

PROGRAM COSTS

Intent of program **The intent of this program is for the purchase of food and shelter, to supplement and expand current available resources and not to substitute or reimburse ongoing programs and services or to start new programs.**

The intent regarding the use of funds is that goods and services purchased with EFSP funds should be used as necessary on a daily basis to help meet community need during the spending period. Large purchases made at the end of the spending period do not meet the intent of the program.

Questions LROs with questions regarding interpretation of the program's guidelines **must** direct them to the **Local Board** prior to action. Local Boards unsure of the meaning of these guidelines must contact the National Board at (703) 706-9660 for clarification prior to advising the LRO.

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, 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 may only be used for residents and transients within that jurisdiction.

No fee requirement for service No individual, family or household may be charged a fee for service or be required to attend religious/counseling services with relation to assistance received under EFSP.

Payment to vendors All payments for eligible activities under EFSP must be made directly to vendors by **LRO check, LRO vendor issued credit cards (i.e., Sam's Club, other store/vendor issued credit card, LRO debit card, or electronic payment to vendors providing services.** No LRO checks may be made payable to clients, volunteers or staff. **A fiscal agent/fiscal conduit may not reimburse the agencies on whose behalf**

they are acting or agencies/sites under their “umbrella”. Cash payments are not allowed, including petty cash payments, internal transfers, or journal entries. Payments to staff/volunteers or to other LROs as reimbursement are not allowed. Payments made with a credit card not issued by vendor (i.e., American Express, Master Card, Visa) are not allowed.

***Client
confidentiality***

While the National Board respects the need for confidentiality, required documentation must be maintained.

When client confidentiality is protected by statute, LROs may use a unique identifier in providing and documenting services to clients. When submitting documentation where a unique identifier has been used, the LRO is responsible for providing documentation of the statute that applies to the clients served and services provided by their agency that are protected.

ELIGIBLE PROGRAM COSTS include, but are not limited to:

***Food purchases
for food banks/
pantries and other
food providers***

For food banks/pantries and other food providers, eligible costs include:

Food, food vouchers, seeds, gift certificates for food (gift certificates must be marked "Food Only" or "Food & Diapers Only"). **Note: Gift Cards are eligible only if they can be marked/encoded "Food Only" or "Food & Diapers Only". The same applies for food vouchers and gift certificates. There must be an agreement with the vendor that food or food and diapers only will be allowed and no cash will be returned to clients.**

An allowance for maintenance fees charged by food banks may be granted by a Local Board at the prevailing rate. EFSP funds cannot be used to pay such a maintenance fee twice: by a food bank and by the food pantry/LRO it is serving.

Food banks only may operate under EFSP as both vendor and LRO.

Note: EFSP funding is intended to provide for basic, nutritional meals on an ongoing basis not non-nutritive items. The funding is not intended to be used for a singular event, special celebratory events, holiday baskets, etc. Also, limited amounts of dessert items (i.e., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased.

(Documentation required: dated receipts/invoices/completed vouchers for food purchased and canceled checks. Vouchers and gift certificates/gift cards must state "food items only" not "groceries or merchandise". Invoices and evidence of payment for the purchase of food gift certificates/gift cards are required. Additionally, a single copy of the gift certificate/gift card indicating restrictions [i.e., food items only, diapers, if approved by the Local Board, no cash back] must be supplied along with the invoice. When using a food voucher, if all three signatures and dates are included, no itemized receipts will be necessary, however if one or more signatures or the dates are missing, the itemized receipts must be submitted. See Annex 4 [page 59] for sample of food voucher.)

**Transportation for
food banks/
pantries and other
food providers**

Transportation expenses related to the delivery and distribution of purchased and donated food. A dated mileage log at the Federal rate (\$.55 cents per mile. The begin date applies as of October 1, 2009), contracted services or public transportation (e.g., taxi, local bus, subway). Note: The reimbursement rate is the rate in existence at the time of publication of this manual and is to be used throughout the entire Phase.

