**Emergency Food and Shelter Program (EFSP)**

**Phase 42 Funds Application for funding**

**Austin/Travis & Williamson Counties Jurisdiction**

**Phase 42 application overview**

The Austin/Travis & Williamson Counties Emergency Food and Shelter Program (EFSP) Board has received $793,575 in federal funds made available through the U.S. Department of Homeland Security/ Federal Emergency Management Agency under the Emergency Food and Shelter Program. [The National EFSP Board](https://www.efsp.unitedway.org/efsp/website/websiteContents/index.cfm?template=fy2021info.cfm) has not announced the Phase 42 spending dates.

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.

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, shelter, and rent and mortgage assistance including, but not limited to:

* **Up to 90 days (3 months)** rent & mortgage assistance for clients if it is necessary to maintain housing.
* 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/>

**Guidelines for Phase 42 Applications**

These instructions are for the Phase 41 funding cycle. After analyzing available data on the state of the region, the local EFSP Board has established the following guidelines for how available funding will be distributed:

|  |  |  |
| --- | --- | --- |
| **Category** | **Total** | **$793,575**  |
| Rent & Mortgage | 35% | $277,751.25  |
| Food | 35% | $277,751.25  |
| Shelter | 28% | $222,201  |
| Administrative Costs | 2% | $15,871.50  |

**About administrative costs: –** 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, Friday, February 21, 2025**

**Purpose and Eligibility**

**Purpose:** Funds are to be used on an ongoing basis to supplement and extend food, shelter, or rent & mortgage assistance 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.

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

**Ineligible Use of Funds:** EFSP Phase 42 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.

**Reference Before Applying: EFSP Manuals and Other Resources**

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](https://app.box.com/s/lahg6n6gyorfh8704zr4agcct4os64jp), the [Phase 35 and Phase 36 Key Changes and Clarifications Document](https://app.box.com/s/jvls8so6jc4a95b8wulqfxxt488c0dap), the [Phase 37 Addendum](https://app.box.com/s/4o82rv2sh02rykfwusgdwqk0wvt3qgwg), [the Phase 38 Addendum](https://www.efsp.unitedway.org/efsp/website/websiteContents/PDFs/AddendumtoProgramManual/AddendumP38Manual.pdf), and [Changes and New Guidance Phase 39 and ARPAR](http://atwcefsp.org/2020/wp-content/uploads/2022/01/Changes-and-New-Guidance-Phase-39-and-ARPAR.pdf).

*The National EFSP Board may release a new Manual or Addendum after this document is released. Additional information on Phase 42 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 Unique Entity Identifier (UEI) which is requested in, and assigned by, the System for Award Management (SAM.gov) 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 41 funding are due no later than 5:00 p.m. Central Time on Friday, February 21, 2025 and should be submitted electronically via the following [online form.](https://airtable.com/appy5aWBXGG6ol48G/shrZSIep9hMyGx7pq)**

**Required Documents**

*These can be downloaded from the local board website* [*funding opportunities page*](https://atwcefsp.org/funding-opportunities/)*:*

* Completed Phase 42 Application, which includes:
	+ Phase 42 Cover Form,
	+ Phase 42 Program Budget, and
	+ Phase 42 Narrative (four pages maximum)

**Additional Required Application Materials**

* 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.
* **For nonprofits**:
	+ Board of directors’ roster, including board members’ professions/business affiliations.
	+ IRS 501(c)(3) determination letter.

**Incomplete or late applications will NOT be accepted.**

**Phase 42 Virtual Bidder’s Conference (Optional):**

An optional virtual information session for anyone wishing to learn more about EFSP will be held on **Friday, January 31 at 11:00 a.m. CST**. This session will be recorded and uploaded to the local EFSP website.

[Register at this link.](https://us02web.zoom.us/meeting/register/VnWOKqpsR2afbzkrM_TW5Q)

For questions about this application, please contact Kelley Abell at kelleya@woollardnicholstorres.com or 737-295-0873.Responses to questions received about the application will be posted on the [Funding Opportunities page](https://atwcefsp.org/funding-opportunities/) on the [Austin/Travis County & Williamson Counties EFSP website](https://atwcefsp.org).