

**Prince William Area Continuum of Care (PWA CoC)  
Emergency Food and Shelter Program (EFSP)  
Request for Applications - Phase 40**

**INTRODUCTION**

This notification is to notify local service providers that EFSP funds may be distributed by the Prince William Area (PWA) Board to *supplement and extend* a program’s current available resources for the provision of emergency food and/or shelter assistance.

This award may be used for eligible program costs made on or after November 1, 2022, through December 31, 2023. The PWA EFSP Board determines how the funds will be allocated among the emergency food and shelter programs operated in the Prince William Area to include Prince William County, and the cities of Manassas and Manassas Park, local jurisdictions located in Virginia.

The PWA EFSP Board invites applications for funding from eligible local service providers. The EFSP application packages must be submitted by **Monday, March 27th by 12:00 PM** via email to [homelesservices@pwgov.org](mailto:homelesservices@pwgov.org). Applications will be reviewed, and grant awards determined by the PWA EFSP Board.

**OBJECTIVE**

The Emergency Food and Shelter Program is designed to address emergency needs. This program funding is not intended to address or correct structural damage or long-standing facility problems. Rather, it is for the purchase/provision of served meals/mass feeding, other meals, mass shelter, and rent/mortgage/utility payments, to *supplement and extend* current available resources that a program is already providing. These funds are supplemental to the funding of programs already in existence and operating with dedicated internal funding (regardless of source) by the applicant agency. Funding is not to substitute or reimburse ongoing programs and services nor as start-up funding for a new program.

**EFSP PHASE 40 FUNDING AVAILABILITY**

Jurisdiction	Mass Shelter	Mass Feeding	Rental/ Mortgage	Utility	Other Shelter	Total Funding
Prince William Area	\$5,932	\$5,932	41,528	23,728	41,528	<b>\$118,648</b>

**KEY DATES**

<b>Feb 27, 2023 – March 3, 2023</b>	Advertisement published
<b>March 3, 2023</b>	Application released & “How to Apply” 11:00 a.m. to 12:30 p.m.
<b>March 6, 2023</b>	“How to Apply” 11:00 a.m. to 12:30 p.m. (Virtual)
<b>March 27, 2023</b>	Application due by 12PM
<b>April 14, 2023</b>	The board will vote on the application
<b>April 19, 2023</b>	Last day to appeal

## SECTION 1: GENERAL INFORMATION

The PWA Board determined that the Prince William Area allocated funding will be made available for five types of services only:

- Mass Shelter
- Mass Feeding
- Rent/Mortgage Assistance
- Utility Assistance
- Other Shelter (Motel/Hotel)

The definitions of those services, as defined by National EFSP, are below.

### Mass Shelter:

Facility that has the capacity to provide accommodations for at least 5 clients per night at a single site run by the agency; eligible shelter programs include emergency and/or transitional shelters. Permanent supportive housing programs (PSH) are ineligible for Mass Shelter funds as PSH residents are housed and no longer homeless. Direct costs associated with sheltering a client (supplies, linens, first aid supplies, etc.).

### Mass Feeding (Meals):

EFSP funds may be used to offset costs associated with preparation and serving of congregate meals for clients in a program operated by a Local Recipient Organization (or “LRO” e.g. an agency receiving EFSP funding). Eligible items include any food used in served meals or purchases of *some* consumable supplies essential to mass feeding (plastic cups, plates, utensils, etc.). EFSP funding in this category is intended to provide for basic, nutritional meals on an ongoing basis. This funding is ***not*** intended to be used for a singular event, special celebratory events, holiday baskets, etc.

### Rent/Mortgage Assistance:

Provision of emergency financial assistance intended to maintain client’s housing or utility for an additional 90 days. Funds are not intended to be used as a security deposit.

### Utility Assistance:

Provision of emergency financial assistance intended to maintain client’s utility for an additional 90 days. Funds are not intended to be used as a security deposit.

### Other Shelter

Provision off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter facility provided conditions one (1) and two (2) below are met:

1. No appropriate on-site shelter is available; and
2. It is limited to 90-days assistance per individual or household during the current program period.

Note: Assistance may be extended in extreme cases with prior Local Board written approval. A copy of this approval must accompany the LRO’s documentation.

## **Eligible Organizations/Entities:**

Per National EFSP rules, for a local agency to be eligible for funding, it must:

- Be a nonprofit or an agency of government;
- Not be debarred or suspended from receiving Federal funding;
- Have a checking account;
- Have a Federal Employer Identification Number (FEIN);
- Have a Unique Entity Identifier (UEI) in order to participate in the program
- Conduct an independent annual audit if receiving \$50,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$25,000-\$49,999 in EFSP funds;
- Be providing services and using its other resources in at least one of the three jurisdictions in which they are seeking funding;
- Practice nondiscrimination (those agencies with a religious affiliation wishing to participate in the program must not refuse services to an applicant based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds;
- Have a voluntary board if private, not-for-profit; and
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter programs.