(Documentation required: [1] dated mileage log, with departure, destination and trip purpose noted or [2] receipts/invoices from contracted services or public transportation, and canceled checks. See Annex 4 [page 62] for sample of mileage log.)

**Equipment and
consumable
supplies for food
banks/food
pantries**

Purchase of small equipment **not exceeding \$300 per item** and essential to the operation of food bank or pantry (e.g., shelving and storage containers)

Purchase of consumable supplies essential to the distribution of food (e.g., bags, boxes).

(Documentation required: dated, itemized receipts/invoices for equipment/supplies purchased and canceled checks.

**Food purchases for
mass feeding**

For mass feeding sites, eligible expenditures include:

Food (hot meals, groceries). Limited amounts of dessert items (i.e., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased. Also allowable are vegetable seeds and vegetable plants cultivated in an LRO's garden on-site and canning supplies.

(Documentation required: dated receipts/invoices for food/seeds/plants purchased and canceled checks.)

**Transportation
for mass shelter/
mass feeding**

Local transportation expenses for picking up/delivery of food, transporting clients to a mass shelter (five or more beds in one location), or feeding site. (Note: The reimbursement rate is the rate in existence at the time of publication of this manual. (The begin date applies as of October 1, 2009, and is to be used throughout the entire Phase.) Limited to, a dated mileage log at the Federal rate (\$.55 cents per mile), contracted services or public transportation. .

(Documentation required: [1] dated mileage log, with departure, destination and trip purpose noted or [2] receipts/invoices from contracted services or public transportation, and canceled checks. See Annex 4 [page 62] for sample of mileage log.)

Consumable supplies for mass shelter/mass feeding

Purchase of consumable supplies essential to mass feeding (i.e., plastic cups, utensils, detergent, etc.) and/or mass shelters of five or more beds (e.g., soap, toothbrushes, toothpaste, cleaning supplies, etc.). (Note: May not be claimed in addition to per diem or per meal allowance.)

(Documentation required: dated receipts/invoices for supplies purchased and canceled checks.)

Equipment purchases for mass shelters/mass feeding

Purchase of small equipment **not exceeding \$300 per item** and essential to mass feeding (e.g., pots, pans, plates, utensils, microwave oven, dining table and chairs, toasters, blenders, etc.) and/or mass shelters (e.g., beds, mattresses, cots, blankets, linens, etc.). (Note: May not be claimed in addition to per diem or per meal allowance.)

(Documentation required: dated receipts/invoices for equipment purchased and canceled checks.)

Minor emergency equipment repairs for mass shelters/mass feeding

With prior Local Board approval, minor emergency repair of small equipment essential to mass feeding or sheltering not exceeding \$300.00 in repair costs per item. Equipment eligible for repairs under the EFSP is any that if not repaired would force the mass feeding or mass sheltering site to terminate or curtail services (e.g., stove, refrigerator, and hot water heater). (Note: May not be claimed in addition to per diem or per meal allowance.)

Routine maintenance and service contracts are not eligible.

(Documentation required: dated letter from Local Board indicating approval and dated receipts or bills for equipment repair and canceled checks.)

Note: Good judgment must be exercised in determining the most cost effective use of EFSP funds when deciding an equipment purchase against a repair.

Limited first aid supplies for mass shelter/mass feeding

Limited amounts of basic first aid supplies (e.g., aspirin, Band-Aids, cough syrup, etc.) for mass shelter providers and mass feeding sites only. (Note: May not be claimed in addition to per diem or per meal allowance.)

(Documentation required: dated receipts/invoices for first-aid supplies and canceled checks.)

