

**EMERGENCY FOOD AND SHELTER PROGRAM
PHASE 41**

477 South Rosemary Avenue, Suite 230
West Palm Beach, FL 33401
561-375-6630

MEMORANDUM

TO: Local Recipient Organizations (LRO)
FROM: Donna Quinlan
DATE: Monday, October 23, 2023
SUBJECT: EFSP Phase Funding

On behalf of Palm Beach County's EFSP Local Board, I am pleased to announce the availability of funding for EFSP Phase 41.

If your organization is interested in applying for funds, **please return completed Phase 41 application and appropriate documentation to Tamara Worley, at the above address, no later than noon on Monday, November 13, 2023. NO LATE PROPOSALS WILL BE ACCEPTED!! NO EXCEPTIONS!!**

Points for your consideration:

- Client's income is not a criteria for eligibility
- All Palm Beach County residents who both apply for these funds and are eligible must be served, not just your clients
- **No administrative cost permitted for Local Recipient Organizations (LROs)**
- Newly funded LROs will not be funded for over \$10,000 in the first year
- Please note that the *Key Changes and Guidelines for Phase 41* are **NOT** currently available. All Phase 41 LROs will be required to read and abide by all rules in the Phase 41 Responsibilities and Requirements Manual (read below for more details)
- LROs will be required to:
 1. Input **all** client & service information into CMIS ClientTRACK prior to check issuance to clients
 2. Provide CMIS ClientTRACK monthly Service Summary Reports
 3. Identify clients' other needs if they exist
 4. Provide information and referral to 211
 5. Follow-up with each client, at least once, 30-60 days after check issuance
 6. Identify the crisis and/or emergency that has occurred that qualifies each client to receive these emergency food and shelter funds, and document these findings appropriately

***IMPORTANT NOTICE**

This application has been made available to LROs prior to Palm Beach County receiving an official EFSP Phase 41 Award Notices. At this time, the Phase 41 Responsibilities and Requirements Manual is **NOT** available. The previous year's Phase 35 Responsibilities and Requirements Manual and the Phase 36, Phase 37, Phase CARES, and Phase 38 Addendums to the Phase 35 Manual and the Phase 39 and Phase ARPA-R Program Changes and Guidance are available online at www.unitedwaypbc.org under "For Nonprofits". The **Phase 35 Manual, Phase 36, Phase 37 & CARES, and Phase 38 Addendums, and Phase 39 & ARPA-R Program Changes and Guidance should be used simply as a reference** to the previous year guidelines. All Phase 41 funds will be awarded according to the Rules and Regulations outlined in the Phase 41 Responsibilities and Requirements Manual. The Phase 41 Manual will be made available once it is received from the EFSP National Board. ***All Phase 41 Local Recipient Organizations must read, understand, and agree to abide by the EFSP Phase 41 Responsibilities and Requirements Manual and all EFSP Phase 41 Key Changes and Guidelines.**

Please fill out the required Phase 41 LRO Certification Forms as directed by the Emergency Food and Shelter Program National Board. The *LRO Certification Form* must be completed by **all** applicants. The *Certification Regarding Lobbying* needs to be returned only if the LRO is applying for \$100,000.00 or more.

A QUICK REFERENCE GUIDE TO THE EMERGENCY FOOD AND SHELTER PROGRAM

This page outlines some key operating principles of the Emergency Food and Shelter Program (EFSP). **THE ENTIRE MANUAL MUST BE STUDIED PRIOR TO MAKING ANY GRANT AWARDS OR PROVIDING ANY SERVICES.**

