

Key Changes and Program Clarifications



This Key Changes and Program Clarifications section is provided to assist in your reading and review of the Phase 35 EFSP Manual; it is not a substitute for reading the Manual. All SSA members, Local Board members, and LROs are advised to read the entire Phase 35 EFSP Manual, Phase 36 Addendum and this Phases 37 and CARES Addendum thoroughly to obtain the guidance necessary for administering the program. Significant changes have been made in terms of program responsibilities and operations, acceptable expenditures, and documentation requirements.

GRANT AGREEMENT ARTICLES, FINANCIAL TERMS AND CONDITIONS & OTHER TERMS AND CONDITIONS

The Emergency Food and Shelter National Board Program (EFSP) is a restricted federal grant. All federal grants have terms and conditions that apply to ALL parties participating in the grant. For the EFSP, all parties means the National Board which is considered the Recipient and SSAs, Local Boards, and LROs that are considered the Subrecipients. All parties need to ensure their understanding of the Phase 35 EFSP Manual, the Phase 36 Addendum, this Phase 37 and CARES Addendum, and the statements on the Certification Forms. By signing the Certification Forms, they are agreeing to specific program requirements of the National Board as well as those mandated by the Federal government, including those that do not appear to apply to the types of programs and activities eligible under the EFSP. All parties will be held accountable for the provisions of the grant.

For further detail, please reference [pages 10-24](#).

NEW ELIGIBLE COSTS

LROs may use Phases 37 and CARES funding to purchase Personal Protective Equipment (PPE). For all service providers, the purchase of PPE specifically intended to prevent or mitigate the transmission of communicable diseases is permitted. PPE must fall within the guidelines of the CDC, FDA, or state and local health requirements, as applicable to each LRO. Additional factors regarding eligibility include:

- PPE expenditures are limited to 10% of an LRO's award (Phases 37 and CARES). If an LRO receives an award for both phases, then 10% may be used from each phase.
- PPE may be directly distributed to LRO staff and volunteers to conduct and deliver services and/or clients to receive services.
- EFSP funds cannot be used to purchase PPE for general distribution to the public or for use outside of an LRO's mission area.

While LROs can use funding to purchase PPE, funding cannot be used for COVID-19 testing.

Starting in Phase 35, all Local Board Plans, Local Recipient Organization Certifications, Fiscal Agent/Fiscal Conduit Relationship Certification Forms, Lobbying Certifications, Second Payment Requests, Final Reports and Spending Period End Date Extension Requests must be electronically signed using DocuSign. You do not need a DocuSign account to electronically sign EFSP documents and there is no cost for using DocuSign for EFSP documents. Please review the updated Website User Guide for step-by-step instructions for submitting forms on the EFSP website and electronically signing. The User Guide may be found on the EFSP website, (www.efsp.unitedway.org).

PAYMENTS

First payments will be released to funded agencies in both Phase 37 and Phase CARES, prior to receipt of the Phase 35 and 36 Final Reports. Any agency that is awarded funds that participated in EFSP in the past and has outstanding compliance exceptions in any phase, must resolve them prior to the release of funds.