Building code repairs to mass shelter or mass feeding facility

Emergency repairs to comply with building code citations for a mass feeding facility or mass shelter only, provided:

- a. The facility is owned by a not-for-profit LRO (profit-making facilities, leased facilities, government facilities and individual residences are not eligible); and
- b. The building code plan and the contract detailing work to be done and material and equipment to be used or purchased is **approved in writing by the Local Board prior to the start of the emergency repair/building code project;** and
- c. The repair is limited to bringing facility into compliance with local building codes; maximum expenditure: **\$2,500.00;** and
- d. All emergency repair work is completed and paid for by the end of the jurisdiction's spending period; and
- e. Facility must be used primarily for mass feeding or sheltering programs; and
- f. No award funds are used for **decorative** or **non-essential** purposes or **routine maintenance/repairs.**

(Documentation required: dated letter from Local Board indicating approval and amount approved, copy of contract including cost or invoices for supplies and contract labor, document citing building code violation requiring the repair and canceled checks.)

Facility improvements for the disabled for mass shelter/mass feeding

Expenses incurred from accessibility improvements for the disabled are eligible for mass feeding or mass shelter facilities up to a limit of \$2,500.00. These improvements may include those required by the Americans With Disabilities Act of 1990. A building code citation is not necessary for accessibility improvements. The Local Board must approve in advance any accessibility improvements.

Note: All social service providers are mandated to comply with the Americans With Disabilities Act of 1990 (ADA).

Note: Building code repairs and facility improvements are allowable for mass feeding and mass sheltering sites only. These costs must have prior Local Board approval even if using the per meal or per diem rate.

(Documentation required: dated copy of contract describing work to be done including cost, letter dated from Local Board indicating approval and amount approved, and canceled checks.)

Mass shelter expenses

For mass shelter providers, there are two options for eligible costs. One option must be selected at the beginning of the program year and continued throughout the entire year. Note the documentation requirements for each option.

Mass shelter/direct costs

1. Reimbursement of actual direct eligible costs; in which case canceled checks and vendor invoices for supplies/equipment essential to the operation of the mass shelter (e.g., cots, mattresses, soap, linens, blankets, cleaning supplies, etc.) must be maintained. Refer to previous sections for description of direct eligible expenditures.

(Documentation required: dated receipts/invoices from vendor relating to operation of facility and canceled checks.)

Per diem allowance

2. Per diem allowance of **exactly \$7.50 or \$12.50 per person** per night for mass shelter providers (five beds or more in one location), only if:
 - a. Approved in advance by the Local Board; and,
 - b. LRO's total mass shelter award is expended in this manner.

Note: It is the decision of the Local Board to choose between the \$7.50/\$12.50 rates. This rate may vary from agency to agency depending on the level of services provided to the clients. The \$7.50 or \$12.50 rates if elected, may be expended by the LRO for any cost related to the operation of the mass shelter; it is not limited to otherwise eligible items. The per diem allowance may be used to cover costs such as shelter rent, utilities, and staff salaries. **The per diem allowance does not include the additional costs associated with food or the food per meal allowance.**

(Documentation required: schedules showing daily rate of \$7.50 or \$12.50 and number of persons sheltered by date with totals. Supporting documentation must be retained on-site, e.g., checks/invoices, service records and sign-in logs. See Annex 4 [page 60] for sample.)

Mass feeding expenses

For mass feeding programs, there are two options for eligible costs. One option must be selected at the beginning of the program year and continued throughout the entire year. Note the documentation requirements for each option.

Mass feeding direct cost

1. Reimbursement of actual direct eligible costs; in which case canceled checks and vendor invoices for supplies/equipment essential to the operation of the mass feeding programs (e.g., food, paper products, cleaning products, pots and pans, etc.) must be maintained. Refer to previous sections for description of direct eligible expenditures. **Note: EFSP funding is intended to provide for daily, basic, nutritional meal costs on an ongoing basis. The funding is not intended to be used for a singular event, special events/celebratory events/holiday meals, etc. Basic non-excessive meal costs may be applied towards special/celebratory/holiday meals served only as part of an ongoing program. Also, only limited amounts of dessert items (i.e., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased.**

(Documentation required: dated receipts/invoices from vendor relating to operation of facility and canceled checks.

Per meal allowance

2. Per meal allowance of **exactly \$2 per meal served** if:
 - a. Approved in advance by the Local Board; and,
 - b. LRO's total mass feeding award is expended in this manner.

