**Emergency Food and Shelter Program (EFSP)**

**King County Local Board (889000)**

**2024 Phase 41: Funding Application**

**Section 1: EFSP Funding Announcement Award Details**

**Funding Available:** $935,330 for Phase 41.

**Funding Source**: [The Emergency Food and Shelter Program (EFSP) National Board](https://www.efsp.unitedway.org/) receives an appropriation from Congress each year to supplement and expand emergency food and shelter programs throughout the country. The award amount for King County is based on the total number of unemployed as compared to the total number of unemployed in all qualifying jurisdictions. The award is made through FEMA, under the Department of Homeland Security.

**Applicant Eligibility:**

* Nonprofit, faith-based, and governmental organizations in King County, WA
* Past EFSP participation is not a requirement.
* Must have a Unique Entity Identifier (UEI). To apply, go here (<https://sam.gov>).
* Must have a Federal Employer Identification Number (FEIN) (<http://www.irs.gov>).
* Maintain a checking account in the organization’s name for EFSP deposits.
* Pay vendors directly within 90 days for services provided.
* Submit required reports.

**Eligible Services and Expenditures:**

1. **Food Services**: Congregate Meals, Food Purchases, Home Delivery Meals (e.g., Meals on Wheels).
2. **Shelter Services**: Mass Shelters (e.g., local shelter facilities), Hotel/Motel, Rent/Mortgage.
3. **Supplies and Equipment Purchases**: Cleaning Supplies for Shelters, Feeding Sites; Small Equipment Purchases up to $300 per item (e.g., microwave); Personal Protective Equipment
4. **Utility Services for Clients**: Gas, electric or water
5. **Administrative Allowance**: 2% of Jurisdiction’s Award

**Award Amounts**: A minimum of $10,000 and a maximum of $40,000 will be awarded to approximately 20-25 agencies in King County.

**Funds awarded for Phase 41 must be spent by December 31, 2024**. If awarded funding, your agency will need to submit all required paperwork, Interim and 2nd Payment requests promptly. Final Reports for Phase 41 will be due to the National Board on February 15, 2025.

**Current and Previous LRO’s**: If your agency has any unresolved reporting or documentation compliance issues from a previous EFSP Phase, we encourage you to resolve the compliance issues before requesting additional EFSP funds in Phase 41. If you have questions or are unsure if your issue is resolved, please contact the staff person listed below.

**Section 2: Emergency Food and Shelter Program National Guidelines**

Please review the program guidelines before completing and applying for EFSP Phase 41 funding.

A quick reference of the guidelines can be found here: <https://bit.ly/EFSPGuide>, along with an overview of the type of required [spreadsheets](https://www.efsp.unitedway.org/efsp/website/websiteContents/pdfs/Spreadsheets.pdf). There are three updates to these guidelines:

1. **Per Meal Allowance**: The per meal allowance is $3 per meal for agencies using the per meal rate when providing congregate meals.
2. **Mass Shelter Expenditures**: The current guideline is a flat rate of $12.50 per bed night when using the per diem rate for mass shelter services.
3. **Rent/Mortgage/Utility/Other Shelter (Motel/Hotel) Expenditures**: The current guideline allows for up to 90 days (3 months) for clients per phase if it maintains housing, prevents disconnection of utility services or prevents homelessness.
   1. If awarded funds for rent/mortgage, payment must guarantee 30 days of additional service. Assistance can be provided to the client by only one LRO in the jurisdiction. You will need to use the Local Board tracking system to confirm no duplication of service before issuing payment.

**Section 3: EFSP Phase 41 Application Instructions and Timeline**

**Monday, April 15, 2024**: Seattle Times Grant Advertisement

**Tuesday, April 16, 2024 at 12:00 PM – Monday, May 6, 2024 at 5:00 PM Pacific Standard Time:** Application Process Opens at 12 PM and closes at 5 PM. Please complete the application online using e-CImpact [**here**](https://agency.e-cimpact.com/login.aspx?org=UWKC). The application along with scoring criteria can be found in the e-CImpact Resource Center and below. You may find it helpful to review and/or complete the word document before submitting the online application.

If you don’t have an active account in the UWKC e-CImpact website, you will need to register to access the online application first (this is a quick process). If you need assistance registering, please contact Damian Spence at [dspence@uwkc.org](mailto:dspence@uwkc.org). If you have a current account on the e-CImpact website please login, then from the left-hand navigation select the link titled "Request Grant Application." From there select continue to confirm your interest in the application and launch the required form.

**Tuesday, April 23, 2024**: Q & A Session 1pm-2pm via Zoom. Please email United Way of King County at [communityservices@uwkc.org](mailto:communityservices@uwkc.org) and the Zoom invite will be sent to you beforehand.

**Wednesday, April 24, 2024**: Q&A session 11am-12pm via Zoom. Please email United Way of King County at [communityservices@uwkc.org](mailto:communityservices@uwkc.org) and the Zoom invite will be sent to you beforehand.

**Monday, May 6, 2024 at 5:00PM:** This is the official application deadline. Sorry, no exceptions. Complete your application online [**HERE**](https://agency.e-cimpact.com/login.aspx?org=UWKC). Once you submit your application, no further edits can be made. You will receive an automated response confirming receipt of application.

**May 9, 2024 – May 17, 2024:** Local Board Members Review Application.

**May 31, 2024:** Award notifications, including next steps, will be emailed to the contact people listed on the application.

**Phase 41 Spending End Date**: All funds must be spent by December 31, 2024. Final report and all required documentation will be due on February 15, 2025.

