

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



PHASE 32 KEY CHANGES PROGRAM CLARIFICATIONS & REMINDERS

(Supplement to the Phase 30 Responsibilities and Requirements Manual
and Phase 31 Addendum)

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 was also used for Phase 31 and is again being used for Phase 32, along with both the Phase 31 Addendum and the Phase 32 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 Recipient (formerly Grantee), 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 Addendums and the statements on the Certification Forms. By signing the Certification Forms, they are agreeing on behalf of the Local Board and/or their agency 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 and Phase 32 Addendums.*

EFSP FUNDING IS A RESTRICTED FEDERAL GRANT. Funds awarded and received under the EFSP are from a restricted federal grant. EFSP funding is *supplemental* funding and is not to be used as startup funding for a program or project. EFSP funding should not be the sole source of funding for a program or project. EFSP funding is not a contract and should not be included in an agency's budget nor used to fulfill an agency's contractual obligations. Agencies receiving EFSP funding should have other program resources in the area in which they are funded. As a reminder, EFSP funds cannot be used as a "cost match".

For further detail, please reference the revised Grant Agreement Articles, Financial Terms and Conditions & Other Terms and Conditions contained in the Phase 32 Addendum. The revised section in the Addendum replaces pages 40-53 of the EFSP Manual for Phase 30 and replaces the same section provided in the Phase 31 Addendum.

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 32 are:

- | | |
|-----------------------|------------------------|
| 1. September 30, 2014 | 6. April 30, 2015 |
| 2. October 31, 2014 | 7. May 31, 2015 |
| 3. November 30, 2014 | 8. June 30, 2015 |
| 4. December 31, 2014 | 9. July 31, 2015 |
| 5. January 31, 2015 | 10. August 31, 2015 |
| 6. February 28, 2015 | 11. September 30, 2015 |
| 7. March 31, 2015 | 12. October 31, 2015 |

Local Boards wishing to extend the spending period for all LROs in their jurisdiction must select a spending period on the Local Board Plan. If no selection is made, the date is automatically the end of the Federal fiscal year 2014 which is September 30, 2014. Spending period extensions apply to all LROs; extensions are not granted to individual LROs.

Only those expenditures incurred by an agency during the Local Board's selected spending period for allowable items will be considered eligible. Expenditures made outside of the Local Board's selected spending period, even if for allowable items, will be considered ineligible. The spending period for any Local Board begins one day after the previous phase of funding ends through the selected end date chosen by the Local Board. Local Boards must communicate the spending period to LROs and LROs unsure of the spending period should communicate with their Local Board. The spending period stands even if funds are received after the end of the spending period. LROs may

charge back any EFSP eligible expenditure during the spending period for which they have EFSP required documentation.

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 current 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.*** Failure of the Local Board to provide all LRO Certification Forms with the initial submission of the Local Board Plan will delay the processing of 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 32.*** 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 a Local Board addendum to the National Board's form. The Local Board addendum must also be submitted to EFSP for review.

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 current 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 32.*** 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 a Local Board 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](#).

DOCUMENTATION REQUIREMENTS

SPREADSHEETS:

Spreadsheets are required for all LROs in every category in which they receive funds. This also includes those LROs that receive funds for administration only – spreadsheets must be provided documenting the administrative expenditures. Other appropriate administrative documentation (i.e., payroll registers) may also be required. Those LROs providing mass feeding and mass sheltering may use the Per Meal or Per Diem schedule to meet the spreadsheet requirement. Please refer to the EFSP website, efsp.unitedway.org, for Final Report and spreadsheet information and requirements.

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 32 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, LRO***

Certification Forms for all funded LROs, Lobbying Certification Form (required for LROs receiving \$100,000 or more) and Fiscal Agent/Fiscal Conduit Form, as necessary. Remember: The Local Board Chair and all authorized signers must sign the Local Board Certification Page. No one may sign the Local Board Certification Page on behalf of the Local Board Chair.

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

Please send via one of the methods only as multiple submissions of the same documents delays the processing for all Local Boards and LROs as each document must be reviewed and processed. Please ensure your submission is complete and accurate before sending to EFSP.

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, express mail, USPS (certified, return receipt). If scanning and emailing, please send to efsp@unitedway.org; ***In order to avoid multiple copies of the same documents, there is no need to send to this address and also to individual staff email addresses as the efsp@unitedway.org email is managed by several staff members.*** 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.