The \$2 per meal allowance, if elected, may be expended by the LRO for any related cost; it is not limited to otherwise eligible items. The per meal allowance may be used to cover costs such as rent, utilities, and staff salaries. **The per meal allowance does not include the additional costs associated with shelter or the per diem shelter allowance.**

Note: EFSP funding is intended to provide for daily, basic, nutritional meal costs on an ongoing basis. The funding is not intended to be used for a singular event, special events/celebratory events/holiday meals, etc. Basic non-excessive meal costs may be applied towards special/celebratory/holiday meals served only as part of an ongoing program. Also, only limited amounts of dessert items (i.e., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased.

(Documentation required: daily schedule showing meal rate of \$2 and number of meals served by date with totals. Supporting documentation must be retained on-site, e.g., checks/invoices and service records. See Annex 4 [page 619] for sample).

**Off-site lodging
(hotel/motel)**

For other shelter assistance, eligible program costs include off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter facility provided conditions 1 and 2 below are met.

1. No appropriate on-site shelter is available; and
2. It is limited to 30-days assistance per individual or household during the current program period. **(Note: Assistance may be extended in extreme cases with prior Local Board written approval.** A copy of this approval must accompany LRO's documentation.)

Note: LROs may not operate as vendors for themselves or other LROs, except for shared maintenance fee for food banks.

(Documentation required: dated receipts/invoices from off-site shelter [hotel/motel/etc. on their stationery] and canceled checks. Receipts/invoices must include client's name, length of stay and charge per night. Note: pre-payment for nights of stay is not allowed. If using a unique identifier when submitting documentation for clients served, the LRO is required to provide documentation of the statute which applies to the clients served and services provided that are protected.

**Rent/mortgage
assistance/
eviction prevention**

For rent/mortgage assistance, eligible program costs include:

1. Limited emergency rent or mortgage assistance principal and interest only (P&I), for individuals or households provided conditions "a" through "f" below are met:

- a. Payment is in arrears or due within 5 calendar days;
- b. All other resources have been exhausted;
- c. The client is 1) a resident of the home or apartment and 2) responsible for the rent/mortgage on the home or apartment where the rent/mortgage assistance is to be paid;
- d. Payment is limited to a maximum of one month's assistance for each individual or household; assistance can be provided 1) for a full month's rent/mortgage (P&I) all at one time, or 2) in separate payments over a period of up to 90 consecutive days so long as the total amount paid does not exceed one month's cost and is paid by a single LRO;
- e. Assistance is provided only once by a single LRO in a jurisdiction in each award phase for each individual/household (with exception of item d [2] above), and;
- f. Payment must guarantee an additional 30 days service.

Note: Late fees, legal fees, deposits, and condo fees are ineligible.

Note: If a client has two mortgages, assistance may only be given on the principal or first mortgage for the client's residence.

Note: Payments for mobile homes and lots are eligible and can be paid to a mortgage company or to a private landlord.

(Documentation required: dated and signed letters from landlords [must include amount of one month's rent and due date] mortgage letters and/or copy of loan coupon showing monthly mortgage amount and date due and canceled checks Note: Checks must be made payable to landlord ONLY, not to both client and landlord. Documentation must support the payment made and is limited to a maximum of one month's assistance. A copy of the client's lease is only accepted when paying the first month's rent.

**First month's
rent payment**

- 2. First month's rent may be paid when an individual or household:
 - a. Is transient and plans to stay in the area for an extended period of time; or

- b. Is moving from a temporary shelter to a more permanent living arrangement; or
- c. Is being evicted because one-month's payment will **not** forestall eviction in current housing.

First month's rent:

- a. **Cannot** be provided in addition to emergency rent/mortgage payment under item 1 above; and
- b. **Can** be provided in addition to assistance provided for off-site or mass shelter.
- c. **Can** only be provided by a single LRO in a jurisdiction each award phase for an individual/household,

(Documentation required: dated and signed letters from landlords or current lease [must include amount of first month's rent and due date] and canceled checks. Documentation must support the payment made and is limited to a maximum of one month's assistance.) Note: First month's rent is the only situation in which the lease is acceptable documentation.

