

**PHASE 40**  
**EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)**  
**2022 LOCAL RECIPIENT ORGANIZATION (LRO) REQUEST FOR FUNDING**  
**APPLICATION INSTRUCTIONS**

**Please read these instructions before starting the application.**

Completion of application is **NOT** a guarantee of funding.

**Washoe County deadline for applications: 5:00 p.m. (PST) on Wednesday, March 8, 2023**

The spending period for the funding is anticipated to be November 1, 2021 – December 31, 2023.

**Background**

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The Emergency Food and Shelter Program (EFSP) was established in 1983 by Congress with the intent of supplementing local efforts to provide emergency shelter and food to people in need. The Local Boards for the Emergency Food and Shelter Program invite interested, qualified non-profit community organizations, faith-based organizations, and government entities to request grant funding to provide emergency food, shelter, one-time rental/mortgage and utility assistance to people in need.

These funds are made available through the Department of Homeland Security's Federal Emergency Management Agency (FEMA) under the Emergency Food and Shelter National Board Program. Funds awarded to local jurisdictions are calculated by the National Board based on a formula that takes economic health, income levels, joblessness levels and other factors into account. EFSP is funded through a U.S. congressional appropriation.

**Applicant Eligibility:**

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Funds will be available as a direct award to organizations serving residents in Washoe County. Funding must be spent to serve people within the jurisdiction in which it is awarded. Due to limited funds, this is a competitive grant. Please note that the phases awarded during 2020 – 2022 included significant additional funding through the CARES Act and the American Rescue Act. Those funds have been exhausted, and phase 40 available funding is significantly less than the previous funding.

**The intent of this program is to supplement and expand ongoing existing efforts to provide shelter, food and supportive services and not to substitute, supplant, or reimburse ongoing programs and services or to start new programs. If your agency does not have an existing funded program in the category/ies in which you are applying, you are not eligible to apply.**

**Applicant Eligibility:**

Eligible applicants must:

- Not charge any fees for EFSP funded services
- **BE SUPPLEMENTING EXISTING PROGRAMS**
- Be a non-profit, faith-based organization, or governmental agency
- Have an accounting system or fiscal agent approved by the Local Board/State Set-Aside Committee
- Have a checking account (for electronic funds transfer)
- Have a Federal Tax Identification Number (Federal EIN)
- Have a Unique Entity Identifier (UEI)
- Have an annual organization audit available and provide to UWNNS as follows:
  - Conduct an independent annual audit if receiving \$100,000 or more in federal funds;
  - conduct an annual accountant's review if receiving \$50,000 to \$99,999 in federal funds.
- Practice nondiscrimination according to State of Nevada and federal laws

- Already be providing services in the area in which the agency is seeking funding
- If a private nonprofit, have a voluntary board
- Comply with all EFSP program reporting and audit requirements

Agencies that meet eligibility requirements may apply for funding, including those that received funding in previous phases. Previous participation in the Emergency Food and Shelter Program is not required to apply for the current phase. Eligibility to apply **does not guarantee funding**. Past agencies with outstanding compliance issues, including an incomplete final report in phases 37, CARES, or 38 must resolve the outstanding issue prior to applying.

NEW this funding cycle:

All agencies participating in the Emergency Food and Shelter Program (EFSP) must provide their Unique Entity Identifier/ID (UEI). The National Board used the DUNS previously, but the DUNS is now obsolete and is not acceptable for entities receiving federal funding. Now, entities doing business with the federal government or receiving federal funds must use the UEI created in the System for Award Management ([SAM.gov](https://sam.gov)). If your entity is registered in [SAM.gov](https://sam.gov), you already have your UEI, and it is viewable in [SAM.gov](https://sam.gov).

Agencies must pay for all eligible program expenses by an EFSP approved method of payment. Using any other method of payment, including third party vendors like Bill.com, automatically makes the purchase ineligible. The only approved payment methods are:

- LRO check,
- LRO debit card,
- LRO credit card (i.e., American Express, Visa),
- Electronic payment from LRO's bank account.

Before applying, please ensure that your agency will utilize only one of the above, approved methods. This funding requires a significant amount of back-up documentation, and agencies should only apply if they are able to provide required documentation and reporting.

**NOTE: Emergency Food & Shelter Program funds cannot be used as matching funds.**

**UPDATE: Emergency Food & Shelter Program funds cannot be used to pay another agency; they can only be used to pay a vendor directly (landlord, utility company, food supplier, hotel).**

**Eligible Activities for Funding:**

The intent of EFSP is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. The following are activities eligible for funding under the guidelines of Local Boards. **Note: Other activities may be eligible under National Board guidelines but are not funded under the Local Board's guidelines.** Due to the limited funding, the Washoe County Local Board is requesting that applicants apply in only one category.

