



EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

Phase 41 (FY 2023) Local Board Plans Availability

In FY 2023, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board \$130 million made available under the Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328). The FY 2023 \$130 million in annual funding is Phase 41 of the program and not the supplemental humanitarian relief funding.

This notification is to advise that Phase 41 awards have been determined for qualifying jurisdictions (counties and cities) and State Set-Aside (SSA) Committees across the country and posted on the EFSP website, www.efsp.unitedway.org, under the **FY2021/ARPAR/2022/2023 Funding**. Phase 41 Allocations may be accessed [here](#). National Board staff is updating materials including, the EFSP Responsibilities and Requirements Manual (EFSP Manual). Once staff has finished updating materials, official award announcements will be made to each Chair and point of contact for qualifying Local Boards and SSA Committees.

Staff will schedule several Question & Answer Webinars to provide opportunities for obtaining information. Registration information for the sessions will be shared with State Set-Aside Committees, Local Boards and LROs via email and posted on the EFSP website.

The National Board understands that agencies require time to thoughtfully identify services and spend funds in their local communities. Consequently, Phases 39, ARPAR, 40 and 41 will run almost concurrently. In December 2023, Local Boards were given the option to extend their jurisdiction’s Phases 39, ARPAR and 40 spending end dates. **Phase End Date Extension Request Forms** for Phases 39, ARPAR, and 40 are available on the EFSP website. After logging into the website with their user ID and password, Local Board Chairs and contacts may access the form by selecting **Forms** from the menu on the left. The Phase 41 spending begin date for all funded jurisdictions will be October 1, 2022, and the last spending period end date option that Local Boards may select will be December 31, 2024. The Phase 41 spending period end date options will be provided in the Phase 41 award materials when Local Board Plans are made available. Phase 41 spending period end dates will be selected when Local Board Plans are submitted to the National Board by the Local Board. **The National Board will allow LROs to charge eligible, properly documented expenditures back to the spending begin date (October 1, 2022).**

A schedule for implementing Phase 41 will be available on the EFSP website under **FY2021/ARPAR/2022/2023 Funding** for your convenience.

ACTION REQUIRED

To prepare for the receipt of Phase 41 award notifications, Local Board and SSA Committee Chairs or points of contact should sign into the website as soon as possible using their user ID and password to update members information. After signing into the website, select **Manage LB Members** from the menu on the left of the screen to make any necessary changes. *Please ensure that email addresses for both the Local Board Chair and point of contact are accurate so that official award announcements are received without delay. Also, ensure contact information for agencies participating in the program in the jurisdiction is accurate. This will help to ensure no delay in receipt of notifications from the National Board.*

As materials and the Phase 41 Implementation Schedule are finalized, the National Board will share updates via the EFSP website. Please continue to check *Latest News* on the EFSP website homepage for the most recent program information.

REMINDERS

There are a few reminders the National Board wish to share regarding the Phases 39, ARPAR and 40 Local Board Plans and Final Reports for Phases 37, 38 and CARES while Phase 41 award materials are being finalized.

1. **Phases 39, ARPAR and 40 Local Board Plans** – Phases 39 and ARPAR Local Board Plans were due to the National Board on March 11, 2022. If your jurisdiction was funded in one or both phases and you have not

submitted the Local Board Plans to claim the awards, please submit them to prevent the loss of funding to your community. Phase 40 Local Board Plans were due to the National Board on March 13, 2023. The Local Board Plan training is available on the EFSP website for guidance to complete and submit the Local Board Plan to the National Board. Please be sure to reference the available trainings and EFSP Website Guide to ensure a proper submission. Training and guidance to complete and submit Local Board Plans to the National Board are available on the website after logging in with your user ID and password by selecting Training Workshops from the menu on the left.

2. **Phases 37, 38 and CARES Final Reports** – Phases 37, 38 and CARES Final Reports were due to the National Board on January 31, 2022. If your jurisdiction received funds in any of these phases but the Local Board has not submitted the Final Reports, please submit them to the National Board immediately. Funding cannot be released to agencies if the Final Reports from previous phases have not been submitted to the National Board for review and approval. Final Report trainings for Local Boards and LROs are available on the EFSP website to offer guidance to complete and submit reports to the National Board (select Training Workshops from the menu on the left).

It is important to note that agencies with outstanding compliance exceptions in any past phases cannot be paid funds until those exceptions have been resolved. If an agency needs to submit documentation to the National Board to address outstanding compliance exceptions, they can send it via email at documentstoefsp@uww.unitedway.org or faxed to 703.706.9677. Please use only one of the two options to prevent the submission of duplicate material, which will require additional time to review and possible delays in staff response.

If you have questions regarding this notice, please reach out to EFSP staff via email at efsp@uww.unitedway.org or phone at 703.706.9660