



Lake County Local Emergency Food & Shelter Program

E.F.S.P. meets the needs of Lake County's hungry and homeless, and those in danger of becoming homeless, by allocating federal funds for the provision of food and shelter to those people in economic crisis.

PHASE 37 & PHASE CARES EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) 2020 LOCAL RECIPIENT ORGANIZATION (LRO) APPLICATION INSTRUCTIONS

Please read these instructions before starting the application.

Completion of application is **NOT** a guarantee of funding.

Deadline for applications: Tuesday, May 26th, 2020 5:00PM

Background

The Emergency Food and Shelter Program (EFSP) was established in 1983 by Congress with the intent of supplementing local efforts to provide emergency shelter and food to people in need. The Local Boards for the Emergency Food and Shelter Program invite interested, qualified non-profit community organizations and government entities to request grant funding to provide emergency food, shelter, one-time rental/mortgage and utility assistance to people in need.

These funds are made available through the Department of Homeland Security's Federal Emergency Management Agency (FEMA) under the Emergency Food and Shelter National Board Program. Funds awarded to local jurisdictions are calculated by the National Board based on a formula that takes economic health, income levels, joblessness levels and other factors into account. EFSP is funded through a U.S. congressional appropriation.

EFSP awards are issued in Phases with unique allocations and reporting requirements. Lake County was awarded Phase 37 and Phase CARES funding. For Phase 37, the allocation was \$294,925. For Phase CARES, the allocation was \$420,479.

Applicant Eligibility:

Funds will be available to organizations serving residents in Lake County.

The intent of this program is to supplement and expand ongoing existing efforts to provide shelter, food and supportive services and not to substitute or reimburse ongoing programs and services or to start new programs. If your agency does not have an existing funded program in the category/ies in which you are applying, you are not eligible to apply.

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Applicant Eligibility:

Eligible applicants must:

- Not charge any fees for EFSP funded services
- **BE SUPPLEMENTING EXISTING PROGRAMS**
- Be a non-profit or governmental agency
- Have an accounting system or fiscal agent approved by the Local Board/State Set-Aside Committee
- Have a checking account (for electronic funds transfer)
- Have a Federal Employer Identification Number (FEIN)
- Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and provide along with other required associated information
- Have an annual organization audit available as follows:
 - Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds.
 - Conduct annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance)
- Practice nondiscrimination according to State of Illinois and federal laws
- Already be providing services in the area in which the agency is seeking funding
- If a private nonprofit, have a voluntary board
- Comply with all EFSP program reporting and audit requirements

Agencies that meet eligibility requirements may apply for funding, including those that received funding in previous phases. Previous participation in the Emergency Food and Shelter Program is not required to apply for any of the current phases. **Eligibility to apply does not guarantee funding.**

NOTE: Emergency Food & Shelter Program funds cannot be used as matching funds.

Eligible Activities for Funding:

The intent of EFSP is to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs. The following are activities eligible for funding under the guidelines of Local Boards.

A. Rent/Mortgage- *Past due rent or mortgage payment (P&I only); current rent or mortgage due; first month's rent; lot fee for mobile homes. Limited to one month's costs for an individual/family.*

B. Mass Shelter – *(on site shelter with 5 or more beds in one location). Direct expenses associated with housing a client (supplies, linens, etc.); transportation costs; daily allowance of \$12.50 per client.*

C. Other Food – *(nonperishable/perishable) – For food banks/pantries and other food providers. Eligible expenses include food purchased for distribution and transportation expenses related to*

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the delivery and distribution of purchased and donated food.

D. Mass Feeding – For mass feeding program eligible for costs through a Direct Cost (based on supplies and equipment directly involved in feeding program) or Per Meal Allowance method (\$2.00 per meal)

E. Other Shelter - *Off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter. Limited to 30 days assistance. An agency may not operate as a vendor for itself or another Local Recipient Organization (LRO).*

Funds may only be used for residents and transients within the area in which funds were allocated. All payments for eligible activities must be made directly to vendors by agency check, agency credit/debit card, or electronic payment to vendors. **No checks may be made payable to clients, volunteers or staff. Cash payments are ineligible - including but not limited to petty cash.**

Funding Request Guidelines:

- Agencies must demonstrate in their program narrative how they will effectively utilize the EFSP funds requested during the spending period.
- EFSP funds must supplement an existing funded program. The funds cannot be used to start new programs or prevent a program closure.
- EFSP funds cannot be utilized to replace federal, state, or city grant contracts.
- The minimum grant is \$500.

Application Process:

1. Application forms are available online at <https://www.lakecountyl.gov/1907/Applicants>.
2. A completed application will include the primary application and the *EFSP Budget and Numbers Served Form* as well as all required documents listed on the primary application.
3. **A separate application must be completed and submitted for each phase (Phase 37 and Phase CARES) from which you are requesting funds.** However, if your primary application is the same for each phase, you may submit the primary application once, but you must submit separate *EFSP Budget and Numbers Served Form* for each phase. If you are submitting the primary application only once, please ensure that you have included your funding request number for all phases.
4. Completed, signed applications, including the category documents and other required attachments, must be submitted via email at etellez@lakecountyl.gov. The deadline for receipt of the application is **5:00pm Tuesday, May 26, 2020**. All applicants will be sent an email confirmation of receipt of the application within two business days. If you do not receive a confirmation email, please contact us immediately.
5. Submit **ONLY** the required attachments with the application. Attachments must be submitted as separate attachments. DO NOT scan and send all documents in one PDF document.

