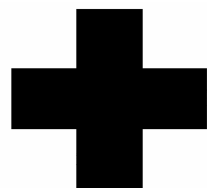


EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM



FEMA



American
Red Cross



NATIONAL COUNCIL
OF THE CHURCHES
OF CHRIST IN THE USA



United Jewish
Communities

The Federations of North America | Live Generously.®



Catholic
Charities
USA



AGENDA

I. WELCOME and INTRODUCTION

II. PURPOSE OF WEBINAR

III. INTENT OF EFSP AND
LRO RESPONSIBILITIES

IV. PROGRAM EXPENDITURES and
REQUIRED DOCUMENTATION

V. PACKAGING DOCUMENTATION

VI. SUMMARY

EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)

REGIONAL CONTACTS

Northeast

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Southeast

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Western

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Connecticut
Delaware
Illinois
Indiana
Iowa
Maine
Maryland
Massachusetts
Michigan
Minnesota
New Hampshire
New Jersey
New York
Ohio
Pennsylvania
Rhode Island
Vermont
Wisconsin

Alabama
Alaska
District of Columbia
Florida
Georgia
Hawaii
Kentucky
Mississippi
North Carolina
South Carolina
Tennessee
Virginia
West Virginia
American Samoa
Guam
No. Mariana Islands
Puerto Rico
Virgin Islands

Arizona
Arkansas
California
Colorado
Idaho
Kansas
Louisiana
Missouri
Montana
Nebraska
Nevada
New Mexico
North Dakota
Oklahoma
Oregon
South Dakota
Texas
Utah
Washington
Wyoming

OPERATING PRINCIPLES

- supplement and expand current available resources
- not seed money for new agencies / programs
- limited focus -- emergency not structural
 - not poverty program
 - not natural / declared disasters

OPERATING PRINCIPLES

public / private sector cooperation

local decision-making (Local Board)

determines community needs/priorities

Local Board makes funding decisions

(agencies, categories and award amounts)

sensitivity to groups with special needs

mentally and physically disabled, elderly, families with children,,

Native American, veterans

minimum, but accountable, reporting

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

Administration (of program)

- be familiar with guidelines
- meet requirements on the LRO certification form
 - will not discriminate
 - will not proselytize, if religiously based
 - will have an annual review / audit, if required
- use funds to extend existing resources, not an entitlement program
- may not be a vendor of services to another LRO
(exception: food banks)

LOCAL RECIPIENT ORGANIZATION RESPONSIBILITIES

Accountability

- submit required reports (including documentation if requested) in a timely manner
- must enroll for electronic funds transfer (direct deposit)
- cannot have any outstanding compliance exceptions in any jurisdiction; no funds will be issued until all exceptions are resolved
- work with Local Board to clear compliance exceptions
- maintain documentation as required

FISCAL AGENT / FISCAL CONDUIT

- fiscal agent: one to one relationship
- fiscal conduit: one to many relationship
- maintains EFSP financial records on behalf of another agency / agencies
- responsible for receipt of EFSP funds, disbursement of funds to vendors, and the documentation of expenditures (see LRO responsibilities)
- may issue checks only to vendors (no reimbursements to agencies) upon receipt of appropriate invoices

EFSP EXPENDITURES

FOOD (direct expenses and per meal)

ELIGIBLE

- food purchased from food bank (shared maintenance fee), grocery store or distributor
- gift certificates from grocery stores or restaurants
- per meal allowance for served meals
- vegetable seeds and plants

NOT ELIGIBLE

- funds on account with vendors
- cash to clients for groceries
- paying the shared maintenance fee twice
- vitamins and prescription medicines

EFSP EXPENDITURES

CONSUMABLE SUPPLIES

ELIGIBLE

- diapers
- paper goods, utensils for mass shelter /
mass feeding programs
- cleaning supplies for mass shelter /
mass feeding programs
- first aid supplies (limited) for mass shelter /
mass feeding programs
- bags for food pantry

NOT ELIGIBLE

- disaster supplies
- toilet paper, soap and laundry detergent
for a food pantry

EFSP EXPENDITURES

EQUIPMENT PURCHASES, LEASES AND REPAIRS (All repairs require Local Board approval.)

ELIGIBLE

- purchase or repair up to \$300
(essential equipment)
- lease over \$300 (essential equipment)

NOT ELIGIBLE

- repairs to client's property
(furnace, refrigerator, etc.)
- purchase or repair of
property or equipment
over \$300

EFSP EXPENDITURES

CITATION / ACCESSIBILITY IMPROVEMENT FOR MASS SHELTERS AND MASS FEEDING SITES (All repairs require prior Local Board approval.)

