



EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) FUNDING GUIDELINES

New London Census County 147200

PROGRAM DESCRIPTION

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic emergencies (non-disaster-related). EFSP funding is open to all organizations helping those who are experiencing hunger or homelessness in New London County. EFSP funds must be used to supplement feeding, sheltering, rent/mortgage or utility assistance efforts for programs already in existence. These funds cannot be used to substitute for other program funds or to start new programs.

EFSP 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 be used to serve permanent residents of and transients within New London County, CT. Please see eligible expenditures list for a comprehensive list of categories that an organization can submit an application. Each year needs are assessed locally in an effort to respond to changes in the community.

Funding is made available by the Department of Homeland Security/Federal Emergency Management Agency. This is a competitive grant process, and no organization is guaranteed funding or to receive the entire amount requested.

ELIGIBILITY CRITERIA

A public or private organization in New London County that meets the following:

- Has no known EFSP compliance exceptions in this or any other jurisdiction,
- Has the capability to provide emergency food, shelter, rent/mortgage assistance and/or utilities assistance services,
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services,
- Is nonprofit or an agency of government,
- 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,

- 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),
- Has a voluntary board if a private nonprofit,
- Will attend required trainings and meetings organized by the Local Board
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO 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 my jurisdiction's selected end-of-program date and return any unused funds to the National Board,
- Will provide complete, accurate documentation of expenses to the Local Board

APPLICATION INSTRUCTIONS

One application per organization will be accepted. Organizations must prioritize their needs and only apply for one funding category (rent/mortgage, utility, mass shelter, other shelter, served meals, or other food). Do not exceed space provided when answering questions on the application. Minimum funding amount is \$2,000. EFSP requests cannot exceed 50% of a program budget.

Applicants must submit the following via email (each document must be sent as a separate attachment):

1. Completed (typed) application
2. List of current Board of Directors if a private nonprofit
3. IRS 501(c)3 determination letter if private nonprofit
4. IRS Form 990 and most recent audit and any accompanying management letters **only if the organization received more than \$25,000 in EFSP funds annually**. Audits from all organizations must be on file and made available upon request if needed.

Complete proposals are due by Friday, May 17, 2019 by 1:00pm.

Email completed applications to:

Anne.stockton@uwsect.org

Hand delivered, mailed, or faxed proposal will not be accepted. Incomplete proposals or proposals received after the due date and time will not be accepted.

UWSECT will coordinate with the EFSP Local Board to manage the process for reviewing proposals. This is a competitive process with limited funding available and submission of an application does not guarantee funding. UWSECT is open to communications and will be available for questions.

Questions can be directed to:

Anne Stockton
Community Impact Director
(860) 464-3321
Anne.stockton@uwsect.org

A bidder's conference will be held at United Way of Southeastern Connecticut on Wednesday, May 8th at 10:00am to go over the application and answer any questions from applicants.