

July 29, 2020



Lauren Soulam  
Grants Coordinator  
Washoe County Human Services Agency  
350 S. Center Street  
Reno, NV 89501

Dear Lauren Soulam,

We are pleased to inform you that the Local Board for the Emergency Food and Shelter Program (EFSP) has completed their review of all applications for Phase 37 and Phase CARES funding and allocated funding. Initial Local Board plans have been approved, and we anticipate the final approval will be secured over the next few weeks. The Local Boards and State Set-Aside Committee tried to fully fund each of the submitted applications. In some cases, this was accomplished though funding across more than one phase. As a part of the CARES Act, EFSP received additional funding which was allocated through Phase CARES. Within Phase CARES, the State Set-Aside Committee was able to make additional allocations to jurisdictions with demonstrated need, including consideration of UWNNS Emergency Assistance Fund applications. As such, you may see up to three sets of allocations: Phase 37, Phase CARES, and Phase CARES additional funding to your jurisdiction. If only one phase appears on this letter, we were able to fully fund your application with only one phase. Otherwise, the phases will run concurrently.

This letter serves as an update to any earlier letters issued for Phase 37 and Phase CARES; it includes funding listed in the original award letter. This is a preliminary award letter. The final amount is subject to EFSP National Board approval; funded agencies are responsible for confirming the final award amount in each category on the EFSP website at the time first payments are made. The preliminary allocation to your Local Recipient Organization (LRO), pending approval by the EFSP National Board, is:

**LRO:** Washoe County Human Services Agency  
**LRO #:** 589600-031  
**Jurisdiction:** Washoe County  
**Phase:** Phase 37

**Category 1:** Served Meals  
**Amount:** \$12,480

**Category 2:** Other Food  
**Amount:** \$6,000

**LRO:** Washoe County Human Services Agency (Washoe)  
**LRO #:** 589600-031  
**Jurisdiction:** Washoe County with additional allocation from State Set-Aside  
**Phase:** Phase CARES B

**Category 1:** Served Meals  
**Amount:** \$3,120

**Category 2:** Other Food  
**Amount:** \$1,500

**TOTAL EFSP:** \$23,100

The spending period for the Phase 37 funding is **January 1, 2020 through April 30, 2021**; the spending period for the Phase CARES funding is **January 27, 2020 through April 30, 2021**. Although this award has been made after the beginning of the funding period, you are able to use the funds for expenses dating back to January 2020. The National Emergency Food & Shelter Program Guidelines mandate that funding be expended only for the category in which it was awarded, i.e. funds awarded for food or shelter are not to be used for rent/mortgage, supplies, emergency repairs, or utilities. If there is a need to reallocate your funding to a different category, prior authorization must be obtained from the Local Board. Please contact your United Way representative if re-allocation is needed.

Similarly, if your LRO is unable, or projected to be unable, to expend the awarded funds within the spending period, please notify United Way **by December 31, 2020**. This will allow the Local Board to reallocate 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.

All awards are paid in two equal installments. Except for newly funded LROs, the National Board will make all payments **by electronic funds transfer (EFT) only**. First payments will be made as soon as the National Board processes all required documents, including State Set-Aside and Local Board Plans and LRO certification forms. The 2nd payment is sent once you have filled out the "Interim Report & 2nd Payment Request" form on the EFSP website and submitted preliminary documentation to the Local Board. 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 37 *Interim Report & 2<sup>nd</sup> Payment Request* **by December 31, 2020**. If you cannot do so, you must communicate with Stephane Rector at [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 the National Board**. If a LRO fails to resolve the non-compliance issue within this time frame, any pending award will be brought back to the Local Board immediately for reallocation. This notification of non-compliance will be sent to the identified contact person for the agency via email. 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 the National Board 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 their website, along with a User ID and Password. The website is <http://www.efsp.unitedway.org>. (All previously funded organizations should 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, so please contact the National Board if you have any difficulties logging in.

LROs must also submit a Final Report (accompanied by final financial documentation) after the close of the spending period. The National Board will provide forms and instructions for all required reports. They will be available once the National Board activates the links on the EFSP website. Local Boards may request other reports from LROs. For phase 37 and phase CARES, the Local Board is requesting quarterly reports from all LROs and the submission of preliminary documentation prior to approval of the *Interim Report and 2<sup>nd</sup> Payment Request* form.

