

Lancaster County, Pennsylvania

Emergency Food & Shelter Program (EFSP)

Phase 41 Overview Packet

BACKGROUND:

The Emergency Food and Shelter Program (EFSP) was created by Congress in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental. Grant funds are used to supplement meals, shelters, rent/mortgage, and utility assistance for existing food and shelter services. This allocation is made available through the Department of Homeland Security's Federal Emergency Management Agency (FEMA).

The regional allocation process is overseen by a National Board chaired by the Department of Homeland Security's Federal Emergency Management Agency and consists of representatives from American Red Cross, Catholic Charities USA, The Jewish Federations of North America, National Council of the Churches of Christ in the USA, The Salvation Army, and United Way Worldwide.

The Lancaster County EFSP Local Board is a co-lead team of the United Way of Lancaster County and the Lancaster County Office for the Homelessness Coalition. The local board is comprised of representatives from local social service organizations, government entities, and community members is responsible for recommending agencies to receive these funds and any other additional funds made available under this phase of the program.

ELIGIBLE APPLICANTS:

To be eligible for funds, applicants must at a minimum meet the following criteria outlined below:

- 501(c)3, non-profit agency with a voluntary board or units of government in good standing to receive Federal funds that provide food and/or shelter to homeless and low-income people within Lancaster County.
- Demonstrate the capacity to and are already providing services under each category to which they are applying.
- Not charging fees to clients for the provision of EFSP-funded services.
- Practice non-discrimination and not require religious participation in EFSP-funded services.
- Have a Unique Entity Identifier (UEI) Number and capacity to receive Electronic Funds from the National Board.
- Demonstrate other available funding resources to be utilized in conjunction with any EFSP award.

Agencies are expected to thoroughly review and agree to the Local Recipient Organization (LRO) Statement of Understanding under Phase 41, which can be found in the application.

EFSP FUNDS:

In FY 2023, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board \$130 million made available under the Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328). The FY 2023 \$130 million in annual funding is Phase 41 of the program and not the supplemental humanitarian relief funding.

As of the date of release of this Application, Lancaster County's regional allocation and eligible spending period has not been released by the EFSP National Board. Applications are being accepted on the basis that we *anticipate being awarded funds*. As a point of reference, Lancaster County was allocated \$220,680, for Phase 40. Updates from the National Board will be shared on the United Way of Lancaster County EFSP website, accessed via the following link [UWLC EFSP](#).

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ELIGIBLE PROGRAMS:

The programs listed below are qualified to receive EFSP funds. Please utilize the provided links for detailed information. Any modifications made to these documents by the National Board for Phase 41 will be updated and communicated to all applicants in advance of the final award announcements.

EFSP Reference Page Link	Program Notations
Served Meals	<p>Basic, nutritional, hot, or cold prepared meals that are served by the LRO or delivered to clients. Food costs for meals served in a shelter should be included here. The per meal rate of \$3.00 may be used for agencies serving congregate meals.</p> <p>Ineligible: 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.</p> <p>Note: Operational costs such as rent/mortgage, utilities, and staff salaries are included in the per meal allowance.</p>
Other Food	<p>This category includes food vouchers for food orders, food boxes, or food purchased by food banks and food pantries.</p> <p>Ineligible: Paper and cleaning products, vitamins, tobacco, alcohol, excessive snacks and sweets, and purchases for staff or holiday events/functions.</p>
Mass Shelter	<p>For providing shelter within their own facility. Food served in a shelter is not included here. LROs may use a per diem rate of \$12.50 per bed night for housing individuals and families.</p> <p>Note: Operational costs such as rent/mortgage, utilities, and staff salaries are included in the per diem allowance.</p>
Rent/Mortgage	<p>To provide clients with rent/mortgage assistance, up to 90 days, per client/family to assist in maintaining their existing housing.</p> <p>Ineligible: Deposits, late and/or legal fees, taxes, insurance, escrow accounts, and first month of a new mortgage.</p>
Utilities – Metered Utilities – Non-Metered	<p>For providing clients with utility assistance, up to 90 days, per client/family/per utility to prevent disconnection of service.</p> <p>Ineligible: Deposits, cable, or satellite TV bills; phone bills, internet service, late fees, and payment on closed accounts.</p>

FUNDING LIMITS: To facilitate a diverse array of programs providing services to Lancaster area residents county-wide, we anticipate that final award amounts will range from no less than \$7,500.00 to no more than \$30,000.00. These limits are contingent upon the final regional allocation by the EFSP National Board.

A total of 2% of the overall grant is earmarked for administrative costs and is not included in the allocation to applicants.

REALLOCATION DEADLINE: Due to the high demand, it is essential for the Local Board to ensure that funded agencies possess the capacity to utilize their entire award or make a request for reallocating to another category which is a service the agency already provide. Any agency that cannot show 100% utilization of their award within the 60 days leading up to the end of the eligible spending period risks having their funds reallocated to another organization.

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TIMELINE:

We foresee the following timeline for the awarding of funds and the associated reporting requirements. Dates marked with an asterisk (*) have not been published or are contingent upon the National Board’s final decision. Once received, these dates will be promptly updated and communicated to the funded agencies.

Item	Important Dates
Applications Available	December 11, 2023
Virtual Open Office Hours for interested applicants only (click date to attend)	December 14, 2023, 8-9AM December 20, 2023, 3:30-4:30PM January 3, 2024, 11AM-12PM
Eligible Spending Period	January 1, 2024 – December 31, 2024*
Applications Due to Local Board @ 5:00 p.m.	January 8, 2024
On-site Agency Visits by Local EFSP Board Members	January 15 – 19, 2024
Award Announcement	March 1, 2024*
Local Board Plan to National Board	March 11, 2024*
Mid-grant Cycle Check-in with Local EFSP Administrator	June 24 - 30, 2024*
Report/Second Payment Requests to National Board	November 30, 2024*
Final Reports & Documents to Local Board	January 15, 2025*
Final Reports & Documents to National Board	February 14, 2025*

APPLICATION:

To apply, agencies must fill out a Phase 41 application, available on the United Way of Lancaster County EFSP website. Access the application via the following link [UWLC EFSP](#). Incomplete applications, or ones which do not include the required documents, will not be considered.

Required documentation:

- Completed EFSP Phase 41 application (data input space is provided for up to two programs),
- Program Budget (if applying for more than one program use both Excel spreadsheets),
- Proof of non-profit or government agency status,
- Patriot Act Compliance Form,
- Most recent annual accountant’s review, and
- List of voluntary Board of Directors (if applicable)

Applications that do not provide evidence of additional financial resources for the program, to be used alongside EFSP funds, will also be disregarded.

Applications and required documents must be received no later than January 8, 2024, at 5:00 p.m. via email to efsp@lchra.com. An acknowledgment of receipt will be provided.

QUESTIONS AND OPEN OFFICE HOURS:

Acknowledging the details involved in applying for grant funds, we are offering virtual open office hours. Advance registration is not required to simply join, use the appropriate link above for the day/time you wish to attend. Other questions, please contact Marjorie Shaffer, EFSP Administrator at mshaffer@lchra.com.