ELIGIBLE

- *emergency repair of leaky roof
- *emergency plumbing repair
- installation of smoke detectors
- building code violation repairs
- grab bars in restrooms
- wider door installation
- entrance ramps

NOT ELIGIBLE

- routine maintenance
- repairs to profit-making or government owned facilities
- repairs/improvements to clients' homes
- accessibility improvements to food pantries

*NOTE: Only repairs to bring a facility up to code (to continue providing services) or to make mass shelters and mass feeding sites handicapped accessible are eligible.

EFSP EXPENDITURES

MASS SHELTER (direct expenses and per diem)

ELIGIBLE

- per diem allowance for nights of lodging
- direct costs (blankets, cots, etc.)

NOT ELIGIBLE

- decorative or non-essential furnishings
- clothing, except underwear

OFF-SITE SHELTER (hotel / motel)

ELIGIBLE

- vouchers for motel stays, up to 30 days

NOT ELIGIBLE

- payment to another LRO for shelter

EFSP EXPENDITURES

RENT or MORTGAGE (one month)

ELIGIBLE

- payment of first month's rent
- payment of past due rent or mortgage
- one month's rent / mortgage payment over three month period
- past due mobile home and lot fee
- current month's rent or mortgage due within five (5) days

NOT ELIGIBLE

- deposits
- late fees
- payment of more than one month's rent
- payments made to clients
- legal fees and court costs
- property taxes
- insurance
- revolving loan accounts

EFSP EXPENDITURES

UTILITY (one month bill)

ELIGIBLE

- payment of one month's current bill paid
no more than five (5) days before due
- payment up to \$100 for past due service
- reconnect fee
- budget billing
- delivery of coal
- fill-up of oil / propane tank
- load of firewood

NOT ELIGIBLE

- deposits
- service fees
- late fees
- telephone / cell phone bills
- cable TV bills
- agency's utility / phone bills
- payment of more than one
month's bill

EFSP EXPENDITURES

TRANSPORTATION

ELIGIBLE

- mileage log for use of agency owned / leased van / bus to transport clients to shelter / food
- public transit to shelter and food
- mileage log for van to pick-up / deliver food
- mileage rate per mile (published rate in manual)

NOT ELIGIBLE

- bus ticket to relative's home
- repair / maintenance to LRO's vehicles
- fuel / maintenance / repair to client's vehicle
- transportation to other services (i.e. medical appointment, legal system or other social services)
- fuel cost (receipts)

EFSP EXPENDITURES

ADMINISTRATION

ELIGIBLE

- postage
- staff salaries
- photocopying

NOT ELIGIBLE

- administrative cost to
agencies' state or regional
offices

EFSP EXPENDITURES

MISCELLANEOUS INELIGIBLE ITEMS

- cash payments of any kind,
including petty cash
- payments to clients
- expenditures outside of
spending period
- fee for service
- disaster related costs
- lobbying efforts
- encumbering of funds

REQUIRED DOCUMENTATION

■ Mass shelter or mass feeding

- daily per diem schedule (\$7.50 or \$12.50 / night) or
- daily per meal allowance schedule (\$2.00 / meal)

NOTE: If an agency is providing a per diem schedule or per meal allowance, keep in mind that the supporting documentation such as canceled checks, invoices, service records and sign-in sheets, must be retained at their office.

■ Transportation

- mileage log

■ Other EFSP expenditures

- invoice (e.g. landlord letter, utility bill)
- canceled check (both sides)

CHARACTERISTICS OF AN ACCEPTABLE INVOICE

- vendor originated
- name of vendor
- name of purchaser
- date of purchase
- itemized (description of each item, number of each item, cost of each item)
- total cost

PACKAGING DOCUMENTATION

- prepare documentation on an on-going basis (monthly)
- prepare by category
- attach copy of canceled check to receipt / utility bill / landlord letter
- prepare adding machine tape of expenditures
- per diem schedule / per meal allowance (prepare daily schedules only)
- transportation -- prepare mileage log

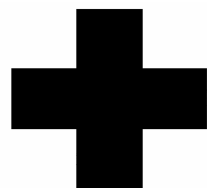
EMERGENCY FOOD AND SHELTER PROGRAM

- Questions from Local Recipient Organizations (LROs) regarding the Emergency Food and Shelter Program (EFSP) should be first directed to the Local Board.
- The National Board staff may be called after the Local Board has been contacted.
- Local Boards and/or LROs may contact the National Board with questions.

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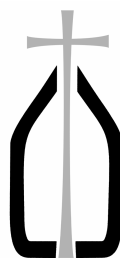


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THANK YOU FOR YOUR PARTICIPATION
IN THIS WEBINAR.

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