

## **EFSP Phase 41 Application for Funding Ventura County**

**About EFSP** – The Emergency Food and Shelter National Board Program was created in 1983 to supplement the work of local social service organizations within the United States, both private and governmental, to help people in need of **emergency assistance**. EFSP funding is to be provided without discrimination due to age, race, gender, religion, national origin, disability, economic status, sexual orientation, or marital status. It is understood that verification of proof of citizenship or qualified alien status of any applicant or applicant's family member is not required to receive EFSP funding. The Local Board encourages funding consideration for those who are undocumented or households with mixed documentation.

The allocation to Ventura County for EFSP Phase 41 is \$371,222. Phase 41 will run concurrently with Phases 40. The spending period for both phases will now be 11/1/2021 to 12/31/2024. Current or former EFSP participation is not required for participation. EFSP funds must be used to supplement food and shelter services and may not be used as seed money for new programs.

**How to Apply/Deadline** - Complete the attached EFSP Phase 41 Application. Include all required documentation (as outlined in the application) and email the completed application by the **deadline 4/10/2024** to [susan.englund@vcunitedway.org](mailto:susan.englund@vcunitedway.org) & [karina.lopezsaldana@vcunitedway.org](mailto:karina.lopezsaldana@vcunitedway.org).

**There will be no exceptions to the EFSP Phase 41 application deadline.**

If you need more information or have questions regarding this application, please call 805.485.6288, ext. 226.

### **EFSP Local Board Program Objectives are:**

- to allocate food and shelter funds to serve persons in high-need areas throughout Ventura County
- to ensure fast and easy access to assistance
- to allocate EFSP funding for the following programs: Mass Shelter, Rental Assistance/Eviction Prevention programs, Food Assistance programs, including Served Meals.
- to maintain reporting as directed by the EFSP National Board

### **Criteria for EFSP Phase 41 Funding**

1. Agencies must be established 501(c)3 nonprofit organizations; community projects operating under a 501(c)3 nonprofit organization serving as a fiscal sponsor; public agencies; faith-based organizations, only if the proposed project is open to all community members and has benefit beyond the organizations' membership.
2. Programs for which EFSP funding is requested must have an established track record and must have been in place for a minimum of two years. **EFSP cannot be the sole source of funding for the program.**
3. EFSP funds must be used to serve Ventura County residents only.
4. EFSP grantees must complete all reports and correspondence in a timely manner online using the EFSP National Board website - [www.efsp.unitedway.org](http://www.efsp.unitedway.org).
5. Prior EFSP grantees must be current with all reports due to the EFSP National Board to apply for the new phase funding. Previous performance as well as the success of programs may be taken into consideration.
6. EFSP grantees are required to provide a Unique Entity Identifier (UEI). Go to [sam.gov](http://sam.gov) to access your UEI.
7. EFSP grantees must maintain record keeping and documentation as mandated by EFSP regulations.
8. EFSP grantees funded for Rental Assistance/Eviction Prevention must make real-time data entry into UWRAD (rental assistance database).

**What Documentation for Expenditures is required? – (See addendum, page 7, for documentation expectations)** All funded agencies must retain invoices and canceled checks for EFSP program expenditures and must submit a final report to the National Board at the end of the funding period. Agencies may be requested to submit documentation as specified in the National Board EFSP Phase 33 Manual to either the Local Board and/or National Board. Funded agencies must maintain all program documentation for three years.

**EFSP Phase 41 Application for Funding  
Ventura County**

**Cover Sheet:**

<b>Applicant Organization</b>	Name:
	LRO#:
<b>Physical Address</b>	
<b>Mailing Address (if different)</b>	
<b>EFSP Agency Contact Information</b> (Official staff person and agency information to allow correspondence with EFSP National Board. All updates and official correspondence will be via email for the EFSP grant.)	Contact Person Name:
	Contact Person Email:
	Contact Person Phone:
	Agency Executive Director Name:
	Website:
	F.E.I.N # (required):
	UEI # (required):

