



# Austin/Travis & Williamson Counties EFSP Phase 39 and ARPARR Bidders Conference

January 12, 2022

# Agenda

- ▶ Introductions
- ▶ EFSP Overview
- ▶ Key Requirements
- ▶ Timeline
- ▶ Questions

# EFSP Phase 39 and ARPAP Spending Period

November 1, 2021 -  
April 23, 2023

# EFSP Overview

- ▶ The Emergency Food and Shelter Program (EFSP) was created in 1983.
- ▶ EFSP funds intended to be **non-disaster supplemental funding** which helps people with **economic emergencies**.
- ▶ Do not use EFSP funds for circumstances that are the **immediate result of a disaster**.
- ▶ EFSP is not intended to make up for budget shortfalls or be considered a line-item in an annual budget

# EFSP Overview

- ▶ EFSP funds can be used to supplement & expand **existing** programs in these categories:
  - ▶ Food
  - ▶ Shelter
- ▶ EFSP is open to all organizations helping hungry & homeless people.

# EFSP Structure

<b>FEMA</b>	<ul style="list-style-type: none"><li>▪ Receives the EFSP appropriation from Congress.</li><li>▪ Awards the appropriation to the EFSP National Board.</li><li>▪ Monitors program performance.</li><li>▪ Accounts for use of funds to Congress.</li></ul>
<b>National Board</b>	<ul style="list-style-type: none"><li>▪ Makes policy decisions and sets program parameters.</li><li>▪ Selects jurisdictions by formula to receive the annual funding.</li><li>▪ Disburses funding to agencies chosen by jurisdictions.</li><li>▪ Accounts for use of funds to Congress.</li></ul>
<b>Local Board</b>	<ul style="list-style-type: none"><li>▪ Chooses local agencies (Local Recipient Organizations) for funding.</li><li>▪ Determines the amount and categories of funding for each agency.</li><li>▪ Monitors agency performance.</li><li>▪ Advertises the availability of funds to the jurisdiction.</li></ul>
<b>Local Recipient Organization</b>	<ul style="list-style-type: none"><li>▪ Provides services to people with emergency economic needs.</li><li>▪ Uses funds to supplement and expand its existing food and shelter services.</li><li>▪ Fulfills EFSP reporting and documentation requirements.</li></ul>

# Local EFSP Structure

- ▶ 13 Person local EFSP Board
- ▶ 11 LROs awarded funds in Phase 38
- ▶ Jurisdiction: Travis & Williamson Counties
- ▶ Clients must live in or be transients in jurisdiction

# Travis & Williamson Counties Phase 39 and ARPARR Funding Overview

- ▶ **Total Distribution - TBD**
- ▶ **Food- (64%)**
- ▶ **Shelter - (34%)**
- ▶ **Administration - (2%)**



# Client Eligibility

- ▶ EFSP is a needs based program, for which clients must qualify.
- ▶ Local Boards may determine client eligibility for EFSP or allow LROs to use their own eligibility criteria.
- ▶ LRO's must provide based on need and without discrimination
- ▶ Proof of citizenship or qualified alien status is NOT required

# Nonduplication of clients

- ▶ Should have a unique client identifier: Documents include: SSN, driver's license, etc
- ▶ Document eligibility through: Pay stubs, homeless status, etc.

# LRO Responsibilities

- ▶ Use all of award - unused funds must be returned
- ▶ Expend per the intent & restrictions of the award
- ▶ Retain EFSP-related records for three years
- ▶ Do not charge clients a fee for services provided with EFSP funds
- ▶ Have a documentation and disaster recovery plan

# LRO Responsibilities

- ▶ Required Audits:
  - ▶ LROs receiving \$100,000 or more in EFSP funding: independent annual audit.
  - ▶ EFSP funds must be clearly identified in audit
  - ▶ LROs receiving from \$50,000 to \$99,999: annual accountant's review.
  - ▶ Newly funded LROs or LROs funded above the amount requiring an audit or review for the first time: arrange for the audit or review of funds to coincide with the next scheduled annual audit or annual review of its financial affairs.
  - ▶ LROs (both governmental and nonprofit) that expend \$750,000 or more in Federal funds must 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.

# EFSP Funds & Interest

- ▶ Any interest income must be used for eligible program expenditures, not administrative expenses.
- ▶ If EFSP funds are placed in an interest-earning account with other LRO funds, interest must be prorated/calculated for the EFSP grant.

# Expenditures

- ▶ Use EFSP funds for costs incurred during program spending period
- ▶ Purchases may not be made from or payments made to other LROs except for the shared maintenance fee of food banks
- ▶ Pay vendors within one accounting cycle (normally 30 days)
- ▶ **Payments made after 90 days from invoice or intake date are ineligible and funds will need to be returned to the National Board**

# Expenditures

- ▶ Pay vendors during program period
- ▶ Use goods or services purchased with EFSP funds during program period.
- ▶ Large purchases made at end of program period may be considered ineligible.

# Documentation

- ▶ Read pages 65-74 of Phase 35 Manual for specifics.
- ▶ Generally, require:
  - dated itemized receipts/invoices from vendor
  - proof of payment by acceptable payment method
  - Completion of spreadsheet



# Acceptable Payment Methods

- ▶ LRO check
- ▶ LRO debit card
- ▶ LRO credit card - vendor issued (i.e., Sam's Club, other store vendor issued credit card). **Note: if using credit card will also need to keep copy of credit card and bank statements showing transaction**
- ▶ LRO credit card - third party (i.e., American Express, Visa)
- ▶ Electronic payment from LRO's bank account
- ▶ Any credit card used must be a corporate card.

