

Austin/Travis & Williamson Counties EFSP Phase 39 and ARPA-R Orientation

APRIL 7, 2022

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Agenda

- Introductions
- Brief EFSP Overview
- Key Requirements
- Use of Funds
- Reporting
- Questions

EFSP Overview

- 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 funds can be used to supplement & expand **existing** programs in these categories:
 - Food
 - Shelter
 - Utility assistance

EFSP Structure

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

Local EFSP Structure

- 13 Person Local EFSP Board
- Jurisdiction: Travis & Williamson Counties
- Clients must live in or be transients in jurisdiction
- Local Board contact and liaison is Woollard Nichols & Associates

Current Spending Period

- Phase 39: November 1, 2021 - April 30, 2023
- Phase ARPA-R: November 1, 2021 - April 30, 2023

Phase 39 Austin/Travis & Williamson Counties Award

- **\$704,505 Total**
- 10 LROs funded
- Distribution:
 - Food- \$371,865 (53%)
 - Shelter - \$318,550 (45%)
 - Administration - \$14,090 (2%)

Phase ARPA-R Austin/Travis & Williamson Counties Award

- **\$2,177,458 Total**
- 14 LROs funded
- Distribution:
 - Food- \$1,399,184 (64%)
 - Shelter - \$372,000 (17%)
 - Rent & Mortgage - \$362,725 (17%)
 - Administration - \$43,549 (2%)

Phase 39 and ARPA-R Changes

- Per meal allowance is \$3 per meal
- Per diem allowance is \$12.50 per night. This is now the only option.
- Rent & Mortgage may be paid up to 90 days (3 months).
- Other Shelter may pay up to 90 days of assistance (3 months).

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.**
- LROs must provide based on need and without discrimination
- Proof of citizenship or qualified alien status is NOT required
- **For ARPA-R funds, clients should be asked about COVID impacts, but are not required to reply to receive services**

Nonduplication of clients

- Because Phase 39 and Phase ARPA-R run concurrently, LROs must ensure no duplication of services.
- Paying for different days of mass shelter or served meals in each phase
- Not serving the same client in each phase.
 - Other Shelter
 - Rent/Mortgage

Use of Funds

- LROs must use all of their 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
- 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

Use of Funds

- LROs may spend their award in a category other than the one in which they were awarded, but they **MUST** get approval from the local board to do so.
- LROs may only move funds to categories initially approved by the Local Board during the application process.
- If you are unable to use your entire award, please notify the Local Board **AS SOON AS POSSIBLE** so those funds can be used by another organization able to spend them

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 during the spending period and 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

- Goods or services purchased with EFSP funds MUST be used during program period
- Large purchases made at end of program period may be considered ineligible

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 LROs bank account
- Any credit card used must be a corporate card
- **CASH PAYMENTS, PERSONAL DEBIT OR CREDIT CARDS, REIMBURSEMENT OF STAFF/VOLUNTEERS, AND REIMBURSEMENT OF OTHER LROS OR OTHER PARTIES OTHER THAN THE VENDOR OF SERVICES ARE INELIGIBLE**

Documentation

- Read pages 65-74 of Phase 35 Manual for specifics

- Read Quick Reference Guides for categories you were awarded funds

- Generally, require:
 - Dated itemized receipts/invoices from vendor
 - Proof of payment by acceptable payment method
 - Completion of spreadsheet

Documentation

- Documenting expenses paid with credit card:
 - Include copy of credit card statements and receipts
 - Statements must show LRO name and billing date
 - Include all of each statement

Mass Feeding/Served Meals

■ Eligible Activities

- Food related purchases for mass feeding in a shelter setting
- Transportation related to food
- Dessert items may be purchased in limited amounts

■ 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

- 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 Shelter

Choose in application:

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

Other Shelter

- For hotel and motel stay assistance
- Stays can be up to 90 days (3 months)

Rent & Mortgage

- Limited to 90 days or three months rent per household
- Payment guarantees housing for another 30 days.

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

Grant Terms & Conditions

- Familiarize yourselves with grant articles in pgs. 45-56
- Read financial terms on pgs. 57-60, which include:
 - Keep records for 3 years, with certain exceptions noted
- Read other terms on pgs. 61-62
- Review eligible expenses pgs. 65-74
- Review list of ineligible expenses pgs. 75-76

Parts of Manual to Read

- It is your responsibility to be familiar with the Phase 35 manual and subsequent addendums and clarifications. These can all be found on the local EFSP website, Resources & Documents page.
- 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

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://www.atwcefsp.org/>

Reporting

- LROs are required to submit an interim report documenting the funds they have spent in each category. Completion of this report releases the second payment.
- Interim reports should be submitted approximately halfway through the spending period although they can be submitted earlier.
- Interim reports are submitted directly to the National Office using their online system.
- Your Local Board rep will remind you when interim reports are due.

Reporting

- The Local Board may also require quarterly reporting during Phase 39 and ARPA-R due to the large amount of funding awarded.
- Your Local Board rep will notify you if any quarterly reporting is required.

Reporting

- Final reports are due once the spending period is complete.
- Due dates are released by the National Office. Final reports are due 6 weeks after reporting documentation is made available to LROs.
- The Local Board requires that final reports are submitted to the local board first and once approved submitted to the National Office online.
- A reporting webinar will be held to explain any updated requirements.

Next Steps

- Ensure you have submitted your LRO Certification Form
- If required, upload your lobbying certification form and/or audit
- Previously funded LROs: Monitor your bank account for first payment deposit and let Andrea know when it has been received

Local Contact Information

- Andrea Torres, andrea@woollardnichols.com, 512-925-7120
- Sam Woollard, sam@woollardnichols.com, 512-217-6862

National Contact Information

- **National Office Email Addresses:**

- documentstoefsp@uww.unitedway.org – For submission of all documents
- efsp@uww.unitedway.org – For any questions regarding the program

- **National Office Phone Number: 703-706-9660**

Questions
