

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



FEMA



Catholic
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NATIONAL COUNCIL
OF THE CHURCHES
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AGENDA



- I. Welcome and Introductions
- II. EFSP History
- III. Intent of EFSP/Operating Principles
- IV. LRO Responsibilities
- V. Local Board Application Elements
- VI. Program Expenditures and Required Documentation
- VII. SUMMARY

GLOSSARY

- **Begin Date:** The date the LRO can start charging expenses to the program.
- **Documentation:** Canceled checks, invoices, per diem schedules, vouchers, letters, mileage logs, etc. to support expenditures.
- **End Date:** The date by which all funds must be expended.
- **Fiscal Agent:** An LRO that maintains all EFSP financial records for another agency.
- **Jurisdiction:** City, county or combination receiving funds through EFSP.
- **Local Board:** Decision making body for each jurisdiction.
- **Local Board Chair:** Elected head of the Local Board authorized to sign documents on behalf of the jurisdiction.
- **LRO (Local Recipient Organization):** Refers to the local private or public agency that will receive any award of funds from the National Board.
- **Phase:** The grant cycle.

EFSP Funding History

Phase	Year	Amount
18	2000	\$79,033
19	2001	\$87,492
20	2002	\$80,088
21	2003	\$75,032
22	2004	\$79,845
23	2005	\$76,850
24	2006	\$110,396
25	2007	\$109,308
26	2008	\$123,654
27 + ARRA	2009	\$182,353 + \$86,967

OPERATING PRINCIPLES

- Supplement and expand current available resources
- Not seed money for new agencies/programs
- Limited focus → emergency not structural
 - NOT a poverty program
 - NOT for natural or declared disasters

OPERATING PRINCIPLES

- Public/private sector cooperation
- Local decision-making (Local Board)
 - Determines community needs/priorities
 - Local Board makes funding decisions (agencies, categories and award amounts)
- Sensitivity to groups with special needs
 - Mentally and physically disabled, elderly, families with children, Native American, veterans
- Minimum, but accountable, reporting

APPLICATION ELEMENTS

- Who Can Apply:
 - Nonprofit or agency of government who is not debarred from receiving Federal funding
 - Must have:
 - Checking account
 - Accounting system or approved fiscal agent
 - FEIN
 - Audit or review if receiving more than \$25,000 of EFSP funds
 - Provide services and using other agency resources in the area in which they are seeking funding
 - Practice Nondiscrimination

APPLICATION ELEMENTS

- **Priorities**
 - Target special emergency needs
 - Supplement feeding and sheltering efforts in ways that make a difference
 - Local priorities:
 - Keeping people in their homes
 - Providing food
- **The Local Board grants to agencies that do it best**
 - “Get the best bang for the whole county’s buck.”

APPLICATION ELEMENTS

- Agencies should submit grants as if it is their first time applying, and as if the selection committee knows nothing about the organization or its leadership
- Sample Narrative Questions
 - Describe your services and client population, community needs addressed by your services, and how your program meets EFSP objectives.
 - Are your services duplicative? How do you cooperate/partner with other organizations to meet the needs of your client population?
 - How many *unduplicated* people OR families did you serve in your last 12 month fiscal year period? How many people OR families do you anticipate serving in your current 12 month fiscal year period?
- Required Attachments
 - Copy of Recent Audit
 - IRS Letter of Determination (proof of 501(c)(3) nonprofit status)

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

- Administration (of program)
 - Be familiar with guidelines
 - Meet requirements on the LRO certification form
 - will not discriminate
 - will not proselytize, if religiously based
 - will have an annual review/audit, if required
 - Use funds to extend existing resources, not an entitlement program
 - May not be a vendor of services to another LRO
 - Exception: Food banks

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

- **Accountability**
 - Submit required reports (including documentation if requested) in a timely manner
 - Must enroll for electronic funds transfer (direct deposit)
 - Cannot have any outstanding compliance exceptions in any jurisdiction; no funds will be issued until all exceptions are resolved
 - Work with Local Board to clear compliance exceptions
 - Maintain documentation as required

