

**EMERGENCY FOOD AND SHELTER PROGRAM  
PHASE 36**

477 South Rosemary Avenue, Suite 230  
West Palm Beach, FL 33401  
561-375-6630

**MEMORANDUM**

**TO:** Local Recipient Organizations (LRO)  
**FROM:** Donna Quinlan  
**DATE:** Monday, November 26, 2018  
**SUBJECT:** EFSP Phase Funding

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On behalf of Palm Beach County's EFSP Local Board, I am pleased to announce the availability of funding for EFSP Phase 36.

If your organization is interested in applying for funds, **please return a completed Phase 36 application and appropriate documentation to Tamara Worley, at the above address, no later than noon on Friday, December 14, 2018.**

Points for your consideration:

- Client's income is not a criteria for eligibility
- All Palm Beach County residents who both apply for these funds and are eligible must be served, not just your clients
- **No administrative cost permitted for Local Recipient Organizations (LROs)**
- Newly funded LROs will not be funded for over \$10,000 in the first year
- Please note that the *Key Changes and Guidelines for Phase 36* are **NOT** currently available. All Phase 36 LROs will be required to read and abide by all rules in the Phase 36 Responsibilities and Requirements Manual (read below for more details)
- LROs will be required to:
  1. Input **all** client & service information into CMIS ClientTRACK prior to check issuance to clients
  2. Provide CMIS ClientTRACK monthly Service Summary Reports
  3. Identify clients' other needs if they exist
  4. Provide information and referral to 211
  5. Follow-up with each client, at least once, 30-60 days after check issuance
  6. Identify the crisis and/or emergency that has occurred that qualifies each client to receive these emergency food and shelter funds, and document these findings appropriately

**\*IMPORTANT NOTICE**

This application has been made available to LROs prior to Palm Beach County receiving an official EFSP Phase 36 Award Notice. At this time, the Phase 36 Responsibilities and Requirements Manual is **NOT** available. The previous year's Phase 35 Responsibilities and Requirements Manual is available online at [www.unitedwaypbc.org](http://www.unitedwaypbc.org) under "Get Help". The **Phase 35 Manual should be used simply as a reference** to the previous year guidelines. All Phase 36 funds will be awarded according to the Rules and Regulations outlined in the Phase 36 Responsibilities and Requirements Manual. The Phase 36 Manual will be made available once it is received from the EFSP National Board. **\*All Phase 36 Local Recipient Organizations must read, understand, and agree to abide by the EFSP Phase 36 Responsibilities and Requirements Manual and all EFSP Phase 36 Key Changes and Guidelines.**

Please fill out the required Phase 36 LRO Certification Forms as directed by the Emergency Food and Shelter Program National Board. The *LRO Certification Form* must be completed by **all** applicants. The *Certification Regarding Lobbying* needs to be returned only if the LRO is applying for \$100,000.00 or more.

# A QUICK REFERENCE GUIDE TO THE EMERGENCY FOOD AND SHELTER PROGRAM

This page outlines some key operating principles of the Emergency Food and Shelter Program (EFSP). **THE ENTIRE MANUAL MUST BE STUDIED PRIOR TO MAKING ANY GRANT AWARDS OR PROVIDING ANY SERVICES.**

- The EFSP is a restricted federal grant. The manual details eligible program costs on pages 65-74. Expenditures outside these guidelines are strictly prohibited.
- Program expenditures are limited to food, meals, shelter (either in a mass sheltering facility or a motel/hotel), rent/mortgage assistance, and utility assistance. Details regarding these services are on pages 65-74. **ALL EXPENDITURES MUST BE PAID FOR BY LRO CHECK, LRO VENDOR ISSUED CREDIT CARD OR LRO DEBIT CARD PAYABLE DIRECTLY TO THE VENDOR (E.G., GROCERY STORE, FOOD BANK, LANDLORD, UTILITY COMPANY, ETC).** See page 64 for more information.
- **NO CASH PAYMENTS ARE ALLOWED WITH EFSP FUNDS. THE NATIONAL BOARD WILL NOT CONSIDER ANY WAIVERS OF THIS GUIDELINE IN PHASE 36. (Note: If vendor only accepts cash, EFSP funds may not be used for purchases from that vendor.)**
- Vendors may not be paid until an acceptable vendor-originated invoice has been submitted for payment (e.g., itemized receipt, motel bill, or voucher for eligible expenditure, landlord letter or utility bill). **Billing statements that are not itemized or statements showing just invoice numbers are not sufficient documentation.**
- Local Boards do not have the authority to expand National Board guidelines without written approval from the National Board. Matters of interpretation where the Local Board or LRO is uncertain should be referred to National Board staff.
- Members of Local Boards must not vote on funding decisions concerning their respective agencies.
- LROs must submit second payment requests to their Local Board chair by the required deadline. Local Board chairs must submit the second payment requests to the National Board.
- The National Board will issue first payments by electronic funds transfer (EFT) to LROs funded in previous phases. The National Board will issue checks to newly funded LROs for the first payment only and will provide EFT sign-up forms to LROs receiving first payments by check.