# Phase 39 & ARPAP Applications

- ▶ **DEADLINE 5:00pm Tuesday, February 8, 2022- No late applications accepted**
- ▶ Application includes:
  - ▶ Completed Application Form
  - ▶ Phase 39 Application: Narrative (four pages maximum) and Program Budget
  - ▶ Phase ARPAP Application: Narrative (three pages maximum) and Program Budget
  - ▶ Most recent financial audit and any accompanying management letter. If you have not been audited recently, please submit your most recent financial review, or lacking that, your most recent year-end financial statements.
  - ▶ **For nonprofits:**
    - ▶ board of directors' roster, including board members' professions/business affiliations.
    - ▶ IRS 501(c)(3) determination letter.

# Phase 39 Program Description Narrative

- ▶ 4 page maximum
- ▶ Organization mission and description
- ▶ Target population
- ▶ EFSP Program/service description - How you will utilize EFSP funds and the community need
- ▶ The geographic service area - including, an estimate of the percentage of clients that you have in Williamson County and the underserved areas of Travis County currently, and the percentage of EFSP funds that you would use for clients living in those areas
- ▶ Collaboration - Describe how your organization will network or collaborate with other agencies providing similar services to those in need in our two-county area.
- ▶ Program outcomes- including how you will determine whether you have achieved the stated outcomes.
- ▶ Client eligibility criteria - What criteria you will use to establish client eligibility

# Phase ARPAP Program Description Narrative

- ▶ 3 page maximum
- ▶ Organization mission and description
- ▶ Use of Funds - Describe how you will use the ARPAP funds and which populations will benefit.
- ▶ Individuals Served - How many people do you anticipate serving with ARPAP funding?
- ▶ Documentation - Describe how you will track ARPAP funding separately from other EFSP funds.
- ▶ **Other questions may be added once ARPAP awards and requirements have been announced.**

# Phase 39 and ARPAP Budget

Category	Funds Requested (dollar amount)	Desired Expense Documentation Method (per meal or shelter day or direct costs)
A) Served Meals		
B) Other Food		N/A
C) Mass Shelter		
D) Other Shelter		N/A
F) Administration (2% of total request maximum)	N/A	N/A
G) Total Funding Amount		N/A

# Food Purchases

- ▶ Use for basic, nutritional meals on an ongoing basis
- ▶ Not intended to be used for a singular event, special celebratory events, holiday baskets, staff celebrations, etc.
- ▶ Limited dessert items
- ▶ Diapers and feminine hygiene products are the only eligible non-food related items. Feminine hygiene product purchases require prior board approval.

# Mass Feeding/Served Meals

- ▶ Eligible Activities
  - Food related purchases
  - Transportation related to food
- ▶ Choose
  - ▶ \$3 per meal option (includes consumable supplies) - local Board approval
  - ▶ Direct expenses
    - ▶ Food or diapers only
    - ▶ Feminine hygiene products - local board approval
    - ▶ Small equipment (not to exceed \$300)
    - ▶ Consumables (need reallocation)

# Other Food/Eligible Items

- ▶ All food items
- ▶ Diapers and feminine hygiene products (with approval from board)
- ▶ Gift cards/certificates (restricted to food, diapers & feminine hygiene products only and must be marked/encoded with these restrictions)
- ▶ Food Vouchers
- ▶ Boxes and plastic storage bags
- ▶ Maintenance fees charged by food banks
- ▶ Transportation costs:
  - ▶ Local transportation expenses for pickup and delivery of food, and for transporting clients to a feeding site.
  - ▶ Mileage log must be provided at the published rate in the EFSP Manual.
  - ▶ Public transportation



# Mass Shelter

Choose in application:

- ▶ **Direct Reimbursement, i.e.,** cots, mattresses, soap, linens, cleaning supplies, diapers, etc.

*Note: Shelter operational costs and food expenditures are not eligible under this category.*

- ▶ **Per Diem** (approved by local Board) - \$12.50 per night, includes operational costs & shelter supplies

# Other Shelter

- ▶ Room and tax in a hotel/motel or other off-site shelter facility, provided that:
  - ▶ No on-site shelter is available
  - ▶ Maximum 90 days per individual

# Diapers & Feminine Hygiene Products

- ▶ For all service providers, the purchase of diapers and feminine hygiene products is eligible as described below:
  - ▶ For direct distribution to individuals
  - ▶ For residents of mass shelters
  - ▶ For vouchers to grocery stores

Prior Local Board approval is required.

# Reporting

- ▶ First Payment
- ▶ Second Payment
- ▶ Final Report

# Documentation, Training & Info. on EFSP Website

- ▶ National website: [www.efsp.unitedway.org](http://www.efsp.unitedway.org)
- ▶ Access after logging in:
  - ▶ User Manual
  - ▶ Training

Forms for local EFSP use are available  
on website

<http://www.atwcefsp.org/>

*FAQs regarding the Phase 39 and ARPAR funds application  
will be posted on website*

# Parts of Manual to Read

- ▶ Everything except the following sections:
  - ▶ National Board Responsibilities
  - ▶ FEMA Responsibilities
  - ▶ State Set-aside Committee Responsibilities
  - ▶ Local Board Responsibilities
  - ▶ Local Board Communications
  - ▶ A few pages at the end about advertising and the application

# Timeline: Phase 39 & ARPAP

- ▶ **February 8, 2022 @ 5:00 p.m. - Applications due**
- ▶ **Week of February 28, 2020 - Local board meeting to review applications and make funding decisions**
- ▶ **March 7, 2022 - Award Decisions Made**
- ▶ **March 11, 2022 - Local board plan submitted to national office**
- ▶ **April/May 2022- Payments to awarded organizations projected to begin**

# Contact Information

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QUESTIONS