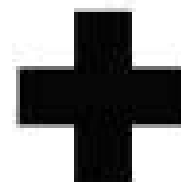


Emergency Food and Shelter National Board Program

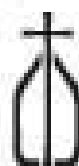
PHASE 29
Responsibilities and Requirements



FEMA



American
Red Cross



Catholic
Charities
USA.

Working to Reduce Poverty in America.



The Jewish Federations
of North America



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



United
Way



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KEY CHANGES AND GUIDELINE CLARIFICATIONS

Phase 29

PLEASE NOTE: This Key Changes and Guidelines Clarifications document 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 29 EFSP Manual thoroughly for complete guidelines regarding their responsibilities, program operations, acceptable expenditures and documentation requirements as significant changes have been made.

STATE SET-ASIDE COMMITTEE (SSA), LOCAL BOARD, AND LRO COMMUNICATION FROM THE NATIONAL BOARD

As all EFSP participants were previously notified, the National Board has begun using email and the EFSP website as our primary means of communication. Please check the website frequently for information regarding program requirements, payment notification, compliance notification as well as program deadlines and other information. The website will also provide you with additional program information that should help in the work necessary for EFSP including newly developed Quick Reference Guides, Local Board Policy Papers, training opportunities, program forms, etc. As EFSP is using email as the primary means of communication and as SSAs, Local Boards and LROs were informed in the previous phase, email for all board members and LROs is a program requirement. The SSA and Local Board have the ability to update this information on the EFSP website and LROs can update their individual data.

STATE SET-ASIDE COMMITTEE – NEW MINIMUM AWARD PER JURISDICTION

For further details, please reference the Phase 29 manual, page 5

The minimum award per jurisdiction by the SSA Committee for Phase 29 is \$2,800.00 (this has been raised from \$2,000.00) and applies to all jurisdictions selected for funding by the SSA. This minimum award applies even if the SSA is giving additional funding to a jurisdiction that was funded by the National Board's formula. SSAs acting as Local Boards must follow the Local Board requirements regarding minimum awards to LROs.

SPENDING PERIOD FOR PHASE 29

For further details, please reference the Phase 29 manual, page 19

The spending period for Phase 29 is like the spending period for past phases. It has not been adjusted by the National Board due to the delay in funding. All LROs may charge back EFSP eligible expenditures for which they have EFSP required expenditure documentation to support expenditures during the jurisdiction's selected spending period. A jurisdiction's selected spending period at the beginning of each phase is the first day following the end of the prior phase and ends on September 30, 2011 unless the Local Board selects an extension to the end of September date. On their Local Board Plan Certification, Local Boards may select the end of the months of October, November, or December 2011 for the end of their spending period. The begin date and the end date for the spending period applies to all LROs in the jurisdiction.

CHARGING EXPENDITURES TO EFSP

As EFSP funding is supplemental, LROs should have other costs in the program area in which they are receiving funds. For this reason, as well as the timing of funding, the National Board has allowed LROs to charge back to the beginning of their jurisdiction's spending period for eligible EFSP costs that can be documented as required by EFSP. LROs should ensure that in charging back expenditures, they are doing necessary paperwork within their organization to track how expenditures are being charged and not using other "restricted" funds for this purpose.

ELIGIBLE PROGRAM COSTS CHANGES

For further details, please reference the Phase 29 manual, pages 35-44, 48

There are some changes in eligible program costs for Phase 29 which are detailed below.

The following costs are no longer eligible under the EFSP.

Building Code/Rehabilitation – Costs associated with building code/emergency repairs/rehabilitation are no longer allowed.

The following changes have been made regarding rent/mortgage assistance and are now eligible.

- **Payment Date** – Rent/mortgage assistance may now be paid 10 calendar days before the due date (this is a change from the previous 5 calendar days). Payments made more than 10 calendar days before the due date continue to be ineligible.
- **Special Note – Rent/Mortgage:** A one time payment of \$250.00 or less is now allowed in providing rent/mortgage assistance to an individual or family when it is not possible to verify the monthly amount. The total past due balance owed must be \$250 or more and the one month amount cannot be determined from the documentation. The one time payment may be made without the verification of the one month amount. This \$250.00 is not a cap. LROs wishing to provide more than \$250 in assistance must verify the one month amount. The \$250 one time payment may not be made when it is clear from the documentation that the \$250 exceeds the one month amount.

The following change has been made regarding utility assistance and is now eligible.

Payment Date – Utility assistance may now be paid 10 calendar days before the due date (this is a change from the previous 5 calendar days). Payments made more than 10 calendar days before the due date continue to be ineligible.

METHOD OF PAYMENT

For further details, please reference the Phase 29 manual, page 23

The following methods of payment to vendor are allowable under the EFSP with required documentation.

