

Emergency Food and Shelter National Board Program

PHASE 27
Responsibilities and Requirements
Addendum



NATIONAL COUNCIL
OF THE CHURCHES
OF CHRIST IN THE U.S.A



FEMA



American
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This addendum to the Phase 27 Responsibilities and Requirements Manual contains changes from the original bound copy provided to guide implementation of the Emergency Food and Shelter Program. This addendum must be read and carefully studied along with the manual prior to administering the program, giving any information to the public, or making any grant award. Questions or matters of interpretation must be referred to the National Board staff.

The addendum and manual are intended for use by Local Boards and Local Recipient Organizations administering and providing services under the Emergency Food and Shelter National Board Program. The addendum and manual are not intended for individuals seeking services.

Phase 27: Catalog of Federal Domestic Assistance (CFDA) No. 97.024
ARRA: Catalog of Federal Domestic Assistance (CFDA) No. 97.114

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Phase 27 Responsibilities and Requirements Manual

ADDENDUM

The National Board of the Emergency Food and Shelter Program (EFSP) recently approved changes to the bound copy of the Phase 27 Responsibilities and Requirements Manual. These program changes are provided below with citations to the pages in the bound copy. Please keep these changes with your copy of the manual and ensure that they are implemented as necessary for Phase 27 and the funding under the American Recovery and Reinvestment Act of 2009 (ARRA).

Page i – CFDA Number – The text has been amended as follows:

Phase 27: Catalog of Federal Domestic Assistance (CFDA) No. 97.024

ARRA: Catalog of Federal Domestic Assistance (CFDA) No. 97.114

There are separate Catalog of Federal Domestic Assistance Numbers (CFDA) for funding under Phase 27 and the ARRA as noted above. LROs should be sure to include these numbers when reporting on EFSP funds in their annual audits.

Page 11 – Advertising (3rd paragraph) – The text has been amended as follows:

Allocations under the ARRA are not part of Phase 27 and therefore not considered to supplemental allocations within the same phase. ARRA funds must be advertised separately. Please see the Publicizing Elements and Sample Press Release in this Addendum.

SAMPLE ADVERTISEMENT

(Name of jurisdiction) HAS BEEN AWARDED FEDERAL FUNDS THROUGH THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA) FOR THE EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM.

(Name of jurisdiction) has been chosen to receive \$(award amount) to supplement emergency food and shelter programs in the county. These funds have been made available through the American Recovery and Reinvestment Act of 2009 (ARRA).

The selection was made by a National Board that is chaired by the U. S. Department of Homeland Security's Federal Emergency Management Agency and consists of representatives from American Red Cross; Catholic Charities, USA; National Council of the Churches of Christ in the U.S.A; The Salvation Army; United Jewish Communities and, United Way of America. The Local Board was charged to distribute funds appropriated by Congress to help expand the capacity of food and shelter programs in high-need areas around the country.

A Local Board made up of (the Mayor, United Way, et al.) will determine how the funds awarded to (name of jurisdiction) are to be distributed among the emergency food and shelter programs run by local service agencies in the area. The Local Board is responsible for recommending agencies to receive these funds made available through the ARRA.

Under the terms of the grant from the National Board, local agencies chosen to receive funds must: 1) be private voluntary non-profits or units of government, 2) be eligible to receive federal funds, 3) have an accounting system, 4) practice nondiscrimination, 5) have demonstrated the capability to deliver emergency food and/or shelter programs, and 6) if they are a private voluntary organization, they must have a voluntary board. Qualifying agencies are urged to apply.

(Name of jurisdiction) has distributed Emergency Food and Shelter funds previously with (Names of LROs) participating. These agencies were responsible for providing (number) meals and (number) nights of lodging.

Public or private voluntary agencies interested in applying for ARRA Emergency Food and Shelter Program funds must contact (Local Board chair or staff name, address and/or phone number/email) for an application. The deadline for applications to be received is (application deadline date).

PUBLICIZING/ADVERTISING ELEMENTS

Local Boards **must** publicize/advertise in the local print media the availability of funds made available through the American Recovery and Reinvestment Act of 2009 (ARRA) to inform and solicit applications from **all** agencies (including those on Native American reservations) providing or capable of providing emergency food and/or shelter assistance. Advertisements must include:

- Area funded/jurisdiction/Local EFSP Board
(Note: National Board selects only jurisdictions for funding and advertisement must not state that a specific agency has been awarded the grant);
- Source of funding (federal award from ARRA through DHS/FEMA);
- Award amount;
- Purpose of funding (specific to ARRA funding);
- Priorities/needs that Local Board will address with the ARRA funding;
- Criteria for eligible agencies;
- Contact name, address and/or phone number for application; and
- Deadline for applying (Local Boards must allow at least five business days after publication for interested agencies to apply.)

Advertisement must appear at least 5 business days prior to Local Board allocation of EFSP funds. See page attached for sample advertisement.

Failure to advertise according to the National Board's requirements will result in a delay in processing the Local Board plan.