COMPLETING THE LOCAL BOARD PLAN'S FUNDING CATEGORIES

Local Boards must ensure that the Local Board Plan entered via the EFSP website is completed accurately to avoid possible Local Board Plan processing delays or compliance problems later. Local Boards must provide “units of service” when completing the Final Report. They are not required for the Local Board Plan. The funding categories are as follows:

EXPENDITURE CATEGORIES

- A. **SERVED MEALS** – Agencies funded in this category are serving meals to clients. Agencies typically funded in this category are mass feeding providers. Either direct costs or a per meal allowance of \$2.00 as approved by the Local Board are allowable, not both.
- B. **OTHER FOOD** – Agencies funded in this category are providing food for clients to take home and prepare meals for themselves. Agencies typically funded in this category are food pantries and food banks. Expenses include such items as vouchers to grocery stores or restaurants, food bought from food banks or grocery stores, and food transportation costs.
- C. **MASS SHELTER** – Agencies funded in this category are providing sleeping accommodations in their facility for clients. Agencies typically funded in this category operate mass shelters. Either a per diem allowance of \$7.50/\$12.50 (as determined by the Local Board) for on-site shelters of five beds or more or direct cost expenses for items related to the provision of shelter are allowable, not both. Transportation costs for shelter may be included here as a direct cost.
- D. **OTHER SHELTER** – Agencies funded in this category are sending clients to other facilities for sleeping accommodations. Agencies typically funded in this category either do not operate mass shelters or cannot provide appropriate accommodation for a client. Expenses include motel/hotel expenditures and shelter vouchers.
- E. **RENT/MORTGAGE** – Agencies funded in this category are providing emergency rental assistance to clients. Agencies typically funded in this category operate other rent/mortgage programs. Expenditures include the payment of a client's rent or mortgage for one month.
- F. **SUPPLIES/EQUIPMENT** – Agencies funded in this category are not eligible for the per meal or the per diem allowance. Agencies typically funded in this category are providing mass feeding, mass sheltering, or providing food to clients to prepare themselves. This category also includes the purchase of diapers by agencies and clients.
- G. **EMERGENCY REPAIRS/BUILDING CODE** – Agencies funded in this category must not use EFSP funding for routine maintenance or repairs. Agencies funded in this category must have had an unexpected emergency repair or building code citation that will cause the agency to close or curtail service without the work being done.
- H. **UTILITY ASSISTANCE** - Agencies funded in this category are providing emergency utility assistance to clients. Agencies typically funded in this category operate other utility programs. Expenditures

include the payment of a client's utility bill for one month (monthly billing cycle) as well as non-metered utilities.

- I. **ADMINISTRATION** – Agencies funded in this category are providing administration on behalf of the Local Board or receiving funds for administration of EFSP funding in their programs.

AUDIT CONFIRMATION REQUESTS

Independent auditors request confirmation of grant funds received when conducting annual audits. Should your external independent auditors make this request of your agency, please ensure that the request includes all 9-digit ID numbers for your agency in each jurisdiction in which it is funded to ensure complete accurate information is provided. Audit confirmation requests may be mailed or emailed to the EFSP.

KEY DATES for PHASE 32

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 to eligible Local Boards and their LROs. Due to the delay in Phase 32 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. ***The failure of Local Boards and LROs to adhere to the key program dates may result in the loss of funds.***

ITEM	KEY DATE																												
Phase 32 Local Board Plan due to <u>National Board</u>	March 27, 2015 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.																												
Final Report Due Spending Period End Date (Jurisdiction's end date selection options are listed on the Phase 32 Local Board Plan. The jurisdiction's end date is also printed on each LRO's payment letter notification.) <i>Local Boards failing to select a spending period end date will automatically end on September 30, 2014.</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">September 30, 2014</td> <td style="width: 50%;">Due December 15, 2015</td> </tr> <tr> <td>October 31, 2014</td> <td>Due December 15, 2015</td> </tr> <tr> <td>November 30, 2014</td> <td>Due December 15, 2015</td> </tr> <tr> <td>December 31, 2014</td> <td>Due December 15, 2015</td> </tr> <tr> <td>January 31, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>February 28, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>March 31, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>April 30, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>May 31, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>June 30, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>July 31, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>August 31, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>September 30, 2015</td> <td>Due December 15, 2015</td> </tr> <tr> <td>October 31, 2015</td> <td>Due December 15, 2015</td> </tr> </table>	September 30, 2014	Due December 15, 2015	October 31, 2014	Due December 15, 2015	November 30, 2014	Due December 15, 2015	December 31, 2014	Due December 15, 2015	January 31, 2015	Due December 15, 2015	February 28, 2015	Due December 15, 2015	March 31, 2015	Due December 15, 2015	April 30, 2015	Due December 15, 2015	May 31, 2015	Due December 15, 2015	June 30, 2015	Due December 15, 2015	July 31, 2015	Due December 15, 2015	August 31, 2015	Due December 15, 2015	September 30, 2015	Due December 15, 2015	October 31, 2015	Due December 15, 2015
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LROs' Interim Report/Second Payment Requests due to <u>Local Board</u> LROs' Interim Report/Second Payment Requests due to <u>National Board</u>	Not later than June 30, 2015 Not later than July 15, 2015																												
EFT enrollment form for <u>new</u> LROs	Newly funded LROs must sign up for EFT not later than May 31, 2015																												
Adding a new LRO	If an LRO has NOT previously been funded in the current phase, it may not be added for funding after May 31, 2015 . (This also applies when reallocating funds.)																												
Local Board's Reallocation Requests of funds due to the <u>National Board</u>	Not later than May 31, 2015																												

EFSP website address: www.efsp.unitedway.org

