

February 8, 2021



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

Dear Lauren Soulam,

I am pleased to inform you that the Local Board for the Emergency Food and Shelter Program has reviewed your application for Phase 38 funding and allocated funding to Washoe County Human Services Agency within the jurisdiction of Washoe County. This is a preliminary award letter. The final award 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 Local Board received applications for funding that exceeded the available funds by more than four times the available funds. 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

Category: Mass Shelter
Amount: \$15,480

Category: Other Shelter
Amount: \$21,769

The spending period for this funding is **January 1, 2020 through August 31, 2021**; this is a change from the advertised spending period. 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 1, 2020. The National Board has decided to run Phase 38 concurrently with Phases 37 & CARES. 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 other food or mass shelter are not to be used for served meals or rent/mortgage. 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.

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**. An LRO is considered established in a jurisdiction if you have been received funds in a previous phase. If an LRO is awarded funding in a new jurisdiction, in which they are not established, they are considered new and will need to complete all necessary steps to share information with EFSP National, including submitting the LRO DUNS and an Electronic Funds Transfer (EFT) form. First payments will be made as soon as the National Board processes all required documents, including State Set-Aside and 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. Generally, it takes about three weeks to receive a payment after all other steps are completed and approved.

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 Phase 38 award will be brought back to the Local Board immediately for reallocation. All notifications 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 final 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 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.

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. With enough time, the Local Board can reallocate funds when either an LRO indicates that they will be unable to spend all their funds (or) when the Local Board believes the LRO will be unable to spend all of their funds. To create enough time to potentially reallocate funds, the Local Board will meet at the beginning of June 2021 to review the progress of all LROs and judge their progress toward spending down their awarded funds. Therefore, the following are deadlines for all LROs:

- ❑ All LROs must submit a Quarterly Update Report to the Local Board by **May 17, 2021**. The report is the same form as used in Phases 37 and CARES and will continue to be submitted to communityimpact@uwnns.org. Information from this report will be considered by the Local Board in any potential reallocation decisions, including failure to submit a report.
- ❑ All LROs are required to submit the *Interim Report & 2nd Payment Request* and the corresponding documentation for Phase 38 by **May 24, 2021**. If you cannot do so, you must communicate with Stephane Rector at communityimpact@uwnns.org. As such, it is expected that you will have spent at least half your award, if not more, by this point in time.
- ❑ 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 **May 24, 2021** to discuss what portion of the award you anticipate spending. This will allow the Local Board to reallocate the remaining funds. As a reminder, unexpended funds that are returned to the National Board not only result in a loss of services within the jurisdiction(s) but can impact future award amounts to our entire region.

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 and copies of all documentation from LROs. As more information is available from EFSP National, United Way will share further direction.

It is the responsibility of each LRO to read the ***National Board Phase 35 Responsibility and Requirements Manual*** and the ***National Board Phase 38 Addendum*** 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 links for ***EFSP Manual*** and ***Addendum to Program Manual***. The manual and addendum have specific information on eligible expenses, expenditure report formats, key dates, 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 at communityimpact@uwnns.org.**

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 step is:

- ☐ 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 **DUNS and EFT form**.
- ☐ Participate in a mandatory one-on-one training. Stephane Rector will contact each LRO who is either new to EFSP or is receiving an award in a new category. You are exempt if you are a returning LRO from Phase 37 or CARES who participated in a training for the category in which you are receiving an award in Phase 38.
- ☐ 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.

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, will have a delay in spending funds, talk with us so we can better understand your situation and help you. If you need any assistance or if we can help in any way, please contact Stephane Rector via email at communityimpact@uwnns.org.

On behalf of the EFSP Local Board,



Kelly Stevens
Local Board Chair &
Vice President, Community Impact
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