

NATIONAL BOARD'S RESPONSIBILITIES

The National Board will:

1. Select jurisdictions of highest need for food and shelter assistance and determine amount to be distributed to each. The National Board's formula is based upon average unemployment statistics from the U.S. Department of Labor for the most current 12-month period available and poverty statistics from the 2000 census. Poverty and unemployment were selected as the best indicators of need available nationwide at the city or county level. The National Board adopted this combined approach in order to more effectively target funds for high-need areas and to allocate these funds rapidly and fairly.
2. Develop the operational manual and establish criteria for expenditure of funds and distributing funds.
3. In jurisdictions that received previous awards, notify the jurisdiction that new funds are available. In areas newly selected for funding, notify the local United Way, or other National Board organization to request that a Local Board be formed. The National Board will notify qualifying jurisdictions of award eligibility within 60 days following allocation by the Federal Emergency Management Agency (FEMA).
4. Provide copies of award notification materials to National Board member affiliates and other interested parties.
5. Secure board plan, certification forms and board roster from Local Boards. Ensure Local Boards and Local Recipient Organizations (LROs) comply with established guidelines.
6. Distribute funds to selected LROs.
7. Review and grant waivers requested by Local Boards.
8. Establish an equitable system to accomplish the reallocation of unclaimed or unused funds including hearing special requests from State Set-Aside Communities and Local Boards.
9. Ensure that funds are properly accounted for and that funds due are collected.
10. Provide consultation and technical assistance regarding the program.
11. Compile reports from data received from the Local Boards and submit a detailed accounting of use for all program monies in the form of a report to FEMA.
12. Conduct compliance reviews of food and shelter expenditures made under this program for specified LROs. The National Board, DHS/FEMA, the National Board's public accounting firm, or the Inspector General's office may also conduct an audit of these funds. The National Board is also responsible for monitoring LRO compliance with Circular A-133 of the Office of Management and Budget Item 7 (page 30).

National Board administration and Secretariat

The National Board has selected United Way Worldwide as the Secretariat and fiscal agent to perform the necessary administrative duties for the Board. An administrative allowance of one percent of the total award may be used for National Board administration.

Grant payment process

United Way Worldwide has been designated as the fiscal agent for the National Board and as such will process all Local Board plans and make payments directly to LROs recommended by Local Boards for funding.

The National Board will not issue any payments to a jurisdiction until the previous phase's final report has been received. No first payments will be issued to any LRO with any known or unresolved compliance problems in any jurisdiction in which they have previously received funds including the previous phase's final report, if reviewed.

Method of payment

All awards will be paid in two equal installments. Except for the first check to newly funded LROs, **the National Board will make all payments by electronic funds transfer (EFT) only.** If an LRO has received funds subsequent to October 1998 (Phase 17), they are not considered new for payment purposes; therefore they must have EFT in place to receive payments. This authorization form is sent to each new LRO with their first payment notice and may also be printed from the "LB and LRO Information" section of the EFSP web site: www.efsp.unitedway.org or you may **contact the National Board staff for the preprinted authorization form at (703) 706-9660.**

First payments

The National Board will issue first payments by EFT to LROs funded in the previous phase. The National Board will issue checks to newly funded LROs (those not funded prior to the EFT requirement) for the first payment only. **The National Board will not issue any payments to a jurisdiction until the previous phase's final report has been received. No first payments will be issued to any LRO with any known or unresolved compliance problems in any jurisdiction in which they have previously received funds including the previous phase's final report.**

Awards totaling \$100,000 or more will be paid upon submission of the lobbying certification and disclosure. See Annex 11 (page 73).

Second payments

Second payments will be made once the jurisdiction's compliance

review of the previous phase is completed and any compliance problems resolved. Compliance resolution after the end of the funded phase is no guarantee that any remaining award will be forthcoming. Notice of second payments are mailed to Local Boards and LROs only upon the submission of each LRO's interim report/second payment request form. See page 16 for further details. This form may be printed from the "LB and LRO Information" section of the EFSP web site (www.efsp.unitedway.org) only after an LRO has received their first payment.

The Local Board chair will authorize second payments once assured the LRO is implementing the program as intended and according to EFSP guidelines or other requirements established by the Local Board. **The deadline to request all second payments under Phase 28 is August 15, 2010.** Second payments will be held until all compliance exceptions (if any) are satisfied by the LRO. LROs with unresolved compliance exceptions as of August 31, 2010 **may not be paid.**

Subsequent payments

If an LRO receives additional EFSP funds after the second payment has been requested (e.g., through a national reallocation), the National Board will issue a subsequent payment to the LRO.

State Set-Aside Payments

State Set-Aside funding will be included either in part with the first and second payment or in whole with the second payment.

Client eligibility

The EFSP is a needs based program, for which clients must qualify.

The National Board does not set client eligibility criteria. Local Boards may choose to set such criteria. If the Local Board does not set eligibility criteria, the LRO may use its existing criteria or set criteria for assistance under this award. Any criteria used must provide for assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation), sensitivity to the transition from temporary shelter to permanent homes and attention to the specialized needs of homeless individuals with mental and physical disabilities and illness and to facilitate access for homeless individuals to other sources of services and benefits. In providing assistance under the EFSP, verification of proof of citizenship or qualified alien status of any applicant for assistance is not required. **Note: Funds allocated to a jurisdiction can only be used for permanent residents and transients within that jurisdiction.**