**A. Served Meals** – *Any food used in served meals (cold or hot); per meal allowance of \$3.*

**B. Other Food** – *(nonperishable/perishable) – For food banks/pantries and other food providers. Eligible expenses include food purchased for distribution. Funds cannot be used for holiday meals.*

**C. Mass Shelter** – *(on site shelter with 5 or more beds in one location). Direct expenses associated with housing a client (supplies, linens, etc.); daily allowance of \$12.50 per client.*

**D. Other Shelter** – *Off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter. Limited to 30 days of assistance. An agency may not operate as a vendor for itself or another Local Recipient Organization (LRO). The Local Board will consider and may approve up to 90 days of assistance.*

**E. Rent/Mortgage** – *Past due rent or mortgage payment (P&I only); current rent or mortgage due within 5 calendar days; first month's rent; lot fee for mobile homes. Limited to one month's costs for an individual/family. The Local Board will consider and may approve up to 90 days assistance.*

**F. Utilities** – *Past due bills, or current bills due within 5 calendar days; for gas, electricity, oil, water, reconnect fees. May pay budget or actual amount. Limited to one month's amount that is past due at the time of payment or current one month amount. One-time delivery of firewood, coal, or propane. The Local Board will consider and may approve up to 90 days assistance.*

Funds may only be used for residents and transients within the area in which funds were allocated. All payments for eligible activities must be made directly to vendors by agency check, agency credit/debit card, or electronic payment to vendors. **No checks may be made payable to clients, volunteers or staff. Cash payments are ineligible - including but not limited to petty cash.**

### **Funding Request Guidelines:**

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- Agencies must demonstrate in their program narrative how they will effectively utilize the EFSP funds requested during the spending period.
- EFSP funds must supplement an existing funded program. The funds cannot be used to start new programs or prevent a program closure. Programs must include the cost of providing the services; do not submit budgets in which applying agency only covers the cost of program staff.
- EFSP funds cannot be utilized to replace federal, state, or city grant contracts.
- The minimum grant is \$500.

### **Applicant Meeting:**

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There is an Applicant Meeting for those applying. All applicants are expected to attend **the Applicant Information Meeting at 10:00 a.m. on Thursday, March 2, 2023**. The meeting will be conducted via a Zoom conference call. Please send your RSVP, including the names, email addresses, and organization of those attending, to [alexandra.gutierrez@uwnns.org](mailto:alexandra.gutierrez@uwnns.org) and [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org) by 9:00 a.m. on the same day. You will receive the Zoom link after you submit your RSVP.

### **Application Process:**

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1. Application forms are available online at [www.uwnns.org/EFSP](http://www.uwnns.org/EFSP).
2. A completed application will include the main application and the one individual category application as well as all required documents listed on the main application. **A separate application must be completed and submitted for each jurisdiction from which you are requesting funds.**
3. **Please ensure you identify what County, Congressional District, and Jurisdiction you are applying in at the top of the application.** The jurisdiction is **Washoe County**, and it is in Congressional District 2.
4. Completed, signed applications, including the category documents and other required attachments, must be submitted to United Way of Northern Nevada and the Sierra via email at [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org) and via mail. The deadline for receipt of the application is **5:00 p.m. on Wednesday, March 8, 2023**. All applicants will be sent an email confirmation of receipt of the application within two business days. If you do not receive a confirmation email, please contact us immediately. After emailing the application, please **mail the original copy of the application to United Way of Northern Nevada and the Sierra; Attention: EFSP; 639 Isbell Road, Suite 460; Reno, NV 89509. For mail, it must be postmarked by Wednesday, March 8, 2023. They**

**must be submitted by email AND ALSO delivered by mail.** In lieu of mail, the hard copy of the application may be hand delivered to UWNNS at the same address, but it must arrive by 5:00 p.m. to be received during office hours.