**EFSP Phase 41  
Funds Requested**

Served Meals \$	<input type="text"/>	# of meals	<input type="text"/>	@ (\$3.00/meal)
Other Food \$	<input type="text"/>	# estimated households to be served	<input type="text"/>	
Mass Shelter \$	<input type="text"/>	# of nights	<input type="text"/>	@ (\$12.50 per /night)
Rent/Mortgage \$	<input type="text"/>	# estimated bills to be paid	<input type="text"/>	
Total Funds \$	<input type="text"/>			

**EFSP Phase 41 Application for Funding  
Ventura County**

**Please Provide the Agency's Current Year Program Budget Information Below:**

Indicate the budget year which you are reporting:  to

**TOTAL AGENCY BUDGET for FOOD \$**

List sources and amount of funding other than EFSP for your agency's food program: (EFSP cannot be the sole source of funding).

Projected # of <b>Households</b> to be supplied Other Food with this EFSP funding request <i>(indicated on page 2)</i>  Phase 41 # <input type="text"/>  Projected # of Persons to be served meals with EFSP funding  Phase 41 # <input type="text"/>	What % of the total <u>Agency Food Budget</u> <i>(stated above)</i> does this request represent  Phase 41 % <input type="text"/>  What % of the total Agency Food Budget does this request represent  Phase 41 % <input type="text"/>	Projected total # of <b>Households</b> to be supplied Food by the agency  Phase 41 # <input type="text"/>  Projected total # of <b>Persons</b> to be served meals by the agency  Phase 41 % <input type="text"/>
---	---	--

**TOTAL AGENCY BUDGET for RENTAL ASSISTANCE/EVICTION PREVENTION \$**

List sources and amount of funding other than EFSP for your agency's rental assistance program: (EFSP cannot be the sole source of funding).

Projected # of <b>Households</b> to be given Rental/Eviction Prevention with this EFSP funding request <i>(indicated on page 2)</i>  Phase 41 # <input type="text"/>	What % of the total <u>Agency Rental/Eviction Prevention budget</u> <i>(stated above)</i> does this request represent  Phase 41 % <input type="text"/>	Projected total # of <b>Households</b> to be given Rental/Eviction Prevention assistance by the agency  Phase 41 # <input type="text"/>
--	--	---

**TOTAL AGENCY BUDGET for MASS SHELTER \$**

List sources and amount of funding other than EFSP for your agency's rental assistance program: (EFSP cannot be the sole source of funding).

Projected # of <b>Persons</b> to be given Mass Shelter assistance with this EFSP funding request  Phase 41 # <input type="text"/>	What % of the total <u>Agency Mass Shelter budget</u> <i>(stated above)</i> does this request represent  Phase 41 % <input type="text"/>	Projected total # of <b>Persons</b> to be given Mass Shelter assistance by the agency  Phase 41 # <input type="text"/>
---	--	--

**EFSP Phase 41 Application for Funding  
Ventura County**

**EFSP Funding Objective:** The Ventura County EFSP Local Board seeks qualified agencies to address emergency food and sheltering needs of persons in Ventura County.

**Section I – Narrative:** Please type your responses in the space provided.

1. Based on the criteria listed on page 1, **briefly** state what qualifies your organization to manage ESFSP Phase 41 funding (*please do not provide your organization history*).

2. Describe the program(s) for which EFSP funds are requested, including the target population(s). Be specific.

3. If applying for rental/mortgage assistance/eviction prevention funding, what is the process, including any agency guidelines, for determining the amount of assistance to be provided.

**EFSP Phase 41 Application for Funding  
Ventura County**

4. Local Board defines “emergency assistance” as assistance to address a need provoked by a particular incident or event (such as an unexpected auto repair or medical bill or reduction in hours worked) rather than to address a constant state of need. How does your agency document the emergency need?

5. If your agency is selected for funding under EFSP Phase 41, how will you cover EFSP program costs if funding is delayed in the EFSP process?

