





United Way of Northern  
Nevada and the Sierra

First payments will be made once EFSP National processes all required documents, including Local Board Plans, and LROs have submitted their *LRO Certification* forms. The 2nd payment is sent once you have submitted the *Interim Report & 2nd Payment Request* form on the EFSP website and submitted preliminary documentation to the Local Board for an initial review. In the past, it takes about three weeks to receive a payment after all other steps are completed and approved; however, it is our understanding that second payments will not be released until after the National Office reviews an LRO's final reports in previous phases and finds no compliance exceptions. Also, the Local Board has expressed concerns about funds being returned to the National Board too late in the process for them to reallocate funds within the jurisdiction. As such, they are requiring all organizations to complete their Phase 41 *Interim Report & 2<sup>nd</sup> Payment Request* by **September 30, 2024**. If you cannot do so, you must communicate with the Local Board Chair via [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org).

Please note that payments will not be made if you have outstanding compliance issues from prior phases. If a LRO is found out of compliance for any previous phase, the compliance issue must be resolved within 45 days of notification from EFSP National. If a LRO fails to resolve the non-compliance issue within this time frame, any pending Phase 41 award will be brought back to the Local Board immediately for reallocation, and the Local Board reserves the right to request the immediate remittance of any earlier received award. All notifications of non-compliance will be sent to the identified contact person for the agency via email.

If your LRO is unable, or projected to be unable, to expend the awarded funds within the spending period, please notify your Local Board ASAP; do not wait. With enough time, this will allow the Local Board to reallocate the funds to another LRO who can spend the funds. As a reminder, unexpended funds that are returned to the National Board not only impact services within the jurisdiction(s) but can impact future award amounts to our entire region. Based on previous phases, the Local Board has expressed concerns about funds that are lost to the jurisdiction due to inability to spend funds by the end of the spending period as well as ineligible payments. The Local Board will monitor your spending progress and may choose to reallocate your award if you do not demonstrate the ability to spend the funding to their satisfaction (or) when the Local Board believes the LRO will be unable to spend all their funds. To create enough time to potentially reallocate funds, the Local Board will meet in quarterly to review the progress of all LROs and judge their progress toward spending down their awarded funds. Enclosed is a timeline of reporting deadlines for all LROs.

Each LRO is responsible for keeping their contact information current and for reviewing any correspondence from the National Board or the Local Board. It is imperative that your LRO maintains a current primary contact as all communication with EFSP National utilizes this information. Most correspondence will be conducted via email, including mandatory document signing for payment requests and report submissions. As part of the National Board's guidelines, all organizations receiving funds must be registered on the EFSP website, along with a User ID and Password. The website is <http://www.efsp.unitedway.org>. All previously funded organizations already have a User ID and Password to log in to the website. All forms and reports will need to be electronically completed via this website; please contact EFSP National if you have difficulties logging in.

It is the responsibility of each LRO to read the most current ***National Board Responsibility and Requirements Manuals*** to understand what is required and what is expected of each LRO. These documents will replace any previous manuals and addendums. It is available to all funded LROs by logging into the EFSP website and clicking on the link for ***EFSP Manual***. The manual and any future addendum have specific information on eligible expenses, expenditure report formats, key dates, and sample forms. **Please note that EFSP National is the final authority on eligible purchases, compliance, and documentation. In accepting EFSP funding, your organization is financially responsible for paying back all funds for which you fail to provide documentation that satisfies EFSP National or the Local Board. If you do not wish to accept EFSP funding, please immediately contact me at [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org).**



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EFSP National has charged each Local Board with implementing the award process and monitoring LROs' compliance with the funding guidelines. The Local Board is the first review of the documentation, and the Local Board Chair must approve the LRO spreadsheets and documentation prior to submitting it to EFSP National for review. EFSP National is the final authority regarding compliance with the guidelines. Local Boards are not permitted to authorize purchases, payment methods, or documentation that conflicts with the EFSP National guidelines. If it is not permitted in the manual, you may not do it. However, the Local Board can create additional restrictions or request additional documentation and reporting from LROs.

For phase 41, the Local Board has approved the continuation and addition of the following additional restrictions:

1. While the Phase 41 spending period is October 1, 2022, to December 31, 2024, the Local Board is **restricting expenditures to only be allowed from January 1, 2024 to December 31, 2024.**
2. All LROs must use and submit the provided spreadsheets and forms, including rent and utilities verification forms. No LRO is authorized to redesign or substitute their own version of the provided documents. **Although the manual encourages and calls them sample forms and spreadsheets, the Local Board requires that you use the provided sample forms and spreadsheets as provided by the Local Board. Use of the EFSP forms increases the likelihood that the documentation will be accepted by EFSP National.**
3. Under the *Served Meals* category, the manual provides for either a direct cost or per diem method of documentation, not both. **The Local Board has restricted the choice to the per diem method only.** LROs receiving a funding award for *Served Meals* must only submit the required per diem log at the new rate of \$3.00 per meal per person. This is the easiest documentation available.
4. Under the *Mass Shelter* category, the manual provides for a direct cost or a per diem method of documentation, not both. **The Local Board has restricted the choice to the per diem method only.** LROs receiving a funding award for *Mass Shelter* must only submit the required per diem log at the new rate of \$12.50 per night per person. This is the easiest documentation available.
5. Under the Other Food category, LROs must focus on the purchase of nutritious, consumable food items and are reminded that EFSP funds may not be used for celebratory or holiday meals, e.g. Thanksgiving.
6. Although the manual allows for the use of food vouchers, the Local Board prohibits food vouchers except in special approved circumstances. LROs must request and receive prior approval to spend EFSP funding on food vouchers.
7. Transportation is limited to a small amount of related shipping and freight cost, and mileage-based expenses are prohibited.