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6. Submit the following required attachments, as separate attachments, with your application:
 - a. Copy of your 501(c) (3) tax-exempt status letter for your organization. If your organization does not have one, you must utilize the FEIN of a fiscal agent. A fiscal agent is another non-profit organization that may receive Emergency Assistance Fund dollars and maintains fiscal responsibility on behalf of another organization.
 - b. Proof of Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B).
 - c. Copy of the most recent Board approved Operating Budget and Program Area Budget. A copy of the agency's audit must be made available upon request.
 - d. *EFSP Budget and Numbers Served Form* for each phase. The Excel form is available with the other application form at <https://www.lakecountyil.gov/1907/Applicants>
 - e. A Roster of the Agency's Volunteer Board. This is a requirement for all non-profit organizations.
 - f. Copy of your most recent audited financials.
 - Your agency must conduct and share an independent annual audit if receiving \$100,000 or more in EFSP funds
 - Your agency must conduct and share an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds.
 - Your agency must conduct and share an annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance)
7. **INCOMPLETE AND/OR LATE APPLICATIONS WILL BE DEEMED INELIGIBLE. COMPLETION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING.**
8. The applications will be reviewed by Local Boards the following week, and the Local Boards will meet to make funding allocations by the end of May. Barring any challenges in the process, notifications of funding awards will be made during the first week in June.

Technical Assistance:

If you have questions relating to this application process, please address them in emails to etellez@lakecountyil.gov. **IMPORTANT NOTE: Lack of compliance with these instructions may result in elimination of the proposal from funding consideration. Incomplete, late, hard copy, or faxed proposals will not be accepted.**



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Mandatory Reporting:

Note: Agencies selected for funding will receive the award in two installments. Agencies will be required to submit a second check request form and a year-end close-out report, as well as periodic interim reports.

Agencies will be required to report back on number of clients served and continuously report remaining funds as requested by Lake County Community Development. Agencies will be required to certify that monies will be expended only on eligible costs and will be asked to provide backup documentation to support expenditures (e.g. canceled checks, invoices, logs of clients served, etc.). Failure to submit reports and documentation in a timely manner will affect an agency's ability to receive future funding. The agency will be financially responsible for returning any funds for which they fail to provide required documentation. If funded, agencies will be provided with further direction for documentation.

Funded agencies must provide Lake County Community Development with the following financials covering the spending period for which funds are allocated:

- Funded agencies must have their records audited by an independent certified or public accountant if receiving \$100,000 or more in EFSP funds. Provide a copy to Lake County Community Development within 30 days completed annual audit.
- If a funded agency receives from \$50,000 to \$99,999, they must have an annual accountant's review.
- Funded agencies expending \$750,000 or more in Federal funds must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget.

Appeals Process:

This appeals process is applicable to organizations seeking funding from the Lake County Local EFSP Board and is not intended to apply to individuals seeking an appeal at a funded LRO. LRO's are responsible for maintaining their own appeals process. LROs may appeal only once per phase.

Except for the amount of the EFSP allocation available to Lake County and cost eligibility, the Local Board is the primary decision-maker in the EFSP Review process. If it is determined, that the Local Board cannot make a fair and unbiased recommendation regarding any appeal, another Board or Committee/Commission will be asked to participate or assist.

1. All applicants for EFSP funding will be notified of the appeals process with the letter notifying them of the Local Board's funding decision.

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2. Agencies must notify the Local Board Administrator of their request for appeal *in writing* within 10 days of notification of the EFSP recommendation.
3. To be considered a valid basis for appeal, the organization's reasons must fall within one or more of the following criteria:
 - Data or information relevant to the request which was not available when the original proposal was presented to the Local Board;
 - Misunderstanding or factual error in the Local Board's evaluation or interpretation of the agency request for EFSP funding;
 - Other legal issues or concerns on the part of the Local EFSP Board; fraud or misuse of EFSP funds by other funded organizations.

The EFSP appeals process should *not* be considered if the organization wishes to restate or reemphasize points already made in the original proposal.

1. The written request for appeal must contain the following information, or the appeal cannot be considered:
 - The original request made by the agency of the EFSP Local Board (Program name and/or brief description of amount requested; funding direction requested);
 - The basic reasons for the appeal;
 - Supporting documentation for the appeal (new information, point-by-point rationale for other categories);
 - Signature of both the Executive Director, Chief Financial Officer, and Board Chair of the organization appealing
2. The Administrator of the Local Board will review the written appeal and bring it to the local board. The Local Board will hold a hearing for the appeal within 10 days of receipt of the written request from the agency. If an appeals hearing is determined to be inappropriate, the agency will be notified of this decision within 10 days of receipt of the request
3. If an appeal is deemed appropriate, the Local Board will hear the appeal.
4. The EFSP Local Board will make a recommendation regarding the agency appeals request during the Local Board deliberations on the day of the agency appeals presentation. The agency will be notified of the recommendation and rationale for the decision within 10 days of the appeals hearing. All Local Board decisions are final.
 - In the case of an appeal based on fraud or other issues of federal funds, the agency making the appeal must be informed of the right of referral to the National Board;
 - Other types of appeals CANNOT be referred to the National Board for further review
5. If the original funding recommendation is modified, within 10 days of the appeals presentation the Local Board will notify the National Board and other agencies whose funding may be affected.

Additional questions regarding the EFSP appeals process should be directed to the Local EFSP Board Administrator, Eric Tellez, at etellez@lakecountyil.gov.