

**EMERGENCY FOOD AND SHELTER PROGRAM
PHASE 39 and ARPA FUNDING APPLICATION GUIDELINES
RICHLAND, LEXINGTON, FAIRFIELD AND NEWBERRY COUNTIES**

Additional information about the Emergency Food and Shelter Program is available at <http://www.efsp.unitedway.org>

APPLICATION REQUIREMENTS:

1. Applicants must be a non-profit or an agency of local government per National program guidelines. Applicants will be required to demonstrate non-profit status via a current registration with the S.C. Secretary of State's Office or a letter from S.C. Secretary of State stating your organization is exempt from annual charitable registration.
2. Agencies must practice nondiscrimination and must not refuse services to a client based on religion or required attendance in religious services. Special treatment for organization or church members is not allowed.
3. Funding may not be requested to substantially increase services over current levels.
4. EFSP funding is for program expenses only; administrative costs are not allowable.
5. Agencies awarded funds must certify that they have read and will comply with regulations. EFSP is federal funding and is monitored.
6. Agencies must be willing to enroll in electronic funds transfer.
7. Must have a voluntary board, unless a local government agency.

APPLICATION POLICIES:

1. Application presentations are not required.
2. **Incomplete, late or incorrectly completed or handwritten applications will not be considered.**
3. Minimum awards are as follows:

Newberry County:	\$1,000 per funding category
Fairfield County:	\$1,000 per funding category
Richland and Lexington Counties:	\$2,500 per food and shelter requests
Richland and Lexington Counties:	\$5,000 per rent/mortgage and utility requests

PROGRAM GUIDELINES:

1. **Phase 39 and ARPA-R spending periods are February 1, 2022 to April 30, 2023.**
2. **Separate awards will be issued for Phase 39 and Phase ARPA funds in each county.**
3. **Funding is not provided for a start-up programs that have not previously provided these types of direct services.**
4. Agency contact information will be shared with United Way of the Midland's 211, United Way of the Midland's website, and other agencies for client referrals. If providing client rent, mortgage, or utility assistance please note that a substantial number of calls may be received requesting services.
5. Agencies must have adequate staffing to successfully implement program.
6. **Agencies seeking funds for client emergency rent, mortgage and/or utility assistance and 'mass' or 'other shelter' (unless a domestic violence shelter or children's shelter) must use the Homeless Management Information System (HMIS) to prevent duplication of services.** This will require internet access and staffing to input client information as clients are interviewed for services. Individuals receiving funds for such assistance will be required to waive confidentiality

for record keeping and tracking purposes. Agencies will be required to attend training on the database and sign a confidentiality agreement.

7. To the extent practicable, agencies must involve homeless individuals and families, through employment, volunteer programs, etc... in providing emergency food and shelter services.
8. Agencies should have adequate financial accounting systems in place and internal controls.
9. Applicants for the food category are encouraged to work with Harvest Hope Food Bank due to the lower cost of food supplies.
10. ARPA funds are intended to support needs results from the effects of the COVID-19 Pandemic. Agencies should make reasonable efforts to understand if the need was caused by a situation resulting from the Pandemic.

FUNDING CATEGORIES:

1. Served meals, including home delivered meals
2. Other food, such as stocking a food pantry
3. Mass shelter
4. Other shelter, including hotel stays up to 90 days
5. Rent and mortgage assistance up to three months or 90 days
6. Utility assistance up to three months or 90 days

AVAILABLE FUNDS Phase 39

Fairfield County:	\$8,591
Lexington County:	\$73,195
Richland County:	\$130,568
Newberry County:	\$10,292

AVAILABLE FUNDS Phase ARPA

Fairfield County:	\$26,553
Lexington County:	\$226,228
Richland County:	\$403,555
Newberry County:	\$31,809

FUNDING APPROVAL AND PAYMENTS:

Local Allocation Committees will meet and decide funding recommendations once the notice of award and applications are received. Those recommendations will be forwarded to the EFSP Local Board. The Board will submit a final allocation plan to the National Board. Notification of approved funding and initial payments should take place within a short time after the recommendations have been made. Funding is allocated in two equal payments. New agencies are required to quickly register for electronic funds transfer (direct deposit) after the first payment is made.

REPORTING

Agencies are required to submit interim and final reports detailing expenditures. Phase 39 and ARPA newly funded agencies and other agencies selected at random by United Way of America will be fully audited and required to submit copies of all supportive documentation such as client applications for assistance, copies of canceled checks, copies of invoices or bills, etc... Any expenditure not in compliance must be repaid by agencies. Agencies may also be required to submit copies of their independent audit.

Additional information about the Emergency Food and Shelter Program is available at <http://www.efsp.unitedway.org>. The EFSP application and guidelines may be downloaded at www.uway.org. Please contact Brenda Santiago at (803) 733-5400, or bsantiago@uway.org with questions. **Phase 39 application due date is: Friday, February 25th by 4pm.**