

## **Emergency Food and Shelter Program Phase 37 & Phase CARES Funding Announcement Virginia Planning District 16 Allocations**

The Emergency Food and Shelter Program (EFSP) Local Board for Virginia Planning District 16 is soliciting project applications for Phase 37 and Phase CARES EFSP funding.

EFSP funding is federal funding awarded through the Department of Homeland Security. 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. 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.

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.

Please visit the [EFSP website](#) for more information about this program.

### **Applicant Eligibility & Requirements**

For a local agency to be eligible for funding it must:

- Be nonprofit or an agency of government;
- Be providing services and using its other resources in the area in which they are seeking funding;
- Not be debarred or suspended from receiving Federal funding;
- Have a checking account and sign up for EFT (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 Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and provide along with other required associated information;
- Have a valid email address for program communication and electronic signature processes;
- 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 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 at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance);
- Practice nondiscrimination (those agencies with a religious affiliation wishing to participate in the program must not refuse services to an applicant 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; and,
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.

LROs must meet all requirements contained in the [Emergency Food and Shelter National Board Program Phase 35 Responsibilities and Requirements Manual](#), the [Emergency Food and Shelter National Board](#)

[Program Phase 36 Addendum](#), and the [Emergency Food and Shelter National Board Program Phases 37 and CARES Addendum](#).

### **Local Board Priorities**

The EFSP Local Board for Virginia Planning District 16 has placed priority on assistance to the elderly, families with children, Native Americans, and/or veterans.

### **Eligible Expenditures**

There are nine categories of eligible EFSP expenditures:

- Served Meals
- Other Food
- Mass Shelter
- Other Shelter
- Supplies/Equipment
- Building Code Repairs/Accessibility Improvements
- Rent/Mortgage
- Utilities
- Administration

Eligible expenditures under each category are explained in detail on Pages 63-77 of the *Emergency Food and Shelter National Board Program Phase 35 Responsibilities and Requirements Manual*.

For Phase 37, expenditures must be incurred between January 1, 2020 and May 31, 2021. For Phase CARES, expenditures must be incurred between January 27, 2020 and May 31, 2021.

Funds are to be used on an ongoing basis to supplement and extend food and shelter services, not as a substitute for other program funds or to start new programs. Funds are not to be held or reserved for future use but spent on an as needed basis to supplement and extend existing services. Agencies must have a program in the category for which they are seeking funding.

LROs may submit expenditures for items and services procured prior to receiving EFSP funds. The expenditures must be incurred during the spending period and be eligible under EFSP program guidelines. All documentation requirements for the category in which the expenditures are reported will apply.

Payments must be made to vendors for all eligible expenditures, by an approved method, not more than 90 days after the receipt/invoice date or the date of the client intake form. Also, no individual, family or household may be charged a fee for service or be required to attend religious/counseling services with relation to assistance received under EFSP.

Use of funds must meet all requirements contained in the *Emergency Food and Shelter National Board Program Phase 35 Responsibilities and Requirements Manual*, the *Emergency Food and Shelter National Board Program Phase 36 Addendum*, and the *Emergency Food and Shelter National Board Program Phases 37 and CARES Addendum*.

## Estimated Funding Available

The following amounts were awarded to Virginia Planning District 16 jurisdictions by the National Board or State Set-Aside Committee:

Locality	Phase 37 Funding Available	Phase CARES Funding Available
Caroline County	\$0	\$0
City of Fredericksburg	\$9,550	\$13,616
King George County	\$0	\$0
Spotsylvania County	\$27,449	\$23,275
Stafford County	\$0	\$0

The Local Board expects applications for portions of the funds from each jurisdiction allocation. The minimum funds that may be awarded to an LRO by a Local Board for each phase is \$500.00. If an LRO is receiving only administrative funds, the award amount may be less than the \$500 minimum. Only 2% of the awards may be used for administration.

## Funding Process & Timeline

Deadline	Action
7/24/2020	Funding announcement and application form approved by Local Board
7/24/2020	Funding announcement and application form sent to previous LROs and posted to GWRC website
8/7/2020	Funding availability advertised in the Free Lance-Star
8/21/2020	Project applications due to Local Board Chair <u>by 5 PM</u>
8/28/2020	Project applications reviewed and funding determinations made by Local Board
8/28/2020	Project applicants notified of funding determinations
9/2/2020	Appeals due to Local Board Chair <u>by noon</u>
9/4/2020	Appeals reviewed and determined by Local Board <u>by noon</u>
9/4/2020	Appealing agencies notified of Local Board determinations
9/11/2020	Local Board Plans submitted by Local Board Chair
9/18/2020	For selected LROs, LRO Certification Form(s) e-signed and electronically submitted <u>by 5 PM</u>
4/30/2021	New LROs sign up for Electronic Funds Transfer (EFT)
Varies (no later than 4/30/2021)	For selected LROs, once LRO has spent full amount of first payment(s) (first payment = half of award), backup documentation for those expenditures are due to Local Board Chair
Varies (no later than 5/15/2021)	For selected LROs, once the Local Board Chair has reviewed backup documentation, the LRO can submit their Interim Report/Second Payment Request(s)
Varies (no later than 6/30/2021)	For selected LROs, once LRO has spent full amount of second payment(s), backup documentation for those expenditures are due to Local Board Chair
7/15/2021	Final Reports submitted by Local Board Chair
7/15/2021	For selected LROs, Final Report(s) submitted (LROs will be alerted when Final Reports become available)

## **Application Submission**

The application form and backup documentation templates are available on the [EFSP Phase 37 & CARES page](#) of the George Washington Regional Commission (GWRC) website.

Project applications must be submitted via email to Kate Gibson, Local Board Chair at [gibson@gwregion.org](mailto:gibson@gwregion.org) by **August 21, 2020 at 5 PM**. Late applications will not be accepted.

## **Appeals Process**

Appeals can be made by applicants who have specific concerns regarding the review of their applications or by organizations who feel that they were unfairly left out of the funding process.

Eligible appeals include:

- Applicant demonstrates bias or unfairness in the process, which warrants the appeal
- Organization demonstrates that they were unfairly left out of the funding process

Applicant appeals will only be considered in cases where applicants have material concerns specific to the review of their application. Applicant appeals specific to funding allocations will not be considered. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application by the applicant cannot be appealed.

The notice of appeal must include a written statement specifying in detail all grounds asserted for the appeal. The appeal must be submitted by an individual authorized to represent the agency and must include the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Local Board to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed.

All notices of appeal must be submitted to the point of contact by the publicized deadline for appeals. Receipt of the notice of appeal will be confirmed within 24 hours. Upon receipt of a notice of appeal, the Local Board will reconvene and review each appeal to determine whether the appeal meets the eligibility criteria stated below. All eligible appeals will be read, reviewed, and evaluated by the Local Board within 48 hours of the deadline for appeals. The Local Board will review only those areas of the application that are being appealed. The Local Board will provide a determination on the appeal, and a written summary of the determination will be provided to the appealing applicant and the Local Board within 24 hours of the decision. The Local Board's determination will be final.

Appeals must be submitted via email to Kate Gibson, Local Board Chair at [gibson@gwregion.org](mailto:gibson@gwregion.org) by **September 2, 2020 at noon**.