## **Source of Grant Funding:**

EFSP funding is federal. All funding is contingent on Congressional appropriation of funding for the Emergency Food and Shelter Program and then allocation of funding by the National EFSP Board to the Prince William Area.

## **Award Spending Period:**

The spending period to use Phase 40 funding for eligible costs is date of award through December 31, 2023.

## **SECTION 2: SUBMISSION OF APPLICATIONS**

E-mail your application with one (1) copy of the required attachments to [homelesservices@pwcgov.org](mailto:homelesservices@pwcgov.org). All the documents must be submitted in a single e-mail. Incomplete applications will not be considered for funding. Additions or deletions to an application after the deadline will not be accepted.

## **Submission Checklist:**

### **Required Documents for Submission:**

- Completed Application available at [www.pwcva.gov/department/social-services/continuum-care-funding](http://www.pwcva.gov/department/social-services/continuum-care-funding)

### **Required Attachments:**

Applicant agencies will only be considered for funding if the grant applications are received by the deadline and the package includes **ALL** the following:

- Coversheet on agency letterhead.

- IRS letter stating that the agency is a 501(c)(3) nonprofit organization.
- Current list of board of directors including contact information to include names, addresses, telephone number, and e-mail address.
- A copy of your Agency's Appeal Policy for Clients.
- Agency budget for current Fiscal Year.
- Copy of 2022 or 2021 Audit or Financial Review.
- Federal Agency ID No. (FEIN).
- Program specific budget for which the agency is applying for EFSP funding.
- DUNS Number
- Copy of Agency's Leadership and/or Program Chart with persons responsible for EFSP program highlighted in BOLD and/or Program Organizational Chart.
- Grant application Signature Page completed with ALL requested Agency Representative's Signatures and Boxes Checked.

### **SECTION 3: TERMS FOR GRANT APPLICATION**

#### **The following are terms and conditions applicable to this Prince William Area Phase 40 Request for Applications:**

- Agencies that are ***not*** in compliance with the National EFSP Board from previous funding phases are ineligible to apply for Phase funds.
- EFSP funds may ***not*** be used by agencies for administrative costs related to running its programs.
- EFSP funds may ***not*** be used for equipment purchase or repair (per the policy of the PWA EFSP Board).
- EFSP funds are intended as ***supplemental*** funds to enhance already existing programs. EFSP funds are ***not*** intended as start-up funds for a new program nor to fund 100% of an agency's program.
- EFSP funding is intended to provide for basic, nutritional meals on an ongoing basis. This funding is ***not*** intended to be used for a singular event, special celebratory events, holiday baskets, etc.
- If an agency is awarded EFSP funds, then all monies allocated to an agency must be deposited in the agency's checking account. Any interest income must be used for eligible program expenditures.
- All agencies must enroll in the Electronic Funds Transfer (EFT) program to receive funds. The EFT form must be used for initial sign-ups and any changes. To add/ update the EFT information, the agency must log into the EFSP website to access appropriate form and instructions. It is the responsibility of the agency to ensure that banking information is correct and up to date.
- All agencies must utilize the PWA's local Homeless Management Information System (HMIS) to document the clients served with EFSP Funding.

#### **SECTION 4: REVIEW OF APPLICATIONS**

An agency may submit one application for each EFSP Phase for the Prince William Area.

The PWA EFSP Board will review, discuss, make recommendations for awards and vote to determine the final allocations for each locality.

If approved, funds will be sent directly via Electronic Funds Transfer (EFT) by the National EFSP Board to the agency in two installments.

#### **SECTION 5: APPEALS PROCESS FOR DENIAL**

**To appeal a funding denial only**, the applicant agency must submit an e-mail request for appeal to the PWA EFSP Board Chair Dana Carey at [dcarey2@pwegov.org](mailto:dcarey2@pwegov.org) within three (3) business days of notification of the agency's funding denial.

To be considered a valid basis for appeal, the agency's reason for appealing the PWA Board's denial must fall within one or more of the following criteria:

1. Misunderstanding or factual error in the PWA EFSP Board's evaluation or interpretation of the agency request for EFSP funding; and/or
2. Concerns such as bias or conflict of interest on the part of the PWA EFSP Board, fraud, or misuse of EFSP funds by other funded agencies, etc.

The EFSP appeal will **not** be considered by the PWA EFSP Board if the agency merely restates or re-emphasizes points already made in its original application.

The written request for appeal must contain the following information or the appeal cannot be considered:

1. The original request made by the agency (program name and brief description, amount requested, services to be funded);
2. The reason(s) for the appeal; and
3. Supporting documentation for the appeal (new information, point-by-point rationale for other categories, etc.).

The PWA EFSP Board will convene a special meeting to review all appeals. The PWA EFSP Board Chair will inform the agency of the appeals outcome within 2 business days after that meeting.