



**Phase CARES**  
**Emergency Food and  
Shelter Program**  
**Competition Overview**

**Coordinating Agency Point of Contact**

- **Alliance of Community Assistance Ministries, Inc. (ACAM) – Dr. Joshua B. Kulak**
  - Email: [efsp@acamweb.org](mailto:efsp@acamweb.org)
  - Phone: 713.341.5337
- Application Submission Email
  - Email: [efsp@acamweb.org](mailto:efsp@acamweb.org)
- Eligible Activities for Application
  - Food (Served Meals)
  - Other Food
  - Mass Shelter
  - Rent/Mortgage Bills Paid
  - Utility Assistance Bills Paid

**Coordination of Services**

In order to coordinate services within our jurisdiction, Local Recipient Organizations (LROs) that provide EFSP activities including Mass Shelter, Rent/Mortgage Assistance, and/or Utility Assistance are required to use the Homeless Management Information System (HMIS). The Coalition for the Homeless manages and coordinates the training and upkeep of this system. All local agencies receiving funds for Mass Shelter, Rent/Mortgage Assistance, and/or Utility Assistance are required to follow the rules listed below for Rent/Mortgage Assistance and participate in HMIS. Information must be entered into HMIS within 48 hours of service provision.

Please visit <https://www.homelesshouston.org/hmis-v2> to review all information about HMIS, register for trainings, and establish EFSP Funded programs.

Those agencies specifically identified as Domestic Violence Service Providers are exempt from the HMIS requirement, however, they should use a comparable database for the expenditure categories of Mass Shelter, Rent/Mortgage Assistance and Utility Assistance as necessary.



### **Application and Award Value Threshold**

The Emergency Food and Shelter Program (EFSP) is intended to **supplement** and **expand** the existing work of local social service agencies. As such the Local Board has determined that applications may not be less than **\$10,000 per funding area** and that **the minimum total award amount is \$10,000**. (Note: Organizations are encouraged to apply for more than \$10,000 funding, as the scoring methodology may cause an application for \$10,000 to fall below the award threshold.)

### **Rent/Mortgage Assistance**

For Phase CARES the Local Board requires that all agencies awarded Rent/Mortgage Assistance will provide service equal to one month's rent or mortgage. Please use [Fair Market Rental Rates](#) to correctly estimate the cost of your EFSP funding request.

### **Allocation for Jurisdictions**

The EFSP National Board announced the jurisdiction awards for Phase CARES on Monday, May 4, 2020. Jurisdiction 782700 (Houston/Harris/Fort Bend) has been allocated \$3,066,012. Jurisdiction 843200 (Waller County) has been allocated \$26,367.

### **Grievance Procedure**

If during the competition an agency feels as if a decision was made unjustly, there is a posted Grievance Procedure with the competition documents for EFSP that will be responded to by the Coordinating Agency Leadership, and if necessary, the Local Board.

### **Local Board Funding Priorities**

The Local Board only funds those activities deemed eligible by the EFSP National Board. Identifying local priorities assists the Local Board in disseminating the EFSP funds to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic emergencies (not disaster-related [i.e., fires of any kind, floods, tornadoes, etc.] emergencies).

Local Board Funding Priorities are determined annually, which guide the local board in the prioritization of awards and the reallocation funding. The Local Board has clustered the ESFP eligible activities into 3 categories: homelessness prevention (mortgage, rental and utility assistance), food (other food and served meals), and emergency shelter. The target allocations are 50%, 30%, and 18%, respectively. 2% is reserved for administrative expenses for the Coordinating Agency. Each application will receive a comprehensive score covering all service categories but the score will be ranked within each service category requested.



Furthermore, in order to ensure the full utilization of the ESFP funding allocation, the Local Board requires LROs to submit quarterly performance and expenditure reports. The reports will demonstrate that LROs are serving the number of clients proposed and that the allocated EFSP funds are being spent. The Local Board may require a reallocation of funds if an LRO is not meeting targets. The quarterly reports will also require verification that clients and services are being entered into HMIS for those LROs receiving awards for mortgage, rent, and utility assistance.

### **Quarterly Reporting Requirements**

Quarterly reports will be required from each LRO for monitoring purposes. Reports will be due on the 10th day after the close of each quarter to [efsp@acamweb.org](mailto:efsp@acamweb.org). Reports will be used to inform reallocations and future application processes.