It is the responsibility of each LRO to read the ***National Board Phase 35 Responsibility and Requirements Manual*** and the ***National Board Phase 36 and Phase 37 & CARES Addendums*** 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 agencies by logging in to the EFSP website and clicking on the links for ***EFSP Manual*** and ***Addendum to Program Manual***. The

National Board has decided to run Phase 37 and Phase CARES concurrently. The manual and addendum have specific information on eligible expenses, expenditure report formats, key dates for Phase 37 & CARES, and sample forms. Although they are called sample forms, the Local Board requires that you use the provided sample form. Use of the EFSP forms increases the likelihood that the documentation will be accepted by the EFSP National Board.

Please note that EFSP National is the final authority on 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. If you do not wish to accept EFSP funding, please immediately contact Stephane Rector.

**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 office (639 Isbell Road, Suite 460, Reno, NV 89509), no later than **5 days from the date of this letter**. Information about the Appeals Process is attached.

The next step is that EFSP National will send you an email notifying you of the award and requesting that you 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.

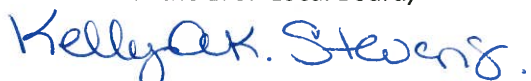
Attend a mandatory training webinar related to your funded categories. There are two different training webinars; one is for Served Meals and Other Food, and it will be offered twice. The other is for Shelter, Rent/Mortgage, and Utilities Assistance, and it will be offered twice. Please RSVP at least 24 hours in advance, and we will email you the Zoom call information. The schedule is:

- Tuesday, August 18 from 2:00 – 3:30 p.m. for Mass Shelter, Other Shelter, Rent/Mortgage, and Utilities Assistance
- Thursday, August 20 from 10:00 – 11:30 a.m. for Served Meals and Other Food
- Wednesday, August 26 from 3:00 p.m. to 4:30 p.m. for Served Meals and Other Food
- Friday, August 28 from 10:00 – 11:30 a.m. for Mass Shelter, Other Shelter, Rent/Mortgage, and Utilities Assistance

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 by August 15, 2020 to update your listing and ensure that individuals have access to information regarding the services your agency is offering with EFSP funds.

If you need any assistance or if we can help in any way, please contact Stephane Rector via email at [communityimpact@uwnns.org](mailto:communityimpact@uwnns.org).

On behalf of the EFSP Local Board,



Kelly Stevens  
Vice President of Community Impact & Local Board Chair  
United Way of Northern Nevada and the Sierra



Stephane Rector  
Community Impact Manager  
United Way of Northern Nevada and the Sierra

Enclosures: (1) Appeals Process

**EMERGENCY FOOD AND SHELTER LOCAL BOARD  
Nevada**

**AGENCY APPEALS PROCESS  
Phase 37 & Phase CARES**

To make certain that all agencies or applicants receive full and equitable consideration for funding, a participant may appeal to the Local Board of the Emergency Food and Shelter Program. Participants contemplating an appeal should bear in mind that the judgment of the Local Board will be respected unless it is clearly apparent that there was a misunderstanding or error. The National Board will not consider taking action unless there is significant question of misapplication of guidelines, fraud, or other abuse on the part of the Local Board.

The procedure governing appeals should be in accordance with the following rules:

- A. Your first step in an appeal is to make a formal request to the Local Board. Notice of the agency's intent to appeal must be made in writing **within (5) working days** from the date of funding determinations. Written intent to appeal is to be sent to: United Way of Northern Nevada and the Sierra, 639 Isbell Road, Suite 460, Reno, NV 89509, Attention: EFSP
- B. The reason for the appeal must be cited and accompanied by full substantiating data showing there was a misunderstanding or error in the evaluation of the materials presented or of the request for funds. The fact that an agency wishes to reemphasize points already presented is not considered a valid basis for an appeal.
- C. The Local Board will notify the agency within ten (10) working days of the receipt of the appeal whether or not further action will be taken by the Local Board.
- D. If the Local Board determines further action should be taken, the agency will be notified that a hearing will be conducted and a time and date will be set.
- E. The Local Board will consider the evidence presented by the agency and its decision will be reported, in writing, to the agency within ten (10) working days after the hearing.