Utility assistance

For utility assistance, eligible program costs include:

- 1. Limited metered utility assistance (includes gas, electricity, water, and sewer service) for individuals or households. The client is 1) a resident of the home or apartment and 2) is responsible for the utility on the home or apartment where utility assistance is to be paid provided conditions "a" through "f" below are met:
 - a. Payment is in arrears or due within 5 calendar days;
 - b. All other resources have been exhausted (e.g., State's Low Income Home Energy Assistance Program);
 - c. Payment is limited to a **maximum of one month's usage** cost for each utility (e.g., gas, electric and water) for each individual or household;
 - d. The month paid is current amount, budget amount **or** part of the arrears that is still owed at the time of payment and that is either from current award phase or for continuous service prior to award phase that remains past due; and

- e. Each utility can be paid only once in each award phase for any individual or household; and
- f. Payment must guarantee an additional 30 days service.

Note: If paying from a past due notice, you **must** get a breakdown of the monthly usage charges (a copy of current client **billing and payment history** by month from the utility provider). The highest one month amount from the phase/year may not be paid unless it is part of **the amount currently owed at the time of payment**. Where clients have made a partial payment, the payment is generally applied to the oldest past due amount. The entire amount paid by your agency must be a maximum one month amount that is **all** still past due. Documentation must clearly indicate which month is being paid from the breakdown of monthly charges and must be part of the past due amount still owed. Reconnect fees are eligible. Level billing or budget payments are eligible. **Late fees and deposits are ineligible.** Repayment agreements beyond the one month billing are not eligible.

- 2. Limited non-metered utility assistance (includes oil, firewood, coal, propane) for individuals or households provided conditions “a” through “c” below are met:
 - a. All other resources have been exhausted (e.g., State’s Low Income Home Energy Assistance Program).
 - b. Payment is limited to a **one-time delivery** (e.g., the **minimum** amount of delivery for firewood, minimum gallons of fuel oil, propane).
 - c. Each utility can be paid only once in each award phase for any individual or household.

The intent of non-metered utility assistance, like metered utility, is to provide 30 days of service.

Note: **A maximum of one month's utility usage bill may be paid** for a client/household by a single LRO in a jurisdiction. Multiple LROs **may not** join together and each pay a portion of a single utility bill.

(Documentation required: (1) Metered utilities [e.g., electricity, water], the most recent copy of past due or current utility bill with a breakdown which clearly identifies the one month's charges being paid including due date and canceled checks; (2) Non-metered utilities [e.g., propane, firewood], receipts/invoices for fuel including due date or delivery date and canceled checks. (Estimated delivery quotes are not acceptable.)

**Utility assistance
documentation
special note**

Note: Utility disconnects and termination notices often do not show the amount owed by month. The monthly information must be verified with the utility company (a copy of current client billing and payment history by month from the utility provider) and written onto the notice or metered utility verification form. If one month's service cannot be verified from the bill or with the utility company, the LRO may pay up to \$100 per individual or household provided at least \$100 is owed on the bill. This \$100 is not a cap. If an LRO wishes to pay more than \$100, one month's service **must** be verified as stated above.

(Documentation required: dated copy of utility bill, disconnect, termination, final or shut-off notices with one month verification, if necessary, and canceled checks. Documentation must state which month's usage is being paid from the breakdown of monthly charges.)

(For additional information on utility assistance guidelines, see Annex 3 [page 55]).

**Metered utility
verification form**

The National Board encourages the use of the metered utility verification form (along with a copy of the current utility bill or the client's billing and payment history from the utility company) as the preferred method for verifying eligible utility assistance. The bill must be attached to the metered utility verification form and the information on the bill must support the information completed on the form. Documentation must state which month' usage is being paid from the breakdown of monthly charges. See Annex 4 (page 56) for sample metered utility verification form.

