

**United Way of Adams County**  
**Emergency Food and Shelter Program (EFSP) Application – Phase 41**

Please follow these instructions to apply for Phase 41 Emergency Food and Shelter Program Funding. Application materials will be available upon request and at <https://www.uwadams.org/resources/emergency-food-shelter-program-efsp/>

Please review the following information:

- EFSP-Adams County LBO Priorities for Phase 41 and summary of program requirements are found on Page 2.
- For detailed guidelines on the funding requirements and organizational reporting expectations, please review the EFSP website at <https://www.efsp.unitedway.org/efsp/website/index.cfm>
- Spending period of grant funds, if awarded: October 1, 2022 through December 31, 2024

Please provide the following information as your application to the LBO:

- One page cover letter**, including contact name, title, phone number, and email address; signed and on agency letterhead
  - **You MUST provide your UEI (Unique Entity Identifier) Number** in your cover letter – Nonprofit must have this number in place of the DUNS. Learn more here: <https://sam.gov/content/duns-uei>
- Narrative** (no more than 2 pages):
  - Describe how the proposed program will address one or more of the EFSP-LBO priorities listed on Page 2 that use the funds **as the financial resource of last resort**. Indicate the impact on the program if funding is not available.
  - Include a description of the population to be served including an estimate of the number of individuals and/or families who are estimated to be served by the program between October 1, 2022 and December 31, 2024. For shelter proposals, also include the average length of stay per individual/family and a copy and/or description of shelter policy. Applicants for utility and rent assistance should include a program description as detailed in the Local Board priorities, including program eligibility requirements.
- Program budget and funding request:**
  - Using the attached budget form as a model, indicate all sources of revenue for the proposed program and requested EFSP expenses by categories listed on Page 2. Programs providing mass shelter use **a \$12.50 per diem cost per individual** housed.
  - In a summary paragraph, include a best estimate breakdown as to how the funds will be spent. Agencies can go back to October 1, 2022 to use EFSP funds and have until December 31, 2024 to spend the funds if needed.
- 501(c)(3) IRS determination letter**
- BCO certificate** from Pennsylvania Bureau of Corporations and Charitable Organizations
- Organizational budget**
- Board of directors listing**
- Most recent IRS Form 990 and independent financial audit**, if available.

**Deadline: 5:00 p.m. on Monday, June 24, 2024**

Email all required application components to [EFSPAdamsPA@gmail.com](mailto:EFSPAdamsPA@gmail.com)

If you have any questions about the application or EFSP guidelines, please send email only to [EFSPAdamsPA@gmail.com](mailto:EFSPAdamsPA@gmail.com) no later than Friday, June 21, 2024.

The LBO will review the applications and make a recommendation for funding to a Local Recipient Organization (LRO). A member of the LBO will contact you if there are questions about your request.

## **EFSP Phase 41 Priorities**

The EFSP Adams County LBO recommends that funding be directed to the following priorities as defined below. In addition to meeting the criteria listed below, all providers must submit EFSP Board required forms certifying that the agencies meet LRO requirements and documentation that services have been provided (per EFSP Manual).

**SERVED MEALS** - This category pertains to basic, nutritional, hot, or cold prepared meals that are served by the LRO or delivered to clients. Food costs for meals served in a shelter should be included here. The per meal rate of \$3.00 may be used for agencies serving congregate meals.

**OTHER FOOD** - This category includes food vouchers for food orders, food boxes, or food purchased by food banks and food pantries. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category.

**MASS SHELTER (on-site)** - This category pertains to LROs that will use funds to provide shelter within their own facility. Diapers and feminine hygiene purchases are to be reported in the "Supplies/Equipment" category. Food served in a shelter is not included here. LROs may use a per diem rate of \$12.50 for housing clients in their facility. The per diem rate includes supplies purchased by the LRO.

**OTHER SHELTER** - This category pertains to LROs that will use funds to provide shelter outside of their own facility (motel, SRO, other non-EFSP funded shelter). LROs may provide up to 90 days of assistance for clients if it is necessary to prevent homelessness.

**SUPPLIES/EQUIPMENT** - This category includes any essential supplies and equipment, such as personal protective equipment, diapers and feminine hygiene products, purchased for use in a mass feeding or sheltering facility or for use by food banks/food pantries. Maximum expenditure is \$300 per item. The per meal or per diem rates include supplies/equipment purchases; LROs cannot make separate purchases in the supplies and equipment category.

**RENT/MORTGAGE** - This category pertains to LROs that will use funds to provide clients with rent/mortgage assistance (up to 3 months per client/family to maintain housing).

**UTILITIES** - This category pertains to LROs that will use funds to provide clients with utility assistance (up to 3 months per client/family/per utility to prevent disconnection of service).

*Please refer to the EFSP Manual for specific spending guidelines and reporting expectations, available for download on the EFSP website at <https://www.efsp.unitedway.org/efsp/website/index.cfm>*

**BUDGET OVERVIEW; EFSP spending period: October 1, 2022 to December 31, 2024**

| <b>PROGRAM REVENUE SOURCE</b> | <b>AMOUNT</b> | <b>JUSTIFICATION / BASIS</b> |
|-------------------------------|---------------|------------------------------|
| <b>Proposed EFSP</b>          |               |                              |
| United Way of Adams County    |               |                              |
| County of Adams               |               |                              |
| Other government fees/grants  |               |                              |
| Contributions                 |               |                              |
| Foundations                   |               |                              |
| Other grants                  |               |                              |
| Program service fees          |               |                              |
| Misc. income                  |               |                              |
| <b>TOTAL REVENUE</b>          |               |                              |

| <b>EFSP EXPENSES</b>  | <b>AMOUNT</b> | <b>JUSTIFICATION / BASIS</b> |
|-----------------------|---------------|------------------------------|
| Served meals          |               |                              |
| Other food            |               |                              |
| Mass shelter          |               |                              |
| Other shelter         |               |                              |
| Supplies/Equipment    |               |                              |
| Rent/Mortgage         |               |                              |
| Utilities             |               |                              |
| <b>TOTAL EXPENSES</b> |               |                              |

**Brief budget narrative:**