

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



PHASE 34 KEY CHANGES PROGRAM CLARIFICATIONS & REMINDERS

(Supplement to the Phase 33 Responsibilities and
Requirements Manual)

This Key Changes and Program Clarifications 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 33 EFSP Manual and Phase 34 Addendum to the Phase 33 EFSP Manual thoroughly for complete guidelines regarding their responsibilities, program operations, acceptable expenditures and documentation requirements as some 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, 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 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 the provisions of the grant.

For further detail, please reference pages 5-25 of the Phase 34 Addendum.

COMMUNICATING WITH THE NATIONAL BOARD VIA EMAIL

There are two email addresses for communicating with the National Board. Effective **July 1, 2016, ALL** documents submitted by State Set-Aside Committees, Local Boards and LROs via email to the Emergency Food and Shelter Program (EFSP) office must be sent to documentstoefsp@uww.unitedway.org.

Also, effective July 1, 2016, the new email address to send inquiries to the program is efsp@uww.unitedway.org. Only questions concerning the program should be sent to this email address.

For further details, please reference pages 27, 59 of Phase 33 EFSP Manual.

AUDIT REQUIREMENTS – CHANGE TO THRESHOLDS

LROs must have their records audited by an independent certified public accountant if receiving \$100,000 or more in EFSP funds. If an LRO receives from \$50,000 to \$99,999, they must have an annual accountant’s review.

Local Boards must ensure that LROs expending \$750,000 or more in Federal funds, comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget.

For further details, please reference pages 34, 38, 54, 75, 92-93 and 103-104 of the Phase 33 EFSP Manual.

LOCAL BOARD VOTING – ORGANIZATION AFFILIATION

Local Board membership must have no relationship to funding and is not a guarantee of funding. Local Board members must abstain from voting on award applications for their own agency.

Local Board members do not have to abstain from voting on award applications based on religious or other affiliations.

For further detail, please reference pages 21 and 24 of the Phase 33 EFSP Manual.

LOBBYING CERTIFICATION

By signing the LRO Certification Form, each LRO is certifying that EFSP funds will not be used for any type of lobbying activities. Additionally, LROs receiving \$100,000 or more in EFSP funds must complete and submit the ***Certification Regarding Lobbying Form*** which may be found on the EFSP website, www.efsp.unitedway.org, under **Forms**. The total of the funds is based on the original allocation to the LRO, plus any combination of subsequent awards to the LRO, including reallocations made by the Local Board.

If the Certification Regarding Lobbying Form is not submitted to the National Board, the funds may be held until it has been provided.

For further detail, please reference [pages 38, 47, 55 and 95 of the Phase 33 EFSP Manual](#).

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 34 are:

<i>October 31, 2016</i>	<i>February 28, 2017</i>	<i>June 30, 2017</i>	<i>October 31, 2017</i>
<i>November 30, 2016</i>	<i>March 31, 2017</i>	<i>July 31, 2017</i>	<i>November 30, 2017</i>
<i>December 31, 2016</i>	<i>April 30, 2017</i>	<i>August 31, 2017</i>	<i>December 31, 2017</i>
<i>January 31, 2017</i>	<i>May 31, 2017</i>	<i>September 30, 2017</i>	<i>January 31, 2018</i>

IMPORTANT: The National Board has decided to run Phases 33 and 34 almost concurrently, due to the delay in the receipt of funds for Phase 34. If your jurisdiction received Phase 33 and Phase 34 funding, remember the spending periods for both phases must end on the same date. The spending period for Phase 33 began the day after the selected end date for Phase 32. Please note, the begin spend date for Phase 34 is the same for all jurisdictions, October 1, 2016.

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 changes from prior phases. 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 with the Local Board Plan.

For further detail, please reference [pages 92 and 93 of the Phase 33 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 changes from prior phases. 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 addendum must also be submitted to EFSP by the Local Board with the Local Board Plan.

For further detail, please reference [page 93 of the Phase 33 EFSP Manual](#).

DOCUMENTATION REQUIREMENTS

IMPORTANT: As phases 33 and 34 will be administered almost concurrently, reports, documentation of expenditures made and spreadsheets for each of the Phases must be kept separately. Do not combine files for the two Phases.

