

# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



## PHASE 31 KEY CHANGES PROGRAM CLARIFICATIONS & REMINDERS

(Supplement to the Responsibilities and Requirements Manual)



This Key Changes, Program Clarifications and Reminders section is provided to assist in your annual reading and review of the EFSP Responsibilities and Requirements Manual (EFSP Manual); it is not a substitute for the EFSP Manual. All State Set-Aside Committee members, Local Board members and all Local Recipient Organizations (LROs) are advised to read the Phase 30 EFSP Manual, which is also being used for Phase 31, along with the Phase 31 Addendum thoroughly for complete guidelines regarding their responsibilities, program operations, acceptable expenditures and documentation requirements as significant changes have been made.

### GRANT AGREEMENT ARTICLES, FINANCIAL TERMS AND CONDITIONS & OTHER TERMS AND CONDITIONS

The Emergency Food and Shelter National Board Program (EFSP) is a restricted Federal grant. All Federal grants have terms and conditions that apply to **ALL** parties participating in the grant. For the EFSP, all parties means the National Board which is considered the Grantee or Recipient, State Set-Aside Committees (SSAs), Local Boards, and Local Recipient Organizations (LROs) that are considered the Sub-Recipients. All parties need to ensure their understanding of the EFSP Manual, the Addendum and the statements on the Certification Forms. By signing the Certification Forms, they are agreeing to specific program requirements of the National Board as well as those mandated by the Federal government, including those that do not appear to apply to the types of programs and activities eligible under the EFSP. ***All parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual and the Phase 31 Addendum.***

For further detail, please reference the revised Grant Agreement Articles, Financial Terms and Conditions & Other Terms and Conditions contained in the Phase 31 Addendum. The revised section in the Addendum replaces pages 40-53 of the EFSP Manual for Phase 31.

### SPENDING PERIOD EXTENSIONS

The National Board may determine on an annual basis to exercise the option to extend the spending period when the receipt of funding is delayed in the Federal appropriations or award process. The National Board may choose to exercise this option when funds are received after the first quarter of the Federal fiscal year. The National Board will determine the dates of the extension option beyond the end of the calendar year. The National Board has exercised this option; the spending period options for Phase 31 are:

- |                       |                      |
|-----------------------|----------------------|
| 1. September 30, 2013 | 6. February 28, 2014 |
| 2. October 31, 2013   | 7. March 31, 2014    |
| 3. November 30, 2013  | 8. April 30, 2014    |
| 4. December 31, 2013  | 9. May 31, 2014      |
| 5. January 31, 2014   | 10. June 30, 2014    |

For further detail, please reference pages 8 and 29 of the EFSP Manual.

### LOCAL BOARD - LRO CERTIFICATION FORMS

Local Boards are required to have all agencies selected as LROs on the Local Board Plan sign and date the LRO Certification Form at the beginning of each funding cycle. ***A copy of this form must be retained by both the Local Board and the LRO. The certification forms for all funded LROs must be submitted with the Local Board Plan. Funds will not be issued to any LRO who has not provided the signed, dated LRO Certification Form.*** Only the LRO Certification Form provided by the National Board for the funding cycle will be accepted. ***The National Board's LRO Certification Form has significant changes from prior phases; it has been updated for Phase 31.*** The National Board's form may not be amended in any way. Local Boards wishing to have appropriate additional requirements regarding the funding of LROs may add an addendum to the National Board's form. The addendum must also be submitted to EFSP.

For further detail, please reference pages 19 and 75 of the EFSP Manual.

### LOCAL RECIPIENT ORGANIZATION - LRO CERTIFICATION FORMS

Each Local Recipient Organization (LRO) is required to sign and date the LRO Certification Form at the beginning of each funding cycle. ***A copy of this form must be retained by the LRO and provided to the Local Board for submission to the National Board.*** Funds will not be issued to any LRO who has not provided the signed, dated LRO Certification

Form. Only the LRO Certification Form provided by the National Board for the funding cycle will be accepted. *The National Board's LRO Certification Form has significant changes from prior phases; it has been updated for Phase 31.* The National Board's form may not be amended in any way. Local Boards making appropriate additional requirements regarding the funding of LROs may add an addendum to the National Board's form. The Local Board's addendum must also be submitted to EFSP.

*When completing the LRO Certification Form, the LRO should ensure that all information is completed, accurately and correctly. Remember, the LRO Name must be the legal name of the agency and must match with the Federal Employee Identification Number and DUNS number that have been provided. If this information does not match the information that has been provided previously to the National Board, it will cause a delay in payments.*

For further detail, please reference [pages 33-34 and 75 of the EFSP Manual](#).

### **ELIGIBLE EXPENDITURES**

#### **ADMINISTRATIVE EXPENDITURES:**

Administrative costs incurred in the processing of Final Reports are allowable from the date the Final Reports are made available from the National Board until the due date of the jurisdiction's Final Report. The day the jurisdiction's Final Report is due would be the last day administrative expenditures would be considered eligible. Any administrative costs incurred after the due date would be considered ineligible.

For further detail regarding administrative expenditures, reference [page 67 of the Phase 30 manual and the Phase 31 Addendum](#).

### **DOCUMENTATION REQUIREMENTS**

#### **LOCAL BOARD AND LRO FORMS:**

Only EFSP provided forms will be accepted from State Set-Aside Committees, Local Boards and LROs. EFSP provided forms are available on the EFSP website, [efsp.unitedway.org](http://efsp.unitedway.org). EFSP provided forms may not be altered by either Local Boards or LROs. Local Boards making additional appropriate requirements may add an addendum to the National Board's LRO Certification Form for LROs to also sign and date. This Local Board addendum must be submitted to the National Board. (**Note:** LROs may use their own forms for intake. EFSP provides several sample forms in the Annex section of the Manual. These forms may be copied onto LRO letterhead and the use of these samples should eliminate compliance problems provided the forms are fully and accurately completed.) For further detail, please reference [pages 73-77 of the EFSP Manual](#).

