



Emergency Food and Shelter National Board Program

Phases 35 and 36 Clarification Guidance



This document is designed to offer Local Boards assistance and clarity in administering the Emergency Food and Shelter Program (EFSP) in your local communities. It should provide answers to some of the questions you may have regarding the National Board's decision to administer Phases 35 and 36 almost concurrently.

- Phase 35 (Fiscal Year 2017)- \$120 million
- Phase 36 (Fiscal Year 2018)- \$120 million

Why are Phases 35 and 36 being administered simultaneously?

Due to the delay in the receipt of funds for Phase 36, the EFSP National Board has decided to run Phases 35 and 36 almost concurrently. It is believed this will make it easier for Local Boards and LROs to administer the two phases and prevent further delays in releasing funds to communities.

How does this effect the Spending Periods for Phases 35 and 36?

- **Phase 36-** The begin date for Phase 36 is October 1, 2018 for all jurisdictions.
- **Phase 35-** The begin date for Phase 35 varies. The begin date is the day after the Phase 33 and 34 spending period end date. **Important:** If your jurisdiction did not receive funds in Phase 33 or 34, the Phase 35 begin date is October 1, 2017.
- **Spending Period End Date-** **The end date for both Phases 35 and 36 will be the same date.** Spending period end date options are listed below. The latest a jurisdiction may spend funds will be March 31, 2020. The National Board will not grant any spending period extensions beyond March 31, 2020.

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|---------------------|----------------------|
| ▪ October 31, 2018 | ▪ July 31, 2019 |
| ▪ November 30, 2018 | ▪ August 31, 2019 |
| ▪ December 31, 2018 | ▪ September 30, 2019 |
| ▪ January 31, 2019 | ▪ October 31, 2019 |
| ▪ February 28, 2019 | ▪ November 30, 2019 |
| ▪ March 31, 2019 | ▪ December 31, 2019 |
| ▪ April 30, 2019 | ▪ January 31, 2020 |
| ▪ May 31, 2019 | ▪ February 29, 2020 |
| ▪ June 30, 2019 | ▪ March 31, 2020 |

IMPORTANT: The end date selected on the Phase 36 Local Board Plan will apply to both Phases 35 and 36. Local Boards do not have to submit a separate request to extend the Phase 35 spending period.

If it is necessary to extend the Phase 36 spending period *after* the Local Board Plan has been received and processed by EFSP staff, the **Spending Period End Date Extension Request Form** will be made available, with the options, on the EFSP website. Initially, all spending period selections will be received and processed based on the Phase 36 Local Board Plan.

1. **Jurisdictions funded in both Phases 35 and 36-** If your jurisdiction was funded in both Phases 35 and 36, the spending period selection submitted with the Phase 36 Local Board Plan will apply to both spending cycles. Should you make a change at a later date by submitting a Phase 35 or Phase 36 Spending Period End Date Extension Request Form, the change will apply to both Phases.

2. **Jurisdictions funded only in Phase 35-** If your jurisdiction was funded in Phase 35, but not in Phase 36, you do not have to extend your spending period, unless additional time is needed to allow Local Recipient Organizations (LROs) time to make expenditures. All of the options to extend up through March 31, 2020 will be reflected on the updated Phase 35 Spending Period End Date Extension Request Form available on the EFSP website.
3. **Jurisdictions funded only in Phase 36-** If your jurisdiction was funded in Phase 36, but not in Phase 35, the spending period selected with the Phase 36 Local Board Plan will be processed. You may request a change at a later date by submitting the Phase 36 Spending Period End Date Extension Request Form, which will include all available end dates through March 31, 2020.

When will the Phase 36 Local Board Plan be due to the National Board?

All deadlines will be made available on the EFSP website, including the due date to submit Local Board Plans for processing and subsequent release of funds. A complete Local Board Plan must be submitted to the National Board.

Note: Phase 35 Local Board Plans were made available May 4, 2018.

Will Local Boards have to advertise the availability of Phase 36 funds?

Yes. Local Boards must advertise the availability of funds to the jurisdiction, as required per EFSP guidelines. The Phase 35 award announcement will not be accepted for Phase 36.

Will Local Boards and LROs have to submit new certifications to receive Phase 36 funds?