6. If your agency received funds for Phases 40, please complete the following table:

<b>Funding</b> - include any funds approved for internal reallocation	<b>Other Food</b>	<b>Served Meals</b>	<b>Mass Shelter</b>	<b>Rent/Mortgage</b>
Phase 40 funds received				
Phase 40 funds remaining				

**EFSP Phase 41 Application for Funding  
Ventura County**

**Please Note:**

- Per meal rate is \$3.00
- LROs may pay up to 90 days (3 months) rental or mortgage assistance if it is necessary to maintain housing. Must be paid over there consecutive months.

**Section II – Documentation:**

**A. All EFSP Phase 41 applications, must provide the following:**

- 1. Submit your agency’s local Ventura County Board of Directors roster.
- 2. Current calendar or fiscal year Annual Income & Expense Budget **for the program(s) for which you** are requesting EFSP funding (not your organization budget). Should be the same budget information as provided on page 3.

**B. The Local Board may request a copy of your most recent IRS Form 990 and/or audit or signed year-end financial statement.**

**Section III – Certification** – Please sign below to **certify your organization agrees that:**

EFSP phase 41 funds will be provided without discrimination due to age, race, gender, religion, national origin, disability, economic status, sexual orientation, or marital status. It is understood that verification of proof of citizenship or qualified alien status of any applicant is not required for said applicant to receive Phase 41 funding.

**Agency Name**

**Date**

**Signature: Executive Director/ President & CEO**

**Print Name**

**Ventura County EFSP Local Board**  
702 County Square Drive, Ste. 100,  
Ventura, CA 93003

**EFSP Phase 41 Application for Funding  
Ventura County**

**Section IV – Year to date EFSP Phase 40** – to be completed ONLY by LROs funded in Phase 40.

- A. Please provide the information requested below. Statistics should be from the **current EFSP Phase 40 funding cycle for each program for which you are requesting EFSP funding. Unduplicated EFSP households** for Other Food, and Rent/Mortgage and unduplicated **persons** for served Meals, and Mass Shelter.

Enter total unduplicated number served by EFSP funding by city:

City	Served Meals (# Persons)	Other Food (# Households)	Rental/Mortgage Assistance/Eviction Prevention (# Households)	Mass Shelter (# Persons)
Camarillo				
Fillmore/Piru				
Moorpark				
Newbury Park				
Ojai/Oak View				
Oxnard				
Point Mugu				
Port Hueneme				
Santa Paula				
Simi Valley				
Somis				
Thousand Oaks				
Ventura				
Westlake				
Unknown				
Unincorporated				
<b>Total Unduplicated EFSP Persons/Households</b>				

**EFSP Phase 41 Application for Funding  
Ventura County**

**Addendum**

**Agencies applying for EFSP funding must be able to meet the following documentation requirements:**

**Accounting records that support payments for EFSP expenditures:**

1. Copy of the agency's proof of payment made not more than 90 days following the invoice date/purchase date or date of intake:

**EITHER:**

- Cancelled check returned from the bank payable to the vendor, or
- Agency's bank statement showing electronic payment or debit card payment to vendor, or
- Agency's canceled check payable to the credit care company;

**AND**

2. Copy of the vendor's itemized invoice:
  - Must be vendor-orientated and have name of vendor; and
  - Must have name of purchaser and date of purchase; and
  - Must be itemized – description/number of items/costs of each item; and
  - Must have total cost of purchase.
  - Credit or debit card purchases must be made with the agency credit or debit card, reimbursement to staff is not allowable.

**For Rental Assistance/Eviction Prevention:**

Copy of landlord letter for each client receiving assistance (template provided on EFSP website)

Reminder: You must enter rental assistance information into the UWRAD database in REALTIME DATE ENTRY. This prevents duplication of payment to a single client.

**Spreadsheets & Per Diem Schedules:**

In addition, spreadsheets and/or per diem schedules are required as part of the documentation requirements to support all expenditures made with EFSP funds. Samples of the required spreadsheets and per diem schedules and elements for each category of funding are available on the EFSP website.

I have read and understand these documentation requirements:

Name

Signature

Date