

**EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)
PHASE 39 AND ARPAP (2021-2023) FUNDS APPLICATION FOR FUNDING
AUSTIN/TRAVIS & WILLIAMSON COUNTIES JURISDICTION**

ELIGIBILITY AND OTHER INFORMATION

Funding for emergency food and shelter services is being made available by the Department of Homeland Security/Federal Emergency Management Agency via Phase 39 and ARPAP funds which will run between November 1, 2021 through April 23, 2023. **Austin/Travis and Williamson counties may be eligible for funding in Phase 39 and Phase ARPAP. This RFP will be updated with funding amounts as soon as they are released.**

Any nonprofit, faith-based or local government agency that provides food and shelter services may apply for funds in this phase. Current or former EFSP participation is not required for participation. Interested agencies must submit an application to the Local Board.

The National Board has prepared a pre-recorded presentation, Phase 39 and ARPAP-R Overview to provide additional information to Local Boards and interested agencies. The webinar may be accessed from the EFSP website <https://www.efsp.unitedway.org/> under the FY2021/ARPAP Funding Tab or the Training Workshop section. Additional information will be added to the website as needed to help participants with questions they may have. EFSP funds must be used to supplement food and shelter services and may not be used as seed money for new programs. The key responsibility of participating organizations is to provide assistance within the intent of the program. Agencies may receive funds to provide food and shelter, including, but not limited to:

- Food services, such as served meals or other food
- Lodging in a mass shelter, or in a hotel/motel or other off-site shelter facility limited to **90-days** assistance per individual or household.

Visit our website to learn more about the local EFSP program. <http://www.atwcefsp.org/>

This application is for the Phase 39 and Phase ARPAP funding cycles. The local EFSP Board has established the following guidelines for how the Phase 39 and ARPAP available funding will be distributed.

- **Food: 64% of funding**
- **Shelter: 34% of funding**
- **Administrative costs: 2% of funding** – Note that the local EFSP Board has determined that this funding will be used under the Board's oversight to support the overall administration of the program and is not available for individual projects.

This is a competitive grant process, and no organization is guaranteed to be funded or to receive the entire amount requested. Organizations can request the full amount of their eligible expenses and are not limited to requesting the amount awarded in past phases.

APPLICATION DEADLINE: 5:00pm Central Time, Tuesday, February 8, 2022

Purpose: Funds are to be used on an ongoing basis to supplement and extend food or 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 an existing program in the category for which they are seeking funding.

In Phase 39 and ARPAP, the EFSP board is interested in increasing access to services for residents in the underserved areas of Travis County and in Williamson County and encourages applicants who serve those communities. This does not mean that the EFSP Board will exclusively fund projects that serve those areas, but

the board wants to ensure that services are aligned with shifts in demographic trends. Information about underserved areas can be found in the following reports:

- [2020 2-1-1 Call Summary for Travis and Williamson counties](#)
- [2019 American Community Survey Snapshot for Travis County](#)
- [2020 Williamson County Poverty Report](#)
- [2021 Travis County Poverty Brief](#)
- [Williamson County Asset Limited, Income Constrained, Employed \(ALICE\) Report](#)

Ineligible Use of Funds: EFSP Phase 39 and ARPAP funds are not to be used to provide emergency assistance for circumstances that are the immediate result of a disaster situation, such as fires of any kind, floods, hurricanes, or tornadoes.

However, EFSP funds may be used to provide economic assistance in the long term, even if the current circumstances may have been impacted by an earlier disaster occurrence.

Funds can only be used to serve permanent residents of and transients within Travis and Williamson Counties, Texas.

Prior to application, all applicants should review the information available in the resource section of the Austin/Travis County and Williamson Counties EFSP website (<http://www.atwcefsp.org/>). Particular attention should be paid to the [Phase 35 Manual](#), the [Phase 35 and Phase 36 Key Changes and Clarifications Document](#), the [Phase 37 Addendum](#), the [Phase 38 Addendum](#), and [Changes and New Guidance Phase 39 and ARPAP](#). The [quick reference guides](#) for each category provide useful information regarding eligible items. Additional information on Phase 39 and ARPAP will be uploaded to the Austin/Travis County and Williamson Counties EFSP website as soon as it becomes available.

Please also read through the following eligibility criteria and program compliance information to be sure you are eligible and that you would be able to comply with program rules.

Eligible organizations: nonprofit or an agency of government that meet the following:

- Has no known EFSP compliance exceptions in this or any other jurisdiction,
- Has the capability to provide emergency food and shelter services,
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services,
- Will not use EFSP funds as a cost-match for other Federal funds or programs,
- Has an accounting system, and will pay all vendors by an approved method of payment,
- Understands that **cash payments** (including petty cash) are **not eligible** under EFSP,
- Will conduct an independent annual review if receiving \$25,000-\$49,999 in EFSP funds, an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding,
- Has not received an adverse or no opinion audit,
- Is not debarred or suspended from receiving Federal funds,
- Has provided or will provide a Federal Employer Identification Number (FEIN) to EFSP,
- Has provided or will provide a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP,
- Practices nondiscrimination (agencies with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds),
- Will not charge a fee to clients for EFSP funded services,
- Has a voluntary board if a private nonprofit,

- Will provide all required reports to the Local Board in a timely manner (i.e., Second Payment/Interim Report and Final Report),
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close out the program by the jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board,
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following the jurisdiction's selected end-of-program date,
- Will not use EFSP funding for any lobbying activities, and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions,
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect, and
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

APPLICATION INSTRUCTIONS

Complete applications for Phase 39 and ARPAP funding are due no later than 5:00 p.m. Central Time on Tuesday, February 8, 2022 and should be submitted electronically via the following [online form](#). Organizations can apply for Phase 39 funding, ARPAP funding, or both. Late or incomplete applications will not be accepted.

The following documents can be downloaded separately from the local board website [funding opportunities page](#):

1. Completed Application Cover Form – this form should only be completed once even if the applicant is submitting application for both Phase 39 and ARPAP
2. Phase 39 Application – includes Phase 39 Narrative (four pages maximum) and Phase 39 Program Budget
3. Phase ARPAP Application – includes ARPAP Narrative (3 page maximum) and ARPAP Program Budget

Submitted applications must also include:

1. Most recent financial audit and any accompanying management letter. If you have not been audited recently, please submit your most recent financial review, or lacking that, your most recent year-end financial statements.
2. **For nonprofits:**
 - a. Board of directors' roster, including board members' professions/business affiliations.
 - b. IRS 501(c)(3) determination letter.

Incomplete or late applications will NOT be accepted.

Phase 39 and ARPAP Virtual Bidder's Conference (Optional):

An optional virtual information session for anyone wishing to learn more about EFSP was held on **Wednesday, January 12th**. [The recorded session can be found here](#).

For questions about this application. Please contact Andrea Torres at andrea@woollardnichols.com or 512-925-7120.

[Responses to questions received about the application](#) will be posted on the [Funding Opportunities page](#) on the [Austin/Travis County & Williamson Counties EFSP website](#).