5. Submit **ONLY** the required attachments with the application (required attachments listed on the main application). Attachments must be submitted as separate attachments. DO NOT scan and send all documents in one PDF document. Pay attention to file size. Files that are too large will be rejected by the email server and undeliverable. If needed, documents may be sent in separate emails marked as “1 of 3”, “2 of 3”, etc. in the subject line. Please see main application for direction in naming files.
6. **The original application must be signed in BLUE INK by the Executive Director or CEO of the Agency.** Please do not type in the name and convert it into a cursive font. This does not meet the requirement.
7. Submit the following required attachments, as separate attachments, with your application:
  - a. Completed documents for the category(s) you are requesting funds in, e.g. other food, served meals. Remember, if your agency is applying for funding in more than one jurisdiction, you must submit a separate category application for each jurisdiction.
  - b. Copy of the most recent Board approved Operating Budget and Program Area Budget. A copy of the agency’s audit must be made available upon request.
  - c. A Summary Budget Form. The Excel form is available with the other application forms and may be downloaded at [www.uwnns.org/EFSP](http://www.uwnns.org/EFSP).
  - d. Copy of your 501(c) (3) tax-exempt status letter for your organization. If your organization does not have one, you must utilize the FEIN of a fiscal agent. A fiscal agent is another non-profit organization that may receive Emergency Assistance Fund dollars and maintains fiscal responsibility on behalf of another organization.
  - e. A Roster of the Agency’s Volunteer Board. This is a requirement for all non-profit organizations.
  - f. Copy of your most recent audited financials (or) other financial review as follows:
    - a. For LROs receiving \$100,000 or more of federal funding, submit a copy of your most recent independent audit report.
    - b. For LROs receiving between \$50,000 to \$99,999 of federal funds, submit your most recent annual accountant’s review (or the above audit report if no accountant’s review)
    - c. For LROs receiving less than \$50,000 in federal funds, submit a copy of your P&L for the last year.If you have a very large file for your audit and make your audit available online (on your website), you may submit the web address for the most recent audited financials. Generally, this is appropriate for large city or county budgets. *Document Name: Audit (or) Review (or) P&L + your organization’s name at the end of the file title.*
8. To ensure that funds are leveraged effectively in areas of greatest need, the Local Board encourages collaborations among agencies and organizations. Please attach letters of collaborations/MOUs to your application, if applicable.
9. **INCOMPLETE AND/OR LATE APPLICATIONS WILL BE DEEMED INELIGIBLE. COMPLETION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING.**
10. The Local Boards will meet to make funding allocations by mid-March. Barring any challenges in the process, notifications of funding awards will be made by the end of March 2023 for Washoe County.

### **Technical Assistance:**

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If you have questions relating to this application process, please address them in emails to [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org). If you would like to talk through a question, please include telephone number at which Kelly or Christian may call back. UWNNS staff may be working remotely but check their email throughout the day. Please use the email provided. **IMPORTANT NOTE: Lack of compliance with these instructions may result in elimination of the proposal from funding consideration. Incomplete, late or faxed proposals will not be accepted. Applications that are mailed, but fail to email a copy of the application as instructed, will not be considered.**

### **Mandatory Reporting:**

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Note: Agencies selected for funding will receive the award in two installments. Agencies will be required to submit interim reports, final reports, quarterly progress reports, and required documentation throughout the grant. A timeline for reporting will be provided following the award letters.

Agencies will be required to report back on number of clients served and continuously report remaining funds as requested by United Way of Northern Nevada and the Sierra. Agencies will be required to certify that monies will be expended only on eligible costs and will be asked to provide backup documentation to support expenditures (e.g. canceled checks, invoices, logs of clients served, etc.). Failure to submit reports and documentation in a timely manner will affect an agency's ability to receive future funding. The agency will be financially responsible for returning any funds for which they fail to provide required documentation. If funded, agencies will be provided with further direction for documentation.

Funded agencies must provide United Way of Northern Nevada and the Sierra with the following financials covering the spending period for which funds are allocated:

- Funded agencies must have their records audited by an independent certified or public accountant if receiving \$100,000 or more in EFSP funds. Provide a copy to UWNNS within 30 days of the completed annual audit.
- If a funded agency receives from \$50,000 to \$99,999, they must have an annual accountant's review and provide it to UWNNS within 30 days of completion.

### **Appeals Process:**

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An agency not selected for funding may appeal the decision, provided that the appeal is based upon violation of program regulations or errors on the part of the Local Board. Only when there is a question of serious misapplication of guidelines, fraud, or other abuse on the part of the Local Board will action be considered. No appeals will be heard on the basis of funding level or late submission. The appeal process is as follows:

- The agency must submit a written appeal to the Local Board **within ten calendar days of notification** about the outcome of its application. The written appeal must provide a detailed account of the agency's reason for the appeal.
- The written appeal must be signed by the Executive Director of the agency and mailed or delivered to: United Way of Northern Nevada and the Sierra, ATTN: EFSP Local Board, 639 Isbell Road, Suite 460, Reno, NV 89509.
- An Appeals Committee consisting of no less than three members of the Local Board will review the appeal within five business days of receipt. The committee will determine if there are compelling reasons to support the appeal. Based on these findings, the committee will mail written notification of its decision within two days of review.