

January 31  
2025

**AUSTIN/TRAVIS &  
WILLIAMSON  
COUNTIES EFSP  
PHASE 42  
BIDDERS  
CONFERENCE**

What  
we  
know

## **FEMA has awarded the National Board \$117M for Phase 42.**

"In FY 2024, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board \$117 million made available under the Further Consolidated Appropriations Act, 2024, (Pub. L. No. 118-47). The FY 2024 \$117 million in annual funding is Phase 42 of the program".

**The National Board has allocated funding to all jurisdictions.**

**The National Board has NOT YET made an official announcement to the Local Board.**

**We do not know whether EFSP will be impacted by the administration's EOs.**

# Agenda

Introductions

EFSP Overview

Key Requirements

LRO Responsibilities

Phase Applications + Reporting

Timeline

Questions

# INTRODUCTIONS

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# EFSP OVERVIEW

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# 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 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>

# Intended Use of EFSP Funds

- EFSP funds can be used to supplement & expand **existing** programs in these categories:
  - Food
  - Shelter
  - Rent/Mortgage Assistance
- EFSP is open to all organizations helping individuals who are hungry and/or homeless.



# Travis & Williamson Counties Phase 42 Funding Categories: Guidelines

- **Total Distribution – \$793,575**
- **Rent/Mortgage (35%)**
- **Shelter - (35%)**
- **Food- (28%)**
- **Administration - (2%)**

# EFSP Phase 42 Spending Period

**We will update as soon as we learn from the National EFSP Board.**

# Travis and Williamson Counties Local EFSP Board

- 11 Person local EFSP Board
- # of LROs awarded in Past Phases
  - 10 LROs in Phase 39
  - 13 LROs in Phase ARPA-R
  - 12 LROs in Phase 40
  - 13 LROs in Phase 41

# LRO RESPONSIBILITIES

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# 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

## 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
- Clients must live in or be transients in jurisdiction (Travis and/or Williamson Counties)
- LRO's must provide based on need and without discrimination
- Proof of citizenship or qualified alien status is NOT required

# LRO Responsibilities

## Nonduplication of clients

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

# LRO Responsibilities

(updated in Phase 38 Addendum)

- **Required Audits/Reviews:**

- LROs receiving \$100,000 or more in EFSP funding: independent annual audit.
- LROs receiving from \$50,000 to \$99,999: annual accountant's review.
  - No separate audit/review required **IF** EFSP funds are clearly identified as a separate element in audit
- 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

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

# PHASE 42 APPLICATIONS



# Phase 42 Applications

- **DEADLINE: 5:00pm Central Time, Friday, February 21, 2025 - NO late applications accepted**
- **Application Includes:**
  - Cover Form
  - Program Budget
  - Narrative (four pages max)
- **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 42 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
E) Rent/ Mortgage		N/A
<b>F) Total Funding Amount</b>		<b>N/A</b>

# Phase 42 Program Description Narrative

- 4 page maximum
- Organization mission and description
- Description of Need (new, emergent, immediate)
- Target Population (details on demographic use)
- Geographic service area (within Travis and/or Williamson Counties)
- Referrals and Collaboration – (to address service gaps)
- Program Objectives and Measurement (outputs and tracking/measurement)
- Client eligibility criteria – (what criteria you will use to establish client eligibility)

# OVERVIEW: ELIGIBLE EXPENDITURES

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# Eligible Expenditures

- Pay vendors during program period
  - Use EFSP funds for costs incurred during program spending period
  - Pay vendors within one accounting cycle (normally 30 days)
- Use goods or services purchased with EFSP funds during program period.

# Ineligible Expenditures

- Purchases may not be made from or payments made to other LROs except for the shared maintenance fee of food banks
- Large purchases made at end of program period may be considered ineligible.
- Payments made after 90 days from invoice or intake date are ineligible and funds will need to be returned to the National Board



# 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.

# Expenditures: Required 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
- Documentation should be saved for at least 3 years after Final Report (longer if there is a dispute)

**ELIGIBLE  
EXPENDITURES  
BY CATEGORY**

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# Mass Shelter

- Intended for mass shelter providers (five beds or more in one location)

# Mass Shelter Reporting Options

- **Choose:**
  - **Per Diem** - \$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

- **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 (update as of Phase 39 / ARPAN Addendum)

# Rent & Mortgage Assistance

- **Eligible Items:**
  - **Up to Ninety Days of:**
    - Past due balance of rent or mortgage
    - Current balance of rent or mortgage
  - **First month's rent**

# Served Meals/Mass Feeding

- **Should be provided in a mass feeding or congregate setting**
  - Use for basic, nutritional meals on an ongoing basis
- **Eligible Activities**
  - Food related purchases
  - Transportation related to food
- Limited Desserts
- No food for celebrations or parties



# Served Meals Reporting Options

- **Choose one:**
  - **\$3 per meal option** (includes consumable supplies) – local Board approval
    - The per meal allowance may be used to cover costs such as rent, utilities, and staff salaries for those staff necessary for the preparation and serving of food.
  - **Direct expenses**
    - Food or diapers only
    - Feminine hygiene products – local board approval
    - Small equipment (not to exceed \$300)
    - Consumables (need reallocation)
    - Transportation

# 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

# 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

Local Board has approved for Phase 42.

# For More Information on Eligible Costs

- Visit the Phase 35 Manual section on Eligible Program Costs, beginning on pg. 65 and subsequent addendums
- The Manual and subsequent addendums are posted on the National Board Website and our [Local Board Website](#)

**TIMELINE &  
AWARD  
RECIPIENT  
INFORMATION**

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# Timeline: Phase 42

- **February 21 @ 5:00 p.m. CT - Applications due**
- **March 2025** – Local board meeting to review applications and make funding decisions, pending National EFSP Board announcement
- **Pending National Board Timing**
  - Award Decisions are communicated to LROs
  - Local board plan submitted to national office
  - Payments to awarded organizations projected to begin

# Payments and Reporting Timeline

- LRO Certification (and lobbying certification)
  - National EFSP Board sends First Payment (half of award)
- Interim Report
  - National EFSP Board sends Second Payment (half of award)
- 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
- Local EFSP Board: <http://www.atwcefsp.org/>
  - Access:
    - FAQs regarding the Phase 42 application will be posted on website



# Resources and Contact Information

- National EFSP Website
  - <https://www.efsp.unitedway.org/>
- Local EFSP Board Website (resources, links, recordings)
  - <https://atwcefsp.org/>
- Local EFSP Contact: Kelley Abell
  - [kelleya@woollardnicholstorres.com](mailto:kelleya@woollardnicholstorres.com)
  - 737-295-0873



**QUESTIONS**

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