- The EFSP is a restricted federal grant. The manual details eligible program costs on pages 65-74. Expenditures outside these guidelines are strictly prohibited.
- Program expenditures are limited to food, meals, shelter (either in a mass sheltering facility or a motel/hotel), rent/mortgage assistance, and utility assistance. Details regarding these services are on pages 65-74. **ALL EXPENDITURES MUST BE PAID FOR BY LRO CHECK, LRO VENDOR ISSUED CREDIT CARD OR LRO DEBIT CARD PAYABLE DIRECTLY TO THE VENDOR (E.G., GROCERY STORE, FOOD BANK, LANDLORD, UTILITY COMPANY, ETC).** See page 64 for more information.
- **NO CASH PAYMENTS ARE ALLOWED WITH EFSP FUNDS. THE NATIONAL BOARD WILL NOT CONSIDER ANY WAIVERS OF THIS GUIDELINE IN PHASE 41. (Note: If vendor only accepts cash, EFSP funds may not be used for purchases from that vendor.)**
- Vendors may not be paid until an acceptable vendor-originated invoice has been submitted for payment (e.g., itemized receipt, motel bill, or voucher for eligible expenditure, landlord letter or utility bill). **Billing statements that are not itemized or statements showing just invoice numbers are not sufficient documentation.**
- Local Boards do not have the authority to expand National Board guidelines without written approval from the National Board. Matters of interpretation where the Local Board or LRO is uncertain should be referred to National Board staff.
- Members of Local Boards must not vote on funding decisions concerning their respective agencies.
- LROs must submit second payment requests to their Local Board chair by the required deadline. Local Board chairs must submit the second payment requests to the National Board.
- The National Board will issue payments by electronic funds transfer (EFT) to funded LROs. The National Board will issue newly funded LROs their first payment once they receive the LROs EFT enrollment form and a copy of a voided check via email, fax, or U.S. Mail.

IMPORTANT: UNIQUE ENTITY IDENTIFIER (UEI) REQUIREMENT

All agencies participating in the Emergency Food and Shelter Program (EFSP) must provide their Unique Entity Identifier (UEI). Agencies applying for these federal funds must have a UEI. The National Board used the DUNS previously, but the DUNS is now obsolete and is not acceptable for entities receiving federal funding. The federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government or receiving federal funds must use the UEI created in the System for Award Management ([SAM.gov](https://sam.gov)).

If your entity is registered in [SAM.gov](https://sam.gov), you already have your UEI, and it is viewable in [SAM.gov](https://sam.gov). Remember, you must be signed in to your [SAM.gov](https://sam.gov) account to view entity records. All [SAM.gov](https://sam.gov) registrants have been assigned their UEIs and can view them in [SAM.gov](https://sam.gov).

OBTAINING UEI VIA SAM.GOV

Agencies Registered in EFSP Database with DUNS

If your agency has a DUNS number and is registered in [SAM.gov](https://sam.gov), a UEI should have been assigned to your organization and you may be able to access it by visiting [SAM.gov](https://sam.gov) or the Federal Service Desk, [FSD.gov](https://fso.dhs.gov). For more information, visit [SAM.gov](https://sam.gov) or the Federal Service Desk, [FSD.gov](https://fso.dhs.gov).

After retrieving your UEI, you will need to enter your twelve (12) character UEI directly into your agency's profile on the [EFSP website](https://efsp.sam.gov). Please note that the EFSP National Board staff did not assign, nor have they entered UEIs to replace DUNS for agencies currently available in the EFSP database.

Agencies Without UEI (New to EFSP)

If an agency does not have a UEI, it can be requested in, and assigned by, [SAM.gov](https://sam.gov). Once you receive your UEI and have been notified of your funding award, you will need to enter your UEI along with additional information required by the National Board into the EFSP website. It is highly recommended that agencies act quickly to request their UEI to avoid any unnecessary delays in the receipt of funding.

After retrieving your UEI, you will need to enter your twelve (12) character UEI directly into your agency's profile on the [EFSP website](#). Please note that the EFSP National Board staff did not assign, nor have they entered UEIs to replace DUNS for agencies currently available in the EFSP database.

TECHNICAL ASSISTANCE

The Local Board may be contacted regarding the UEI requirement. However, they cannot provide technical assistance related to the [SAM.gov](https://sam.gov) website; please follow the instructions on the site and reach out to the helpdesk for the website with any questions or technical needs.