## Phase CARES Important Dates

### Start Date

- TBD
  - The National Board has yet to announce the official start date and funding period for Phase CARES. Additional information is forthcoming.

### Jurisdiction Allocation Announced

- May 4, 2020

### Applications Released Online

- May 6, 2020
  - Applications will be posted electronically on [www.acamweb.org](http://www.acamweb.org).

### Last Day for Technical Assistance/Questions

- May 12, 2020 by 12PM CDT
  - Technical Assistance/Questions will be accommodated up to this date.
  - All questions are required via email and should be directed towards Joshua Kulak at [efsp@acamweb.org](mailto:efsp@acamweb.org).

### Applications Due by Email

- May 14, 2020 by 12PM CDT
  - Applications will be due to the Coordinating Agency via email at [efsp@acamweb.org](mailto:efsp@acamweb.org).
  - Early submissions are encouraged to avoid delivery issues.
  - **Late applications will not be reviewed. The time stamp on the recipient email will serve as the official time of submission.**

### Threshold Review

- Applications will be reviewed to ensure all required documents are submitted. Any missing documents will be requested via email. **Any missing documents will be due by 12PM May 15, 2020. You will be notified regarding missing documentation no later than May 14, 2020 at 5PM.**
- To encourage complete applications, five (5) additional points will be earned by agencies requiring no follow-up for missing documents in the threshold review process.
- **Incomplete applications will not be reviewed.**

### Awards Announced

- May 25, 2020

### LRO Certification Form

- The National Board has set a May 29, 2020 deadline for Local Boards to submit their Local Board Plans (LBP). The LBP requires LRO Certification forms from all participating LROs. Therefore, all LROs **must** complete and return their LRO Certification form no later than **May 27, 2020**. Failure to submit this form can result in the cancellation of an LRO's award.

### Beginning of Award Payments

- June 1, 2020



## Checklist for Proposal Submittal

- \_\_\_\_\_ Cover Page (PDF)
- \_\_\_\_\_ Application for Funding (PDF)
- \_\_\_\_\_ Agency's Current Board Roster (Name, Position, Term of Office – PDF)
- \_\_\_\_\_ Program Level Budget (Excel Form)
- \_\_\_\_\_ Program Level Organization Chart (PDF)
- \_\_\_\_\_ Agency's Most Current Audit or Financial Statement (PDF)



## Proposal Submittal Process

1. Submit the complete proposal application to The Alliance of Community Assistance Ministries, Inc. (ACAM) at [efsp@acamweb.org](mailto:efsp@acamweb.org) according to the posted timeline with the subject line “EFSP Phase CARES Application – [Insert Agency Name]”.
2. Each document in the application checklist must be sent as a separate file using the following nomenclature:

- a. Existing Local Recipient Organizations (LROs):

- i. “Initials + LRO Number” Cover Page (PDF File)
- ii. “Initials + LRO Number” Application for Funding (PDF File)
- iii. “Initials + LRO Number” Board Roster (PDF File)
- iv. “Initials + LRO Number” Program Level Budget (Excel Document)
- v. “Initials + LRO Number” Program Level Organization Chart with Contact Info (PDF File)
- vi. “Initials + LRO Number” Most Current Audit-Financial Statement (PDF File)

**Example for ACAM – LRO 103**

ACAM103 Cover Page  
ACAM103 Application for Funding  
ACAM103 Board Roster  
ACAM103 Budget  
ACAM103 Organization Chart  
ACAM103 Audit

- b. NEW Local Recipient Organizations (LROs):

- i. “Initials” Cover Page (PDF File)
- ii. “Initials” Application for Funding (PDF File)
- iii. “Initials” Board Roster (PDF File)
- iv. “Initials” Program Level Budget (Excel Document)
- v. “Initials” Program Level Organization Chart with Contact Info (PDF File)
- vi. “Initials” Most Current Audit-Financial Statement (PDF File)

**Example for Agency without LRO Number**

AGENCY Cover Page  
AGENCY Application for Funding  
AGENCY Board Roster  
AGENCY Budget  
AGENCY Organization Chart  
AGENCY Audit

3. Per the posted timeline, a threshold review will be conducted on applications. If there are missing documents, applicants will have a limited opportunity to submit missing documents. **After that deadline, incomplete applications will not be reviewed.**