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 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 addendum must be submitted to the National Board. **(Note:** LROs may use their own forms for intake and to document expenditures. 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 97-102 of the Phase 33 EFSP Manual.](#)

SPREADSHEETS FOR ALL PROGRAM CATEGORIES:

A spreadsheet for each program category (mass feeding, other food, mass shelter, other shelter, supplies/equipment, rent/mortgage, utilities and administration) must be maintained and must be provided when documentation is reviewed for the EFSP. The documentation for EFSP expenditures must support the information on the spreadsheet. Spreadsheets will provide an overview of how EFSP funds were spent and serve as a checklist with which the documentation can be compared. Sample spreadsheets can be found on the EFSP website. Specific information must be provided on the spreadsheets (i.e., check number, date of check, vendor, client name [as needed], amount of check, amount of check attributed to EFSP, etc.). Reference the sample spreadsheets on the website for the required elements for each spending category. Spreadsheets should be in the appropriate order as should the supporting documentation for each individual program category. EFSP will accept spreadsheets/schedules/reports from an LRO’s financial system provided the spreadsheets/schedule/report contains the required elements.

IMPORTANT CHANGE: If an LRO pays \$100 or less on a past-due utility bill balance for a client, on the utility spreadsheet in the billing period column, please insert N/A. No billing period is required for the expenditure. Do not leave the column blank. If the column is left blank, it will result in a compliance exception.

For further detail, please reference [pages 61-69, 74 and 78-91 of the Phase 33 EFSP Manual.](#)

PROOF OF PAYMENT:

EFSP funding is intended to be used as necessary to meet emergency need and expenditures incurred under EFSP must be promptly paid to vendors. Generally, payments should be made to vendors within one accounting cycle (normally 30 days). However, the EFSP will allow payments made not more than 90 days from the invoice or intake date as appropriate. LROs must ensure any amount paid and attributed to EFSP is still due in its entirety at the time payment is made. Payments made more than 90 days following the invoice or intake date will be considered ineligible and funds will be subject to return to the National Board. It is the intent of EFSP that funds received by LROs are used for costs incurred during the program period and that vendors be paid during the program period to the extent possible. It is also the intent of EFSP that goods or services be purchased and used during the program period. Large purchases made at the end of the program period do not meet this intent and may be considered ineligible.

For further detail, please reference [pages 59-60 and 74 of the Phase 33 EFSP Manual.](#)

REMINDER – NO FEE REQUIREMENT FOR SERVICE

No individual, family or household may be charged a fee for service or be required to attend religious/counseling services with relation to assistance received under EFSP.

For further details reference [page 59 of the Phase 33 EFSP Manual.](#)

REMINDER – CHARGING BACK OF ELIGIBLE EXPENDITURES

If LROs make expenditures during their jurisdiction’s spending period, with other resources, prior to the receipt of EFSP funds, they may chargeback any eligible expenditures that meet EFSP program guidelines.

(Documentation required: Spreadsheets for the categories, documentation including invoices/receipts and proof of payment.)

For further details reference [page 69 of the Phase 33 EFSP Manual.](#)

REMINDER – PAYMENT TO VENDOR (NOT MORE THAN 90 DAYS)

Payments must be made to vendors for all eligible expenditures, by an approved method, not more than 90 days after the receipt/invoice date or the date of the client intake form. Payments made more than 90 days following the invoice or intake date will be considered ineligible and funds will be subject to return to the National Board.

For further details reference [pages 59-60, 74 of the Phase 33 EFSP Manual.](#)

INELIGIBLE EXPENDITURE – ADMINISTRATIVE FUNDS (FOOD PURCHASES)

Administrative funds may not be used to purchase food/meals and/or beverages for Local Board meetings.

For further details, reference [page 70 of the Phase 33 EFSP Manual.](#)

REMINDER – DOCUMENTATION RETENTION

LROs are to keep their documentation records for three years after each end of program year. Documentation includes but is not limited to: LRO Certification form, application for funding, Local Board approval of funding, Second Payment Request/Interim Report, Final Report, spreadsheets, all expenditure documentation (vendor invoices/receipts and proof of payment).

