

## Phase 40 and Phase 41 Emergency Food and Shelter Program (EFSP) Competition Overview - AMENDMENT 1

Updated:

### **Last Day for Technical Assistance/Questions**

- **September 26, 2022, by 12PM CST**
  - Technical Assistance/Questions will be accommodated up to this date.
  - All questions are required via email and should be directed towards Sarah Malcolm at [efsp@acamweb.org](mailto:efsp@acamweb.org).

### **Applications Due by Email**

- **September 30, 2022 by 12PM CST**
  - 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. Missing applications will not be scored. **Any missing documents will be due by 12:00 PM CST on October 7, 2022. You will be notified regarding missing documentation no later than October 5, 2022, at 5:00 PM CST.**

### **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 (Number/Name) 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 Budget Phase XX (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

# EMERGENCY FOOD AND SHELTER PROGRAM

of Houston/Fort Bend and Harris Counties  
and Waller County



## ACAM103 Program Budget Phase 40

ACAM103 Program Level Organization Chart with Contact Info

## ACAM103 Most Current Audit-Financial Statement

- 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 Budget Phase XX** (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 Program Budget Phase 40**

AGENCY Program Level Organization Chart with Contact Info

### **AGENCY Most Current Audit-Financial Statement**

Original:

### **Last Day for Technical Assistance/Questions**

- September 16, 2022, by 12PM CST
  - Technical Assistance/Questions will be accommodated up to this date.
  - All questions are required via email and should be directed towards Sarah Malcolm at [efsp@acamweb.org](mailto:efsp@acamweb.org).
  
- **September 21, 2022 by 12PM CST**
  - 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. Missing applications will not be scored. **Any missing documents will be due by 12:00 PM CST on September 30, 2021. You will be notified regarding missing documentation no later than September 28, 2022, at 5:00 PM CST.**

## **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 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 Program Budget

ACAM103 Program Level Organization Chart with Contact Info

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 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 Program level Budget

AGENCY Program Level Organization Chart with Contact Info

AGENCY Audit