

Montezuma County Emergency Food & Shelter Program Award Information

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Overview:

The [Emergency Food and Shelter Program](#) (EFSP) is a federal program created under FEMA in 1983 to supplement and expand the work of local social service agencies, both nonprofit and governmental, to help people with economic emergencies by providing funding to organizations helping hungry and homeless people. Each year, FEMA makes funding available to counties across the United States who have high levels of unemployment and poverty. Montezuma County was identified as one of these counties to receive funds for four 'phases' - Phase 39, ARPAR, 40, 41 - associated with allocations from the federal government. Total funds available are \$67,990. Per the ESFP program guidelines, a Local Board has been stood up to administer the funds and ensure they are used in the way that best serve the community's ability to address emergency housing and food needs. Administrative and grantee support is provided by the Good Food Collective.

In this current award, local organizations are invited to apply for funds to reimburse or support eligible costs incurred between 10/1/21 and 12/31/24 to support Montezuma County resident's emergency housing or food needs.

Important Dates

October 14 9am	Applications Due
October 25th	Awards are announced
November 1st	Award recipients sign contracts and 1st half of funds are released
November 13th	Interim Reports Due documenting funds spent to date. Report submission triggers release of 2nd half of funding
December 31st	Final day to spend down funds
February 15th, 2025	Final reports due.

Who is Eligible to Apply?

- Nonprofit, faith-based, and governmental organizations that provide food, shelter, and supportive services within the intent of the program
- Past EFSP participation is not a requirement
- Must have a Unique Entity Identifier (UEI) - If you do not have a UEI, you can request a number at <https://sam.gov>. Turn around time is estimated at 5 days.
- Must have a Federal Employer Identification Number (FEIN) - <http://www.irs.gov>
- Maintain a checking account in the organization's name for EFSP deposits

Eligible Expenses:



ELIGIBLE SERVICES AND EXPENDITURES

FOOD SERVICES

- Congregate Meals
- Food Purchases
- Home Delivery Meals (e.g., Meals on Wheels)

SHELTER SERVICES

- Mass Shelters (e.g., local shelter facilities)
- Hotel/Motel (up to 90 days per phase)
- Rent/Mortgage (up to 3 months or 90 days per phase)

SUPPLIES AND EQUIPMENT PURCHASES

- Cleaning Supplies For Shelters, Feeding Sites
- Small Equipment Purchases Up To \$300 Per Item (e.g., microwave)
- Personal Protective Equipment



UTILITY SERVICES FOR CLIENTS

- (gas, electric, water), up to 3 months or 90 days per phase

ADMINISTRATIVE ALLOWANCE

- 2% of Jurisdiction's Award
- Local Board Determines Use

- **Meal Allowance:** Per meal allowance increased to \$3 per meal for agencies using the per meal rate when providing congregate meals.
- **Per Diem Allowance:** Only the \$12.50 per night rate will be allowed for agencies using the per diem rate when providing mass shelter services.

- **Utilities:** Local Recipient Organizations may pay up to 90 days (3 months) for clients per phase if it is necessary to prevent disconnection of services.
- **Rent/Mortgage:** Organizations may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing.
- **Other Shelter (Hotel/Motel):** LROs may pay up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness.
- **Personal Protective Equipment Expenditures:** LROs may use funding to purchase Personal Protective Equipment (PPE). For all service providers, the purchase of PPE specifically intended to prevent or mitigate the transmission of communicable diseases is permitted. Additional factors regarding eligibility include:
 - PPE expenditures are limited to 10% of an LRO's award. If an LRO receives an award in all phases, then 10% may be used from each phase.
 - PPE may be directly distributed to LRO staff and volunteers to conduct and deliver services and/or clients to receive services.
 - EFSP funds cannot be used to purchase PPE for general distribution to the public or for use outside of an LRO's mission area.
- **Charging Back of Eligible Expenditures:** LROs may submit expenditures for items and services procured prior to receiving EFSP funds. The expenditures must be incurred during the spending period and be eligible under EFSP program guidelines. All documentation requirements for the category in which the expenditures are reported will apply.

Reporting Requirements:

- All recipients are required to submit an Interim Report by 11/13/24 and a final report by 2/15/24.
- Reports include:
 - A spreadsheet documenting individual line items associated with the type of program (Mass Shelter vs. Food vs. Mortgage Assistance) that you are applying for.
 - Invoices must be submitted for individual line items where applicable (ex. Farmer Joe's invoice for \$800)
 - Proof of Payment must be submitted for line items where applicable (ex. Copy of the check from the bank showing that you paid Farmer Joe \$800)

Questions or Comments?

Please contact Rachel Landis, Interim Montezuma County EFSP Program Administrator at rachel@goodfoodcollective.org or 970-403-5020