- Check from LRO bank account
- Debit card payment from LRO bank account
- Electronic payment from LRO bank account
- LRO vendor issued credit card (i.e., Sam's Club)
- LRO credit card (i.e., American Express, Master Card, Visa)

No method of payment from an LRO's employees or volunteers is allowed – cash, personal checks, credit cards, etc. Cash payments of any kind are not eligible.

DOCUMENTATION REQUIREMENTS

For further details, please reference the Phase 29 manual, pages 40-42

The documentation requirements for both rent/mortgage and utility assistance now require the submission of spreadsheets detailing the assistance provided to clients. The spreadsheets may come from a report already part of the LRO's accounting system, case management system, or may be generated specifically for EFSP. The spreadsheet must contain, at a minimum, the following data elements:

- Client's full name (sorted alphabetically by client's last name)
- Client's complete address
- Check number
- Vendor name
- Monthly rent/mortgage amount/monthly utility amount (as appropriate)
- Payment amount

- Month being paid
- Due date
- Check date
- Check number

EFSP REMINDERS

Local Boards and LROs

- Local Board and LRO complete contact information, including email address, may be shared for EFSP purposes; please use business contact information. If someone does not have a business email, there are several free email sources available.
- Federal Employer Identification Number (FEIN) is required for all LROs.
- Dun & Bradstreet Number (DUNS) is required for all LROs.
- Certification Regarding Lobbying must be submitted for LROs receiving \$100,000 or more before funds may be paid.
- Agencies must have a program in the category for which they are receiving funds.
- Do not send documentation to the National Board with Interim Report/Second Check Requests.
- EFSP funding may not be used as a “cost match” for other Federal grants/funding.
- Sign all appropriate documents prior to submission to the Local Board and/or National Board.

Local Boards

- Local Board chair/staff must be accessible to both the National Board staff and LROs.
- Local Boards must secure the LRO Certification form at the beginning of the phase and maintain it in their program records; this form may be requested to fulfill compliance with program guidelines.
- Local Boards may not allocate funds to an LRO who has received an “adverse” or “no opinion” audit.
- LROs should be trained on the program’s requirements before funds are spent; this is especially important for new LROs.
- Maintain the Local Board roster when changes occur throughout the phase on the website.
- Legal names of LROs must be provided when completing LRO information – acronyms and names of agency programs should not be used.
- Local Boards must communicate with and monitor LROs throughout the phase to ensure compliance with program guidelines. This is especially important if an agency ceases providing services as the program’s requirements must still be met and it is the Local Board’s responsibility to ensure reporting, documenting and returning of funds takes place.

LROs

- LRO staff must be accessible to both the National Board staff and Local Board chair/staff.
- LROs must sign the LRO Certification form at the beginning of the phase, provide a copy to the Local Board, and maintain a copy in their program records; this form may be requested to fulfill compliance with program guidelines.
- LRO staff working with EFSP funding should be trained on the program’s requirements before funds are spent; this is especially true for new staff.
- Maintain the agency information when changes occur throughout the phase on the website.
- LROs changing their legal name, FEIN, or DUNS number must submit a copy of the legal documentation confirming the change to the National Board.
- LRO bank accounts used for EFSP must be set up in the LRO’s name, not an acronym or name of the LRO’s program. If it helps the LRO to have the program name on the check, please have it placed on the second line.
- LROs must ensure the bank account which has been set up for the receipt of EFSP funding is open and active so as to prevent any delay in the receipt of funds once available.
- LROs receiving funds in multiple jurisdictions need to ensure the correct LRO ID Number is provided on any correspondence and documentation submitted to the EFSP.
- LROs funded in multiple jurisdictions must complete EFT requirements for each individual jurisdiction.

DEADLINES - Key Deadline Dates for PHASE 29

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. Due to the delay in Phase 29 funding, some of these dates do not conform to the deadlines of past funding phases. **All dates are subject to change and may unilaterally be changed 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, as necessary.

ITEM	DEADLINE
Phase 29 Local Board Plan due to National Board	August 12, 2011 for jurisdictions qualifying via the National Board's funding formula. For State Set-Aside Committee 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 29 Local Board Plan. The jurisdiction's end date is also printed on each LRO's payment letter notification.)	Approximately forty-five (45) days after end of spending period. September 30, 2011 Due November 15, 2011 October 31, 2011 Due December 15, 2011 November 30, 2011 Due January 15, 2012 December 31, 2011 Due February 15, 2012
LROs' Interim Report/Second Payment Requests due to Local Board	No later than <u>September 15, 2011</u>
LROs' Interim Report/Second Payment Requests due to National Board	No later than <u>September 30, 2011</u>
EFT enrollment form for new LROs	Newly funded LROs must sign up for EFT not later than <u>September 15, 2011.</u>
Adding a new LRO	If an LRO has NOT previously been funded in the current phase, it may not be added for funding after <u>September 15, 2011.</u> (This also applies when reallocating funds.)
Local Board's reallocation of funds due to the National Board	No later than <u>October 15, 2011</u>

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