleaning materials, limited first-aid supplies, underwear/diapers.	Decorative curtains, carpet, clothing, TVs, computer systems, office equipment, bedroom furniture other than beds (nightstand, lamps, etc.). Facility repairs, maintenance agreements, and actual food items.
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 90 days' cost for an individual/family.	Deposits, late and/or legal fees taxes, insurance, escrow accounts, and first month of a new mortgage.
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 90 days' cost for an individual/family. One-time delivery of firewood, coal, or propane.	Deposits, cable, or satellite TV bills; phone bills, internet service, late fees, and payment on closed accounts.