**EFSP Staff Contact Information:**

Marlo Klein

Senior Community Impact Manager/Homelessness Prevention

United Way of King County

206.461.5082

[mklein@uwkc.org](mailto:mklein@uwkc.org)

**Section 4: Agency Information (0 points)**

1. EFSP LRO Number (if you have one):
2. Organization FEIN #: \_\_\_\_\_\_\_\_
3. Unique Entity Identifier (UEI). If you do not already have a UEI you can register to receive one on the following website (<https://sam.gov>). UEI is required to submit this application.
4. Executive Director Contact (completed in e-CImpact registration)
5. Secondary Contact Name:
6. Secondary Contact Job Title:
7. Secondary Contact Email:
8. Secondary Contact Telephone Number:

**Section 5: Organization Mission and Use of Funds (11 points)**

1. When was your organization established and what is your mission? (Limit your response to 1,000 characters or less).
2. How many people are on your Board of Directors?
3. How many people make up your Senior Leadership Team (SLT)?
4. Describe how agency staff, senior leadership and your Board of Directors reflect the community served? (Limit response to 2,000 characters).
5. Describe your experience providing food and/or shelter services. Include relevant outputs. (Limit response to 2,000 characters).
6. List the name of the program or project you are requesting funds for. Explain how the program/project currently operates and who performs the services. You will have an opportunity to talk about the demographics of those you serve in future questions so there is no need to answer that here. (Limit response to 2,000 characters):
7. Describe your approach to providing services to an increasingly culturally diverse audience?  (Limit response to 2,000 characters):

**Section 6: Geographic Area Served (4 points)**

Using the drop-down selection, indicate the **predominant** geographic area served.

1. Seattle
2. East King County
3. North King County
4. South King County
5. Unincorporated King County

If you indicated “unincorporated King County” above, please state what part of the county you are in (limit response to 150 characters)

**Section 7: Population Served by Race (5 points)**

Please indicate the population you serve in terms of percentage. If you did not serve anyone of a particular race, please mark zero. The total should equal 100%.

Percentage Served

1. African American or Black \_\_\_\_\_\_\_
2. American Indian or Alaskan Native \_\_\_\_\_\_\_
3. Asian \_\_\_\_\_\_\_
4. Latinx/Hispanic \_\_\_\_\_\_\_
5. Middle Eastern \_\_\_\_\_\_\_
6. Native Hawaiian or Other Pacific Islander \_\_\_\_\_\_\_
7. White \_\_\_\_\_\_\_
8. Multiple Race \_\_\_\_\_\_\_
9. Unknown \_\_\_\_\_\_\_
10. Total (must equal 100%) \_\_\_\_\_\_\_

**Section 8: Explanation regarding how you serve BIPOC participants (5 points)**

Given your answer above please talk specifically about how you serve BIPOC participants in your program. Be very specific about any unique or exceptional things that you do for particular BIPOC groups. (1,500 characters or less).

**Section 9: Percentage breakdown of US Veterans served (5 points)**

1. Of the people served by your program, what percentage of the total served are US Military Veterans?
   * 100 to 80%:
   * 79 to 60%:
   * 59 to 50%:
   * 49 to 20%:
   * 20% or less:
   * 0%:
2. How do you track a person’s US Military Veterans status? (150 characters or less).

**Section 10: Phase 41 Funding Request (0 points)**

**Requests must be between $10,000 and $40,000, including the 2% allowance for administration**. Since administration at 2% is so low, some providers choose not to request administrative funds. It is your choice. All EFSP funding requires submitting mandated federal documentation, including among other items all invoices, cancelled checks, payment receipts, and reporting forms*.*

Select **only one funding category** and list the dollar amount you are requesting in that category.

A quick reference of the guidelines can be found here: [https://bit.ly/EFSPGuide,](https://bit.ly/EFSPGuide) along with an overview of the type o[f spreadsheets](https://www.efsp.unitedway.org/efsp/website/websiteContents/pdfs/Spreadsheets.pdf). 3 updates to these guidelines include:

* 1. **Per Meal Allowance**: is $3 per meal for congregate meals.
  2. **Mass Shelter Expenditures**: flat rate of $12.50 per bed night for per diem rate
  3. **Rent/Mortgage/Utility/Other Shelter (Motel) Expenditures**: Allows for up to 90 days (3 mo) assistance.

1. Which single funding category are you applying for?

Category (1) Served Meals

Category (2) Other Foods

Category (3) Mass Shelter

Category (4) Other Shelter

Category (5) Rent/Mortgage

Category (6) Supplies/Equipment

Category (7) Rehabilitation

Category (8) Utility Assistance

For the category you selected, what is your total EFSP Funding request?

Do you plan on assigning 2% of the above budget on administrative costs? (for example, 2% of $10,000 equals $200 and 2% of $40,000 equals $800). (YES/NO)

1. Please state what your CURRENT BUDGET is for the category you are requesting funding in: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Section 11: Additional Information**

Conﬁrm you can meet the following qualiﬁcations

* + Maintain a checking account in the organization’s name for EFSP electronic funds transfer deposits
  + Pay vendors directly within 90 days for services provided.
  + Submit required reports

Is there is anything else you would like to share about your program, services, clients, budget and/or the level of need relating to this funding request? (1,500 characters or less).

**Section 12: Signature Page**

Executive Director Sign Off

Final Note About Awards: Generally, the total amount of EFSP funds requested by providers in our community will far exceed the total amount available to distribute. Again, **these funds are supplemental and at no time should an organization or service provider automatically count on these funds to complete the work of a program or project during any particular year.**

* I have read and agree to the EFSP requirements regarding documentation and reporting, which are federally restricted and not determined locally.