### **REMINDERS – LOCAL BOARD PLANS**

#### **SUBMITTING THE LOCAL BOARD PLAN:**

The Local Board must access the Local Board Plan and associated information, including instructions, via the EFSP website. The submission of the Local Board Plan is a two-step process. *First*, the Local Board must ensure that all information for the jurisdiction is correct by updating the Local Board Roster (Manage LB Roster) and verify all LRO information is correct and update as necessary (Manage LROs). Once these steps have been taken, the Local Board must allocate the funds to the LROs and submit the Local Board allocations electronically via the EFSP website. *Second*, after submitting the Local Board allocations electronically, the Local Board must print the Local Board Certification page of the Local Board Plan and a clean copy of the updated Local Board Roster. Both of these items must be submitted along with LRO Certification Forms for all LROs funded in Phase 31 to EFSP. *A complete Local Board Plan consists of the online submission of the allocations over the EFSP website and the submission of the required paperwork – Local Board Certification Page (page with advertisement information and signatures), Local Board Roster, and LRO Certification Forms for all funded LROs. Remember: The Local Board Chair and all authorized signers must sign the Local Board Certification Page. No one may sign this on behalf of the Local Board Chair.*

#### **WHERE TO SEND THE REQUIRED LOCAL BOARD PLAN AND OTHER PAPERWORK:**

While EFSP has automated the submission of the Local Board Plan, Final Reports, and other forms, the *signed forms are still required for the grant program files*. Local Boards may submit the required paperwork in one of a few ways – email scan, fax, express mail, USPS (certified, return receipt). If scanning and emailing, please send to [efsp@unitedway.org](mailto:efsp@unitedway.org); there is no need to scan to this address and also to individual staff email addresses as the [efsp@unitedway.org](mailto:efsp@unitedway.org) email is managed by several staff members. If faxing, please fax to (703) 706-9677. If mailing either express or USPS (certified,

return receipt), please see the address in the front of the Manual. It is recommended that if mailing via USPS, you do so certified with a return receipt requested as delivery is then traceable.

*Please send via one of the methods only as multiple submissions of the same items delays the processing for all Local Boards and LROs. Please ensure your submission is accurate and complete before sending to EFSP.*

### **REPORTING FRAUD, THEFT AND CRIMINAL ACTIVITY**

The email address to contact the Department of Homeland Security Office of the Inspector General (DHS/OIG) has changed. The new email address is [www.oig.dhs.gov](http://www.oig.dhs.gov). For further information regarding the reporting of fraud, please reference [pages 26, 28-29, 35 and 48](#) of the EFSP Manual.

## KEY DATES for PHASE 31

The National Board sets key program dates during the course of each phase in an effort to ensure funds are released in a timely manner. Due to the delay in Phase 31 funding, some of these dates do not conform to the timeframes of past funding phases. *All dates are subject to change and may be changed unilaterally by the National Board, as needed*, including submission of Local Board Plans, Second Payment Requests, EFT enrollment, and Final Reports. Local Boards will be notified of changes via email, as necessary.

ITEM	KEY DATE																		
Phase 31 <b>Local Board Plan</b> due to <u>National Board</u>	<b>November 8, 2013</b> for jurisdictions qualifying via the National Board's funding formula.  For <i>State Set-Aside Committee</i> funded jurisdictions, this date will vary and is noted on the individual jurisdiction's Local Board Plan. This date is specified on the Local Board Certification.																		
<b>Final Report due</b>  <b>Spending Period End Date</b>  (Jurisdiction's end date selection options are listed on the Phase 31 Local Board Plan. The jurisdiction's end date is also printed on each LRO's payment letter notification.)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 30, 2013</td> <td style="width: 50%;">Due <b>July 15, 2014</b></td> </tr> <tr> <td>October 31, 2013</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>November 30, 2013</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>December 31, 2013</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>January 31, 2014</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>February 28, 2014</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>March 31, 2014</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>April 30, 2014</td> <td>Due <b>July 15, 2014</b></td> </tr> <tr> <td>May 31, 2014</td> <td>Due <b>July 15, 2014</b></td> </tr> </table>	September 30, 2013	Due <b>July 15, 2014</b>	October 31, 2013	Due <b>July 15, 2014</b>	November 30, 2013	Due <b>July 15, 2014</b>	December 31, 2013	Due <b>July 15, 2014</b>	January 31, 2014	Due <b>July 15, 2014</b>	February 28, 2014	Due <b>July 15, 2014</b>	March 31, 2014	Due <b>July 15, 2014</b>	April 30, 2014	Due <b>July 15, 2014</b>	May 31, 2014	Due <b>July 15, 2014</b>
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<b>LROs' Interim Report/Second Payment Requests</b> due to <u>Local Board</u>	Not later than <b><u>March 15, 2014</u></b>																		
<b>LROs' Interim Report/Second Payment Requests</b> due to <u>National Board</u>	Not later than <b><u>March 31, 2014</u></b>																		
<b>EFT enrollment</b> form for <u>new</u> LROs	Newly funded LROs must sign up for EFT not later than <b><u>February 15, 2014.</u></b>																		
<b>Adding a new LRO</b>	If an LRO has NOT previously been funded in the current phase, it may not be added for funding after <b><u>February 15, 2014.</u></b>  (This also applies when reallocating funds.)																		
<b>Local Board's reallocation</b> of funds due to the <u>National Board</u>	Not later than <b><u>March 15, 2014</u></b>																		

**EFSP website address: [www.efsp.unitedway.org](http://www.efsp.unitedway.org)**