

**EMERGENCY FOOD AND SHELTER PROGRAM  
PHASE 38 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 is not provided for a start-up programs that have not previously provided these types of direct services.
4. Funding may not be requested to substantially increase services over current levels.
5. EFSP funding is for program expenses only; administrative costs are not allowable.
6. Agencies awarded funds must certify that they have read and will comply with EFS regulations.
7. EFSP is federal funding and is monitored.
8. Agencies must be willing to enroll in electronic funds transfer.
9. 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. Refer to UWM's website for spending period information.
2. 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.
3. Agencies must have adequate staffing to successfully implement program.
4. 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.

5. To the extent practicable, agencies must involve homeless individuals and families, through employment, volunteer programs, etc... in providing emergency food and shelter services.
6. Agencies should have adequate financial accounting systems in place and internal controls.
7. Applicants for the food category are encouraged to work with Harvest Hope Food Bank due to the lower cost of food supplies.

**FUNDING CATEGORIES:**

1. Served meals
2. Other food
3. Mass shelter (up to 30 days)
4. Other shelter (up to 30 days)
5. Rent and mortgage assistance
6. Utility assistance

**NUMBER OF COPIES TO SUBMIT: Email one copy of your packet for each county.**

**FUNDING APPROVAL AND PAYMENTS:**

Local County 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 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. After Board Plan submission agencies will complete a LRO certification form that can be found by logging into the EFSP website for each county they are awarded funds. New agencies are required to quickly register for electronic funds transfer (direct deposit) after the first payment is made. Agencies are required to adhere to spending time periods even if reimbursements have not been received from National.

**REPORTING**

Agencies are required to submit interim and final reports detailing expenditures. Phase 38 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 may be downloaded at [www.uway.org](http://www.uway.org). Please contact Applications should be submitted to Vicki Rouse at [vrouse@uway.org](mailto:vrouse@uway.org) by.