

Austin/Travis & Williamson Counties EFSP Final Report Info Session

DECEMBER 8, 2021

UPDATED DECEMBER 20, 2021

Spending Periods

- Phase 37: January 1, 2020 – July 31, 2021
- CARES: January 27, 2020 – July 31, 2021
- Phase 38: January 1, 2020 – July 31, 2021

If you received EFSP funding in Phase 37, CARES and Phase 38, your final reports for each phase must be reported and submitted separately

Step 1: Confirm Contact Info

- **[Log onto the EFSP website](#)** and ensure that the contact information and contact person you have listed for your Local Recipient Organization (LRO) is correct
- The signer will be the primary contact listed for the LRO on the EFSP website
- Update the website if you want a different signer

Step 2: Complete Spreadsheets

- **Use the Excel spreadsheet templates** available on local website <http://atwcefsp.org/2020/resources/> and complete every field on the spreadsheet for your service category
- **Provide separate spreadsheets for each spending category for each phase** and indicate the phase number on each spreadsheet
- **Put all spreadsheet entries on one page in one document for each spending category** – do not separate months by tabs in Excel or different Excel sheets
- **Include both the national EFSP funding and any state set-aside funding** that you received for the phase together in your final report and spreadsheets
- Per meal and per diem logs replace direct expenses spreadsheets

Spreadsheet Requirements

- **All expenses and payments must fall within the phase spending period**
- **Spreadsheet totals should add up to the exact award amount**
 - Direct expenditures - amount in the “Amount Billed to EFSP” column should equal your direct award
 - Per meal or per diem log - only count the number of meals/people for the final day listed to equal your exact award amount (if EFSP covers ½ of a meal, report it as 1 meal with exact dollar amount)
- **Payments made after 90 days from invoice or intake date are ineligible and funds will need to be returned to the National Board**
- Payment check clear dates must come after the payment check
- Vendors should be paid within one accounting cycle (normally 30 days)
- Avoid reporting large purchases made at end of program period

Spreadsheet Requirements

- **Include organization's legal name (the exact name listed in your national EFSP website account), LRO #, and address at the top of the spreadsheet**
- **Spreadsheet entries must be listed in the correct order per category:**
 - Per Meal Log and Pier Diem Log: Chronological order by date
 - Served Meal, Other Food, Mass Shelter, and Administration Spreadsheets: Order by payment/check number in ascending order
 - Other Shelter, Rent/Mortgage, and Utilities Spreadsheet: Alphabetical order by client last name
- **For Utilities, you must list:**
 - Full physical address (no PO Boxes)
 - Exact dates covered
 - Specific type of utility
 - Exact name of vendor
- **For per diem/per meal logs:** do not include any zero nights/meals entries – only list dates when you provided service using EFSP funds

Spreadsheet Requirements

- **Totals on spreadsheet for # of bills paid, meals served, etc. should equal totals on final report form that you submit on the website**
- Review guidelines for spending category and ensure expenses meet all of the guidelines
- Use formulas on Excel spreadsheets to ensure that the correct totals are listed
- Double check your spreadsheets and forms for inaccuracies (i.e. make sure check numbers, dates, amounts are correct)

Step 3: Submit Final Report Form with Spreadsheets

- **To help ensure accuracy of reports and spreadsheets, we are asking LROs to submit their Final Report Form information on a separate form first (not on the EFSP website)**
- **There are separate forms for each phase that will be posted on the website and sent to you via email once reporting information is released.**
- **The information collected is the same as what has been required on the EFSP website form**
- **When you submit this form, there is a button for you to upload your spreadsheets**

Review Final Report Form

- [Example of Phase 37 Final Report Form](#)
- [Example of Phase CARES Final Report Form](#)
- [Example of Phase 38 Final Report Form](#)

Final Report Form Requirements

Audit Information:

- If your organization received a total of \$50,000 or more from the EFSP program in Austin/Travis and Williamson Counties or more jurisdictions in this Phase, you must submit audit information
 - Audit Type – Individual or Audit Firm
 - Audit Date – audits prior to the calendar year 2018 will not be accepted
 - Audit Findings – Yes/No
 - Audit Preparer
 - Upload Audit (and Management Response if findings)
- If there are audit findings, your audit must be submitted to the national office for review
- If you received less than \$50,000 in EFSP funds, you do not need to fill out your audit information and can leave those fields blank

Final Report Form Requirements

Interest:

- **If you put your EFSP award in an interest-bearing account and accrued interest:**
 - You must report the amount of interest accrued
 - If placed in an interest-earning account with other LRO funds, interest must be prorated/calculated for the EFSP grant
 - You must add interest to your total award amount and it must be spent on eligible EFSP program expenses, not administrative expenses
- If you did not accrue any interest, enter 0 on the form

Unexpended Funds:

- If you did not expend your entire EFSP award, please enter the amount not expended
- If you expended the entire award, enter 0

Final Report Form Requirements

Report by Spending Category:

- **Indicate categories and amount of funding received by category**
- **#s must exactly match the #s on your spreadsheets and logs**
- **List unduplicated count** (to the best of your ability) for # of individuals served
- **Only list # of individuals/meals/bills/nights/etc. served using EFSP funds in the phase, not for your program overall**
- For Utilities and Other Food, the # of individuals served should reflect the # of people in each household served
- If reporting in Other Food or in Served Meals using direct expenses and not the per meal rate, we recommend you calculate # of meals served at \$5 or less/meal
- Do not list any numbers in categories for which you did not receive EFSP funding
- Spreadsheets must be uploaded in Excel format

Step 4: Submission Process

- **Once form and spreadsheets are submitted, they will be reviewed by the local board support team to ensure there are no compliance issues**
- **Once form and spreadsheets are approved by local board support team, you will be notified and asked to submit the form data on the EFSP website under Final Reports**
- You will need to fill out separate Final Report forms for each phase
- All Final Report form fields on the EFSP website match the final report form fields you filled out previously
- Upon submitting final report on website, you will receive an email with a DocuSign link

Step 4: Submission Process

- Click on DocuSign link, attach your spreadsheets in PDF format, and sign
- Upon signature, Final Report will be submitted to local board support team to sign and submit to the national office
- Your Final Report is not complete until you and the local board support team have DocuSigned the Final Report

Phase 37/CARES/38 Final Report Timeline

- **January 12, 2022:** Deadline to submit the final report information and spreadsheets via the Phase 37, CARES & 38 Final Report Forms to the Local Board
- **January 18, 2022:** LROs will be informed if any changes to their final report form and spreadsheets are needed no later than this date
- **January 21, 2022:** If final report changes were needed, LROs must resubmit their corrected final report information on the forms to the Local Board
- **January 25, 2022:** LROs that resubmitted updated final report information will be informed if their updated final report is approved no later than this date
- **January 26, 2022:** Once approved, LROs will be asked to submit their final reports ideally within 48 hours of approval (but no later than this date) via the EFSP website form and DocuSign process

After Final Report Submission

- **Back-up documentation must be obtained, maintained, retained for three years after the submission of your Final Report to support all expenditures made with EFSP funds**
- Payments for Phase 39 and Phase ARPARR funding will not be released to LROs until the Phase 37, Phase CARES, and Phase 38 Final Reports have been received, reviewed and pass the compliance review process by the national office
- If returning unspent funds, you will need to provide a check and fill out a Returned Funds Form

Documentation, Training & Info. on EFSP Website

National website: www.efsp.unitedway.org

Access after logging in:

- User Manual
- Training

Forms for local EFSP use are available on website
<http://atwcefsp.org/2020/resources/>

Questions
