

Emergency Food and Shelter Program

PHASE 40 APPLICATION FORM

Read the following information closely.

Please review the Phase 40 manual found at uwbv.org prior to completing the application.

Complete applications are due to United Way of the Brazos Valley, the EFSP Local Board Chair, by 5:00 p.m. on Friday, March 3, 2023.

Acceptable forms of submission are electronic (emailed to kgammon@uwbv.org) or mailed/hand delivered to the address below.

Return to:

Kat Gammon
United Way of the Brazos Valley
1716 Briarcrest Drive,
Suite 155
Bryan, TX 77802

It is highly recommended that agencies have a representative attend the EFSP Local Board meeting on Friday, March 10, 2023 at 11:00 a.m. via Zoom.

Each agency will be given 5 minutes to present their application to the Board. Agencies not represented will have their application read to the EFSP Local Board. Supplemental information will not be presented if you do not attend the meeting. It is the responsibility of the agency applying for funds to ensure their interests are adequately represented at the Local Board Meeting.

Agencies will be notified of funding by March 13, 2023.

For questions, please contact United Way at:

Kat Gammon at 979-696-4483 ext. 113 or kgammon@uwbv.org

**Emergency Food & Shelter Program
Phase 40 Application Form**

***Federal Employer Identification Number**

***Unique Entity Identifier (UEI) (See Pg 7)**

Name of Agency

Mailing Address

***Contact Person**

***Contact Phone**

Fax

***Contact Email(Required)**

Website

Organization Type Government Nonprofit

*** Which county are you applying for?** If you are applying for multiple counties, you must submit a separate application for each county you're applying for.

Brazos

Burleson

Grimes

Leon

Robertson

Washington

* Contact person's information will be entered into the EFSP website as the Agency contact for Phase 40.

PART 1 - Agency and Program Information

A. Provide a description of the Agency

B. Indicate number of years in operation

C. Provide a brief description of existing programs and numbers served

D. Describe your process of service delivery, including hours and days of service

E. To be eligible for this Phase, any criteria used under the chosen agency program must provide assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation), sensitivity to the transition from temporary shelter to permanent homes and attention to the specialized needs of homeless individuals with mental and physical disabilities and illness and to facilitate access for homeless individuals to other sources of services and benefits. In providing assistance under the EFSP, verification of proof of citizenship or qualified alien status of any applicant for assistance is not required.
Note: Funds allocated to a jurisdiction can only be used for permanent residents and transients within that jurisdiction.

Does your program meet this client eligibility criteria?

YES

NO

F. Describe the needs in the community that are addressed by this program.

PART 2 – Funding Request

Please note – For Phase 40 funding, expenditures incurred from *November 1, 2021 through December 31, 2023* would be eligible for reimbursement through this grant. Amount awarded will depend upon availability of funds.

Please submit a separate application for each county in which the Agency is applying for funds.

Phase 40 ONLY

Please report anticipated expenditures and units of service (meals/nights lodging/bills paid) in the blanks provided.

	EXPENDITURES	UNITS OF SERVICE	
A.	Served Meals		(# of meals)
B.	Other Food		(# of meals)
C.	Mass Shelter		(# of nights)
D.	Other Shelter		(# of nights)
E.	Supplies/Equipment	XXXXXXXX	XXXXXXXX
F.	Emergency Repairs	XXXXXXXX	XXXXXXXX
G.	Rent/Mortgage		(# of bills)
H.	Utilities		(# of bills)
I.	Administration	XXXXXXXX	XXXXXXXX

PART 3 – Documentation & Signatures

Please submit the following documentation with your application if your agency is a nonprofit.

501(c)3 determination letter

List of current Board of Directors

*** The Local Recipient Organization Certification, Fiscal Agent Certification, and the Certification Regarding Lobbying forms will be completed by awarded Agencies after funds have been allocated by the Local Board.*

I certify that the information provided in this application is true and correct.

Signature

Date

Printed Name/Title

Unique Entity Identifier (UEI)

All organizations participating in the Emergency Food and Shelter Program (EFSP) must provide their Unique Entity Identifier (UEI). Organizations applying for these federal funds must have a UEI. The National Board used the DUNS previously, but the *DUNS is now obsolete and is not acceptable for entities receiving federal funding.*

The federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government or receiving federal funds must use the UEI created in the System for Award Management (sam.gov).

If your entity is registered in sam.gov, you already have your UEI, and it is viewable in sam.gov. Remember, you must be signed in to your sam.gov account to view entity records.

Local Board Plan Submission

The UEI must be obtained for all organizations selected by the Local Board to receive an award before the Local Board processes the Board Plan. The Local Board Plan cannot be submitted to the National Board until UEIs are provided for all organizations selected to receive funding.

Organizations and Local Boards will be given the ability to enter the UEI information via the EFSP website. EFSP is working to provide the ability for organizations and, when appropriate, Local Boards to input UEI information directly via the EFSP website. The National Board will notify organizations and Local Boards when this feature is available (estimated due date of January 31, 2023).

Obtaining EUI Via sam.gov

Organizations Registered in EFSP Database with DUNS

If your organization has a DUNS number and is registered in sam.gov, a UEI should have been assigned to your organization and you may be able to access it by visiting sam.gov or the Federal Service Desk, fsd.gov. For more information, visit sam.gov or the Federal Service Desk, fsd.gov.

After retrieving your UEI, you will need to enter your 12 character UEI directly into your organization's profile on the [EFSP website](https://efsp.gov). Please note that the EFSP National Board staff did not assign, nor have they entered UEIs to replace DUNS for organizations currently available in the EFSP database.

Organizations Without UEI (New to EFSP)

If an organization does not have a UEI, it can be requested in, and assigned by, sam.gov. Once you receive your UEI, you will need to enter it along with additional information required by the National Board into the EFSP website. It is highly recommended that organizations act quickly to request their UEI to avoid any unnecessary delays in the receipt of funding.

After retrieving your UEI, you will need to enter your twelve (12) character UEI directly into your organization's profile on the [EFSP website](https://efsp.gov). Please note that the EFSP National Board staff did not assign, nor have they entered UEIs to replace DUNS for organizations currently available in the EFSP database.

Technical Assistance

National Board staff may be contacted regarding the UEI requirement. However, staff cannot provide technical assistance related to the sam.gov website; please follow the instructions on the site and reach out to the helpdesk for the website with any questions or technical needs.

If you have questions regarding this notice, please reach out to EFSP staff via email at efsp@www.unitedway.org or phone at 703-706-9660.