Yes. All required certifications must be submitted each phase per program guidelines. The certifications required are Phase specific. Phase 35 certifications will not be accepted for Phase 36.

1. **Local Board Plan Certification** - The Local Board Chair must complete and e-sign the form. The form must also be e-signed by any other designated signers on the Local Board roster.
2. **LRO Certification** - Each funded LRO must e-sign their LRO Certification form. Funds cannot be released to an agency without the LRO Certification.
3. **Lobbying Certification** - Every agency awarded \$100,000 or more must e-sign the Certification Regarding Lobbying.
4. **Fiscal Agent/Fiscal Conduit Certification** - A sub-recipient receiving the benefit of EFSP funds, must complete and e-sign the Fiscal Agent/Fiscal Conduit Certification form.

Will Phase 35 Final Reports be required prior to the release of Phase 36 funds?

No. Phase 35 Final Reports will not be required prior to the release of Phase 36 funds. Phase 36 funds should be released to LROs more quickly, since the previous Phase's Final Report will not be required prior to the release of funds. Both Phase 36 payments will be released without the submission of the Phase 35 Final Report. *If an LRO has an outstanding compliance exception in any prior Phase or any jurisdiction, funds cannot be released until it has been resolved, per EFSP guidelines.*

Final Reports for both Phases 35 and 36 will be required at the same time. The due date for Final Reports to be submitted to the National Board will be made available on the EFSP website at a later date.

Must the Interim Report and Second Payment Request be submitted to receive the second payment for Phase 36?

Yes. The Interim Report and Second Payment Request will still be required to release the second payment of Phase 36 funds. *If an LRO has an outstanding compliance exception in any prior Phase or any jurisdiction, funds cannot be released until it has been resolved, per EFSP guidelines.*

Will files have to be kept separate for each phase?

Yes. All files for each phase must be kept separately, this includes Local Board Plans, Interim Reports & Second Payment Requests, Final Reports, documentation of expenditures, and spreadsheets for each of the Phases. This requirement has not changed; it is the same as in previous Phases of the EFSP. Do not combine files for the two phases.

Will deadlines for submission of report and forms be sent to Local Boards and LROs?

Deadlines information for both phases will be made available on the EFSP website for Local Boards and LROs. The due date for all reports will be posted on the website. All previously published Phase 35 deadlines will be adjusted and updated to reflect the new dates for both phases. These include deadlines to submit Local Board Plans, Final Reports, Second Payment Requests, Reallocations, EFT registration, etc.

Will there be a Phase 36 Responsibilities and Requirements Manual?

No. The Phase 35 Responsibilities and Requirements Manual (EFSP Manual) will be used for the administration of both Phases 35 and 36. A Phase 36 Addendum to the Phase 35 EFSP Manual and Key Changes and Clarification document will be provided to reflect any guideline changes to be implemented in Phase 36.

QUESTIONS/CONCERNS

Online Trainings- EFSP has produced several online trainings to help Local Boards and LROs administer the program in their communities, including the processing of Local Board Plans and eligible program expenditures. Local Boards and LROs may access the online trainings by logging into the EFSP website, efsp.unitedway.org, with their User ID and password. After logging in, select **Training Workshops** from the left-hand menu for all available trainings.

Program Expenditures- All EFSP guidelines must be followed when making expenditures with the funds. Duplication of service cannot occur during the spending period. Since Phases 35 and 36 are running almost concurrently, LROs will need to ensure they do not duplicate expenditures for clients in the rent/mortgage and utilities categories. This means clients may receive assistance one time per phase in those categories, see the samples below:

Question 1: If a client owes rent for 2 months, can an agency pay one month of rent under Phase 35 and the other month under Phase 36? **Answer: Yes.** This would not be considered duplication of service because the payments were made from different phases for different months of rent.

Question 2: If a client owes rent for 2 months, can an agency pay both under Phase 35? **Answer: No.** If both months of rent were paid in the same phase, that would not be accepted as it is a duplication for the same client and is not allowed under EFSP guidelines.



If you have any questions about the Emergency Food and Shelter Program, please contact staff at efsp@uww.unitedway.org or 703-706-9660. Reports and documents must be submitted to documentstoefsp@uww.unitedway.org.