FISCAL AGENT/FISCAL CONDUIT

- ❑ Fiscal agent: one to one relationship
- ❑ Fiscal conduit: one to many relationship
- ❑ Maintains EFSP financial records on behalf of another agency/agencies
- ❑ Responsible for receipt of EFSP funds, disbursement of funds to vendors, and the documentation of expenditures (see LRO responsibilities)
- ❑ May issue checks only to vendors (no reimbursements to agencies) upon receipt of appropriate invoices

EFSP EXPENDITURES

FOOD (DIRECT EXPENSES AND PER MEAL)

ELIGIBLE

- ❑ Food purchased from food bank (shared maintenance fee), grocery store or distributor
- ❑ Gift certificates from grocery stores or restaurants
- ❑ Per meal allowance for served meals
- ❑ Vegetable seeds and plants

NOT ELIGIBLE

- ❑ Funds on account with vendors
- ❑ Cash to clients for groceries
- ❑ Paying the shared maintenance fee twice
- ❑ Vitamins and prescription medicines

EFSP EXPENDITURES

CONSUMABLE SUPPLIES

ELIGIBLE

- ❑ Diapers
- ❑ Paper goods, utensils for mass shelter/mass feeding programs
- ❑ Cleaning supplies for mass shelter/ mass feeding programs
- ❑ First aid supplies (limited) for mass shelter/mass feeding programs
- ❑ Bags for food pantry

NOT ELIGIBLE

- ❑ Disaster supplies
- ❑ Toilet paper, soap and laundry detergent for a food pantry

EFSP EXPENDITURES

EQUIPMENT PURCHASES, LEASES AND REPAIRS
(All repairs require Local Board approval.)

ELIGIBLE

- Purchase or repair up to \$300 (essential equipment)
- Lease over \$300 (essential equipment)

NOT ELIGIBLE

- Repairs to client's property (furnace, refrigerator, etc.)
- Purchase or repair of property or equipment over \$300

EFSP EXPENDITURES

CITATION/ACCESSIBILITY IMPROVEMENT FOR MASS SHELTERS AND MASS FEEDING SITES
(All repairs require prior Local Board approval.)

ELIGIBLE

- ❑ Emergency repair of leaky roof*
- ❑ Emergency plumbing repair*
- ❑ Installation of smoke detectors
- ❑ Building code violation repairs
- ❑ Grab bars in restrooms
- ❑ Wider door installation
- ❑ Entrance ramps

NOT ELIGIBLE

- ❑ Routine maintenance
- ❑ Repairs to profit-making or government owned facilities
- ❑ Repairs/improvements to clients' homes
- ❑ Accessibility improvements to food pantries

*NOTE: Only repairs to bring a facility up to code (to continue providing services) or to make mass shelters and mass feeding sites handicapped accessible are eligible.

EFSP EXPENDITURES

MASS SHELTER (direct expenses and per diem)

ELIGIBLE

- ❑ Per diem allowance for nights of lodging
- ❑ Direct costs (blankets, cots, etc.)

NOT ELIGIBLE

- ❑ Decorative or non-essential furnishings
- ❑ Clothing, except underwear

OFF-SITE SHELTER (hotel/motel)

ELIGIBLE

- ❑ Vouchers for motel stays, up to 30 days

NOT ELIGIBLE

- ❑ Payment to another LRO for shelter

EFSP EXPENDITURES

RENT or MORTGAGE
(one month)

ELIGIBLE

- ❑ Payment of first month's rent
- ❑ Payment of past due rent or mortgage
- ❑ One month's rent/mortgage payment over three month period
- ❑ Past due mobile home and lot fee
- ❑ Current month's rent or mortgage due within five (5) days

NOT ELIGIBLE

- ❑ Deposits
- ❑ Late fees
- ❑ Payment of more than one month's rent
- ❑ Payments made to clients
- ❑ Legal fees and court costs
- ❑ Property taxes
- ❑ Insurance
- ❑ Revolving loan accounts