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All LROs must meet both Local Board and EFSP National reporting requirements. At the time of this award letter, EFSP National requires the *LRO Certification*, the *Interim Report & 2<sup>nd</sup> Payment Request*, and the *National Final Report*. The Local Board Chair reviews and approves both the interim and the final reports before submission to EFSP National. The Local Board also requires regular quarterly reporting and documentation submission, including a separate *Local Board Final Report*. Enclosed with this award letter is the reporting timeline. If EFSP National decides to add an additional phase and run it concurrently with this phase, the Local Board will update and advise LROs of changes in the reporting timeline as well as any potential extensions of the spending period. We are not saying they will do so, only that it may occur and affect the reporting timeline. LROs must submit both electronic and hard copies of their documentation as directed by the Local Board. The Local Board is requesting the submission of preliminary documentation prior to approval of the *Interim Report and 2<sup>nd</sup> Payment Request* form. Although documentation will be reviewed throughout the spending period, it will not be approved until the last review in preparation for the submission of the final report. However, coaching will be provided to address significant errors as they are identified, e.g. use of incorrect forms or missing proof of payment. All LROs are required to submit hard copies (paper) of all their documentation as directed by the United Way staff.

#### **Next Steps:**

If your LRO would like to request an appeal of this award decision, your appeal must be submitted to the EFSP Local Board, in care of the United Way of Northern Nevada and the Sierra, no later than **5 days from the date of this letter**. Information about the Appeals Process and how to submit the appeal is enclosed.

Assuming you are accepting the award, the next steps are:

- EFSP National will send you an email notifying you of the award, if they have not already, requesting that you electronically sign and submit the ***LRO Certification*** form. This form can be found by logging online; they will provide you with the appropriate link in the email. Once logged in, please click on *LRO Plan* (on the menu on the left side of the screen). About halfway down the webpage, you will see the words *LRO Certification* which is followed by a blue icon on the right-hand side. Please click on the icon, and a new window will open with the certification form. Please review the document and electronically sign it as directed. It will then be forwarded to the Local Board for review.
- If you are a new LRO in this jurisdiction, you will not have access to the certification form until you have submitted, and EFSP National has reviewed, your **UEI number and EFT form**.
- Participate in a **mandatory orientation and training** related to your funded category(ies). There will be an in-person training held in early May. It will be scheduled in coordination with the funded LROs.
- As the Local Board may advertise how to access the services your LRO provides, you must notify the Local Board of any changes in services, especially in hours or how to reach your LRO.
- In addition, you **must** notify Nevada 2-1-1 as soon as possible to update your listing and ensure that individuals have access to information regarding the services your agency is offering with EFSP funds.



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The most important suggestions we can offer you are to read and follow the EFSP guidelines and always be communicating with us! If you are having problems, are confused, or will have a delay in spending funds, talk with us so we can better understand your situation and help you. If needed, we will elevate your concern to EFSP National. If you need any assistance, please contact us via email at [communityimpact@uwvns.org](mailto:communityimpact@uwvns.org).

On behalf of the EFSP Local Board,

A handwritten signature in black ink, appearing to read "Christian Villagomez".

Christian Villagomez  
EFSP Local Board Chair  
Grants and Impact Senior Manager  
United Way of Northern Nevada and the Sierra

CC: Doug Thornley, City Manager  
Enclosures: (1) Appeals Process  
(2) Reporting Timeline

## **Reporting Timeline**

### **Emergency Food and Shelter Program**

**Phases 41**

**Spending Period: October 1, 2022 – December 31, 2024**

#### **Local Board Reporting and National Reporting Deadlines**

**LROs must report every fiscal quarter. The following is the anticipated timeline for Phase 41:**

- 1. June 30, 2024 – 1<sup>st</sup> Quarterly Local Board Report Due (electronic version of spreadsheets and documentation)**
  
- 2. September 30, 2024 – 2<sup>nd</sup> Quarterly Local Board Report Due (including electronic and hard copies of spreadsheets and documentation to date) **TURN THIS IN FIRST – Before submitting #2a!**
  - a. September 30, 2024 – National Interim Report & 2<sup>nd</sup> Payment Request Due to Local Board for Review and Approval. Failure to turn in this report may result in your award being reallocated.****
  
- 3. January 15, 2025 – Local Board Final Report Due (including all finalized summary spreadsheets and documentation – required hard copy and electronic copy)**
  
- 4. TBD – National Final Report Due. Historically, final reports have been due to EFSP National after the end of the spending period. Therefore, plan for some time in the following months of 2025.**