Since documentation must be retained for three years, all of those years are subject to review/audits at any time, even if the LRO has filed Final Reports and received clearing letters.

For further details, reference [pages 30, 37-38, 53-54 and 104 of the Phase 33 EFSP Manual.](#)

REMINDER - MEETING FREQUENCY

The National Board requires Local Boards to select one of the following options for meetings during the Phase and specify such in the required materials (Local Board Plan Certification and Final Report submission). Meetings may be conducted via conference calls.

QUARTERLY MEETINGS: The National Board encourages Local Boards to meet quarterly to monitor the program and ensure LROs are implementing the program according to guidelines.

SEMI-ANNUAL MEETINGS: Local Boards electing to meet semi-annually must also monitor the program and ensure LROs are implementing the program according to guidelines. Local Boards electing to hold meetings semi-annually must submit copies of their meeting minutes with the jurisdiction’s Final Report. Failure to return this information may result in the delay of any future funding to the jurisdiction.

For further detail, please reference [pages 22-23 of the Phase 33 EFSP Manual.](#)

KEY DATES for PHASE 34

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 34 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																																
<p>Phase 34 Local Board Plan due to National Board</p>	<p>July 10, 2017 for jurisdictions qualifying via the National Board’s funding formula.</p> <p>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.</p>																																
<p>Final Report Due</p> <p>Spending Period End Date</p> <p>(Jurisdiction’s end date selection options are listed on the Phase 34 Local Board Plan. The jurisdiction’s end date is also printed on each LRO’s payment letter notification.)</p> <p><i>Local Boards failing to select a spending period end date will automatically end on October 31, 2016.</i></p> <p>IMPORTANT: <u>If your jurisdiction received Phase 33 and Phase 34 funding, remember the spending periods for both phases must end on the same date.</u> The spending period for Phase 33 began the day after the selected end date for Phase 32. Please note, the begin spend date for Phase 34 is the same for all jurisdictions, October 1, 2016.</p>	<table border="0"> <tr><td>October 31, 2016</td><td>Due March 30, 2018</td></tr> <tr><td>November 30, 2016</td><td>Due March 30, 2018</td></tr> <tr><td>December 31, 2016</td><td>Due March 30, 2018</td></tr> <tr><td>January 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>February 28, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>March 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>April 30, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>May 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>June 30, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>July 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>August 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>September 30, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>October 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>November 30, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>December 31, 2017</td><td>Due March 30, 2018</td></tr> <tr><td>January 31, 2018</td><td>Due March 30, 2018</td></tr> </table>	October 31, 2016	Due March 30, 2018	November 30, 2016	Due March 30, 2018	December 31, 2016	Due March 30, 2018	January 31, 2017	Due March 30, 2018	February 28, 2017	Due March 30, 2018	March 31, 2017	Due March 30, 2018	April 30, 2017	Due March 30, 2018	May 31, 2017	Due March 30, 2018	June 30, 2017	Due March 30, 2018	July 31, 2017	Due March 30, 2018	August 31, 2017	Due March 30, 2018	September 30, 2017	Due March 30, 2018	October 31, 2017	Due March 30, 2018	November 30, 2017	Due March 30, 2018	December 31, 2017	Due March 30, 2018	January 31, 2018	Due March 30, 2018
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<p>LROs’ Interim Report/Second Payment Requests due to Local Board</p>	<p>Not later than January 8, 2018</p>																																
<p>LROs’ Interim Report/Second Payment Requests due to National Board</p>	<p>Not later than January 15, 2018</p>																																
<p>EFT enrollment form for <u>new</u> LROs</p>	<p>Newly funded LROs must sign up for EFT not later than January 8, 2018.</p>																																
<p>Adding a new LRO</p>	<p>If an LRO has NOT previously been funded in the current phase, it may not be added for funding after January 8, 2018.</p> <p>(This also applies when reallocating funds.)</p>																																
<p>Local Board’s Reallocation Requests of funds due to the National Board</p>	<p>Not later than January 8, 2018</p>																																

EFSP website address: www.efsp.unitedway.org