



**PRINCE WILLIAM**  
COUNTY

# Prince William Area CoC

**Emergency Food & Shelter Program (EFSP)  
"How to Apply"**

**March 6<sup>th</sup>, 2023, 11:00AM to 12:30PM**

**Phase 40**

**(American Rescue Plan Act of 2021, Section 4007)**

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# What Is EFSP?

**The Emergency Food and Shelter National Board Program (EFSP)** is a Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (DHS/FEMA). It has been entrusted through the McKinney-Vento Homeless Assistance Act (PL 100-77) "to supplement and expand ongoing efforts to provide shelter, food and supportive services" by local social service organizations for people across our Nation who are hungry, homeless, and in economic crisis.

*Funding is not to substitute or reimburse ongoing programs and services nor as start-up funding for a new program.*

# Phase 39 and Phase ARPA-R



**Phase 39 is ending April 30, 2023**

**Final Report is due June 15, 2023**

**Phase ARPA-R was extended by the local board through December 31, 2023**

**Final Report is due February 15, 2024**

# Phase 40



## Overview

The Prince William Area has been awarded **\$118,648.00** by the State Set Aside (SSA) committee to supplement emergency food and shelter programs and provide rental/mortgage and utility assistance.

*Prince William County Department of Social Services is the administrative agency of the Local Emergency Food and Shelter Program in the Prince William Area.*

# Phase 40

## PWA EFSP Phase 40 Award Amount: \$118,648

The EFSP Board has allocated the funds as follows:

Service Type	Mass Shelter	Mass Feeding	Rent/ Mortgage	Utilities	Other Shelter	Total Funding
Amount Allocated	\$5,932	\$5,932	\$41,528	\$23,728	\$41,528	<b>\$118,648</b>

## Key Dates

<b>February 27, 2023- March 3, 2023</b>	<b>Advertisement published</b>
<b>March 6, 2023</b>	Application released & “How to Apply” 11:00AM to 12:30PM
<b>March 27, 2023</b>	Application due by 12:00PM
<b>April 14, 2023</b>	The board will vote on the application
<b>April 19, 2023</b>	Last day to appeal

## Award Cycle

- The funding cycle for PWA Phase 40 is **November 1, 2022, through December 31, 2023.**
- Funding is interjurisdictional & is available to all PWA residents residing in either Prince William County, Manassas City, or Manassas Park



- **Key Changes**

- EFSP applicants must provide their Unique Entity Identifier (UEI) in order to participate in the program
  - This number replaces the former Data Universal Number (DUNS)
  - [SAM.gov](https://sam.gov) | Home

- **Application Review**
  - EFSP Phase 40 Application Review (Attachment)

# Household Eligibility



- **Overview**

- Mass Feeding: For food banks/pantries and other food providers
- Mass Shelter: For Mass shelter providers; 5 beds or more in one location
- Other Shelter: Household is homeless or at-risk of homelessness and no other on-site shelter has been identified
- Housing Assistance: Household is at-risk of homelessness or experiencing a crisis that impacts their ability to maintain housing
- All Services: Household has exhausted all other resources

- **Additional Requirements for Housing Assistance**
  - Payment is in arrears or due within 10 calendar days from the date assistance is requested
  - Head of Household is a resident of the home and responsible for the rent/mortgage/utility payments

- **Length of Service**

- Mass Feeding/Shelter: Households may receive assistance for as long as they are a shelter resident
- Other Shelter: Households may receive services for up to 14 days without re-certification through CES but no more than 90 days
  - Need for extended stays must be documented
- Housing Assistance: Households may receive up to 3 months of assistance

- **Overview**

- Preliminary eligibility will be determined by CES in compliance with funding guidelines and assessment outcomes
- Households seeking assistance will call the CES Hotline to complete intake and assessment
- CES will complete referrals via HMIS for households that may be eligible for services
- CES will inform the household of all required documentation and next steps

**Households must be referred by CES to receive EFSP services**

- **Financial Form Link will be provided after awards.**
  - Financial reporting should be completed **monthly**.
  - Financial reporting is due on the **10<sup>th</sup>** of every month
    - For example: July expenditures are due on August 10<sup>th</sup>
  - Email reminders will be sent monthly.

*If you have any issues accessing the shared document on Google Drive, please contact Dana Carey ([dcarey2@pwcgov.org](mailto:dcarey2@pwcgov.org))*

- **HMIS data entry is required for the following EFSP services:**
  - Other Shelter (Hotel/Motel Shelter)
  - Housing Assistance
    - Rent/Mortgage Assistance
    - Utility Assistance



- **HMIS Data Entry Requirements for EFSP services:**
  - Coordinated Entry System
    - Basic Client Demographics
    - Verbal Consent to share information
    - Referrals for Services
  - EFSP Recipients
    - Referral outcomes (approved or denied)
    - Client Note recording referral outcome details such as attempted contacts, next steps, or reasons for denial
    - Monthly & Annual Data Quality Reviews

# Required Documentation

- **Overview**

- Documentation of need & eligibility
- Completed CoC Financial Tracker
- Completed HMIS data entry (if applicable)
- EFSP Spreadsheets with required data elements
- Dated receipts/invoices/completed vouchers for payment of services (mass feeding/shelter & other shelter)
- Completed CoC Rent/Mortgage/Utility Verification forms & required third-party documentation (housing assistance)
- Proof of payment to the vendor via an acceptable payment method

- [EFSP Website](#)
- [EFSP Program Manual](#)
- [EFSP Phase 40 Addendum](#)

