



PRINCE WILLIAM
COUNTY

Prince William Area CoC

Emergency Food & Shelter Program (EFSP)

"How to Apply"

May 6 2024, 11:00AM to 12:30PM

Phase 41

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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, ARPA-R, 40 was extended by the local board through December 31, 2024

Final Reports due Feb. 15, 2025

Why are Phases 39, ARPAN, 40 and 41 being administered simultaneously?

- Due to the delay in the receipt of funds, the EFSP National Board has decided to run Phases 39, ARPAN, 40 and 41 almost concurrently. It is believed this will make it easier for Local Boards and LROs to administer the four phases and prevent further delays in releasing funds to communities.

Phase 41



Overview

The Prince William Area has been awarded **\$180,467** 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 41

PWA EFSP Phase 41 Award Amount: \$180,467

The EFSP Board has allocated the funds as follows:

Service Type	Mass Shelter	Mass Feeding	Rent/ Mortgage	Utilities	Other Shelter	Total Funding
Amount Allocated						\$180,467

Key Dates

April 29- May 3, 2024	Advertisement published
May 6, 2024	Application released & "How to Apply" 11:00AM to 12:30PM
May 24, 2024	Application due by 12:00PM
June 14, 2024	The board will vote on the application
June 19, 2024	Last day to appeal

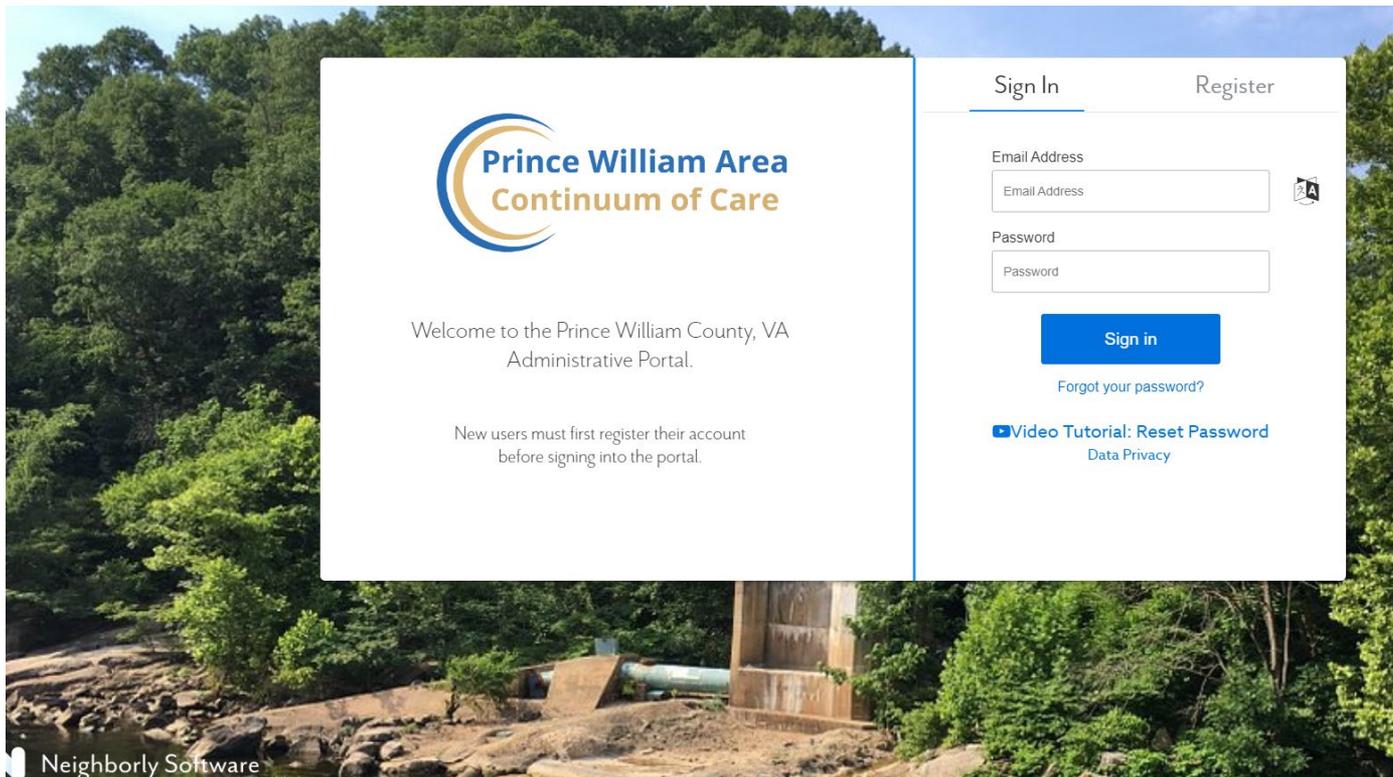
Award Cycle

- The funding cycle for PWA Phase 41 is **November 1, 2022, through December 31, 2024.**
 - *Funding for Mass Shelter and Mass Feeding can retroactively go back to expenditures starting from November 1, 2022.*
 - *All other funding categories are required to receive referrals through CES (rental, utility, and other shelter). Effective date as soon as awards are announced.*
- Funding is interjurisdictional & is available to all PWA residents residing in either Prince William County, Manassas City, or Manassas Park

Phase 41 Application

Applications can be accessed at the following link:

<https://portal.neighborlysoftware.com/PRINCEWILLIAMCOUNTY/participant>



**Prince William Area
Continuum of Care**

Welcome to the Prince William County, VA
Administrative Portal.

New users must first register their account
before signing into the portal.

Sign In Register

Email Address

Password

[Sign in](#)

[Forgot your password?](#)

[Video Tutorial: Reset Password](#)
[Data Privacy](#)

Neighborly Software

Phase 41 Application



You must register with Neighborly Software to access the application.

- Video Tutorial to Register https://benevate.blob.core.windows.net/neighborly-loginscreen-videos/Registration_vid.mp4

Organizations are only required to submit (1) application but can apply to multiple categories.

- For example, Organization A submits (1) Application for Mass Shelter and Rental Assistance. The budget and narratives for each category will be included in the application.

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

- **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

- **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 41 Addendum](#)