EFSP EXPENDITURES

UTILITY

(one month)

ELIGIBLE

- ❑ Payment of one month's current bill paid no more than five (5) days before due
- ❑ Payment up to \$100 for past due service
- ❑ Reconnect fee
- ❑ Budget billing
- ❑ Delivery of coal
- ❑ Fill-up of oil/propane tank
- ❑ Load of firewood

NOT ELIGIBLE

- ❑ Deposits
- ❑ Service fees late fees
- ❑ Telephone/cell phone bills
- ❑ Cable TV bills
- ❑ Agency's utility/phone bills
- ❑ Payment of more than one month's bill

EFSP EXPENDITURES

TRANSPORTATION

ELIGIBLE

- Mileage log for use of agency owned/leased van/bus to transport clients to shelter/food
- Public transit to shelter and food
- Mileage log for van to pick-up/deliver food
- Mileage rate per mile (published rate in manual)

NOT ELIGIBLE

- Bus ticket to relative's home
- Repair/maintenance to LRO's vehicles
- Fuel/maintenance/repair to client's vehicle
- Transportation to other services
 - medical appointment, legal system or other social services
- Fuel cost (receipts)

EFSP EXPENDITURES

ADMINISTRATION

ELIGIBLE

- Postage
- Staff salaries
- Photocopying

NOT ELIGIBLE

- Administrative cost to agencies' state or regional offices

EFSP EXPENDITURES

MISCELLANEOUS INELIGIBLE ITEMS

- ❑ Cash payments of any kind, including petty cash
- ❑ Payments to clients
- ❑ Expenditures outside of spending period
- ❑ Fee for service
- ❑ Disaster related costs
- ❑ Lobbying efforts
- ❑ Encumbering of funds

REQUIRED DOCUMENTATION

- Mass shelter or mass feeding
 - Daily per diem schedule (\$7.50 or \$12.50/night) or
 - Daily per meal allowance schedule (\$2.00/meal)
 - NOTE: If an agency is providing a per diem schedule or per meal allowance, keep in mind that the supporting documentation such as canceled checks, invoices, service records and sign-in sheets, must be retained at their office.
- Transportation
 - Mileage log
- Other EFSP expenditures
 - Invoice (e.g. landlord letter, utility bill)
 - Canceled check (both sides)

CHARACTERISTICS OF AN ACCEPTABLE INVOICE

- Vendor originated
- Name of vendor
- Name of purchaser
- Date of purchase
- Itemized (description of each item, number of each item, cost of each item)
- Total cost

Sample Forms

- Per Diem Schedule
- Meal Schedule
- Metered Utility Verification Form
- Past Due Rent Letter
- Current Month Rent Letter
- First Month Rent Letter
- Food Voucher
- Mileage Log

PACKAGING DOCUMENTATION

- Prepare documentation on an on-going basis (monthly)
- Prepare by category
- Attach copy of canceled check to receipt/utility bill/landlord letter
- Prepare adding machine tape of expenditures
- Per diem schedule/per meal allowance (prepare daily schedules only)
- Transportation (prepare mileage log)

EFSP CONTACTS

- EFSP National Board Program
 - ▣ Ralph Winchester, Regional Manager
 - (800) 892-2757 x670
- Local Board #086400
 - ▣ Rachel Cementina, Local Board Administrator
 - United Way of San Luis Obispo County
 - (805) 541-1234

EFSP CONTACTS

- ❑ Questions from Local Recipient Organizations (LROs) regarding the Emergency Food and Shelter Program (EFSP) should be first directed to the Local Board.
- ❑ The National Board staff may be called after the Local Board has been contacted.
- ❑ Local Boards and/or LROs may contact the National Board with questions.

ADDITIONAL RESOURCES AVAILABLE AT:

www.efsp.unitedway.org

www.unitedwayslo.org