Important: All Local Boards must publicly advertise in the most broadly distributed local newspaper covering the jurisdiction. Failure to advertise properly for the ARRA funding will delay processing of the jurisdiction's board plan and subsequent payment of funds. A press release is not sufficient unless publication can be verified. When a news article cannot be obtained, a legal advertisement is acceptable.

In addition to the news article or legal advertisement, Local Boards may also directly notify agencies. Cable access television and radio may only be used to supplement the printed advertisement. (Note: Administrative funds may be used to help offset the cost of advertising, if necessary.)

GUIDELINES CLARIFICATIONS

In addition to the addendum information noted on the previous page, Local Boards and Local Recipient Organizations (LROs) should review the information noted below which refers to program changes and program clarifications.

LOCAL BOARD ROSTERS

A separate Local Board Roster is not required for the ARRA funding if your jurisdiction also received Phase 27 funding. However, please provide any updates to your Phase 27 Local Board Roster with your ARRA Local Board Certification page. Local Boards that are receiving funds under ARRA only must provide a complete Local Board Roster with the submission of their Local Board Plan.

SPENDING PERIOD

The spending period for ARRA funding began on April 1, 2009. LROs incurring eligible costs under EFSP may charge back to April 1, 2009 under ARRA. The remainder of the spending period for ARRA funding runs concurrent with Phase 27. Local Boards select the end of the spending period; the end date for Phase 27 and ARRA must be the same date. Local Boards may want to consider their end date when submitting the Local Board Plan for the ARRA funding.

FINAL REPORTS

Local Boards and LROs will be required to submit two separate Final Reports (if funded) at the end of the spending period – a Final Report for Phase 27 and a Final Report for ARRA. If documentation is required to support the expenditures, it will be required for both reports and will have to be separated (attached to the correct report). LROs must track their Phase 27 and ARRA funding separately to ensure no duplication of expenditures.

AUDIT REQUIREMENTS

For further details please refer to the Phase 27 manual, pages 24, 29, & 51 – 52.

The audit requirements for all EFSP funding remain the same and all LROs must comply with the requirements stated in the Phase 27 EFSP Responsibilities and Requirements Manual. Please remember that both the Phase 27 funding and the ARRA funding total determine the type of audit that is required for a specific LRO. Any LRO receiving a combined total (Phase 27 and ARRA) of \$25,000 up to \$49,999 in EFSP funding is required to have a review. Any LRO receiving a combined total (Phase 27 and ARRA) of \$50,000 or more in EFSP funding is required to have an annual audit. Those LROs that receive a combined total of \$500,000 or more in federal funds (EFSP and other federal funding sources) must comply with OMB Circular A-133.

LOBBYING CERTIFICATION

For further details please refer to the Phase 27 manual, pages 24, 30, & 71.

LROs receiving a combined total (Phase 27 and ARRA) of \$100,000 or more in EFSP funds must comply with lobbying requirements. Annex 11 from the Phase 27 Responsibilities and Requirements Manual must be submitted along with the Local Board Plan for ARRA funding. If an LRO already received \$100,000 under Phase 27 and submitted Annex 11 with the Phase 27 Local Board Plan, it is not necessary to submit a second form.

DEADLINES - Key deadline dates for PHASE 27 & ARRA

The National Board sets specific program deadlines during the course of each phase in an effort to ensure funds are released in a timely manner.

| ITEM | DEADLINE |
|---|---|
| Phase 27 and ARRA Local Board Plan due to National Board | Approximately <u>25 working days</u> from date Local Board Chair or contact <u>receives</u> the Phase 27 and ARRA award notification. This date is specified on the front page of the Local Board Plan (Local Board Certification). |
| Final Reports Due Spending Period End Date (Jurisdiction's end date selection options are listed on the Phase 27 and ARRA Local Board Plan. The jurisdiction's end date is also printed on the LROs' payment letter notification.) | Forty-five <u>(45) days</u> after end of spending period. Sept. 30, 2009 Due Nov. 15, 2009 Oct. 31, 2009 Due Dec. 15, 2009 Nov. 30, 2009 Due Jan. 15, 2010 Dec. 31, 2009 Due Feb. 15, 2010 |
| LROs' Interim Report/Second Payment Requests due to <u>Local Board for both Phase 27 and ARRA</u> LROs' Interim Report/Second Payment Requests due to <u>National Board for both Phase 27 and ARRA</u> | No later than <u>July 31, 2009.</u> No later than <u>August 15, 2009.</u> |
| EFT enrollment form for new LROs | Newly funded LROs must sign up for EFT not later than <u>June 30, 2009.</u> |
| Adding a new LRO | If an LRO has NOT previously been funded <u>in Phase 27 or ARRA</u> , it may not be added for funding after <u>June 30, 2009.</u> (This also applies when reallocating funds.) |

NOTE: The begin spending date for all jurisdictions and all LROs for ARRA funding is **April 1, 2009**. The end spending date for both Phase 27 and ARRA funds are selected by the Local Board and must be the same date.

EFSP web site address: www.efsp.unitedway.org