Diapers

For all service providers, the purchase of diapers is eligible as described below:

- a. For direct distribution to individuals;
- b. For residents of mass shelters;
- c. Vouchers to grocery stores may include diapers.

Note: Local Boards must use discretion in selecting LROs to provide this service, taking into consideration the cost effectiveness of bulk purchasing.

(Documentation required: dated receipts/invoices for diapers purchased and canceled checks.)

INELIGIBLE PROGRAM COSTS: Purposes for which funds **cannot be used** include, but are not limited to:

1. **CASH PAYMENTS** of any kind including checks made out to cash, or petty cash expenditures.
2. Payments made in any form other than LRO check, LRO vendor issued credit card, or LRO debit card to vendor, never a client. Payments to Visa, Master Card, and American Express etc. are not allowed.
3. Reimbursements to staff, volunteers, or clients for program purchases. Cash back to client from gift certificates/vouchers.
4. Reimbursement to other LROs or agencies including those agencies under LROs serving as a fiscal agent or fiscal conduit.
5. Fees: No bank fees for check replacements, membership fees to food banks, shopping clubs, etc.
6. Deposits of any kind.
7. Administrative cost reimbursement to state or regional offices of governmental or voluntary organizations.
8. Use of administrative funds for purposes other than administering EFSP.
9. Lobbying efforts.
10. Expenditures made outside jurisdiction's spending period. All award funds must be expended during the current phase begin and end dates.
11. No pre-payment for expenses or services not yet rendered or incurred (i.e., where no goods or services have been provided prior to payment during program period).
12. Telephone costs, salaries, or office equipment by LRO, except as administrative allowance authorized by the Local Board, and limited to the total allowance (2%) of the LRO's award.
13. Rental security deposit or revolving loan accounts.
14. Payments of more than one month's mortgage, first month's mortgage, or down payment on mortgage.
15. Purchase/lease of real property (land or buildings) of any kind.
16. Property taxes of any kind, escrow accounts, insurance, legal fees, or condo fees.
17. Late fees for rent, mortgage, or utility assistance.
18. Payment of more than one month's rent.

19. Payment of more than one month's portion of a utility bill.
20. Payment of more than \$300 per item of essential equipment.
21. Lease-purchase agreement or equipment leases.
22. Emergency building code repairs or rehabilitation to government owned, profit-making facilities or leased facilities or any facility not owned by the LRO.
23. Routine maintenance of LRO facilities, routine maintenance or service contracts on equipment.
24. Construction, rehabilitation or remodeling for expansion of service.
25. Repairs of any kind to an individual's home or apartment. (Repairs can only be made to LRO owned facilities.)
26. Supplies or equipment purchases for an individual's home or private use.
27. Transportation of people **not** related to the direct provision of food or shelter (e.g., to another agency, another city, etc.). Also transportation to a relative's or friend's home.
28. Gas or repairs for client-owned vehicles, maintenance or repairs to LRO-owned vehicles (e.g., oil, tires, etc.). Also, insurance for LRO-owned or client-owned vehicles.
29. Emergency assistance for disaster victims, supplies bought for or in anticipation of a disaster (i.e., fires of any kind, floods, tornadoes, etc.).
30. Prescription medication, medical supplies, or vitamins.
31. Clothing (except underwear/diapers for clients of mass shelters, if necessary).
32. An LRO may not operate as a vendor for itself or other LROs, except for the shared maintenance fee for food banks. LROs may not charge fees for services provided with EFSP funds.
33. Direct expenses associated with new or expanded services or to prevent closing.
34. Encumbrance of funds; that is, no pre-payments for goods or services not received or not rendered which are paid for prior to the end of the jurisdiction's program.
35. No payments on account.
36. Meal costs in excess of the normal daily basic meal cost.
37. Reserving or withholding funds in anticipation of a future need (e.g., holiday events, holiday baskets, special programs, celebratory events).
38. Staff events/functions/meals of any kind.
39. Supplementing foster care costs, where an LRO has already received payment for basic boarding and feeding of a client. Comprehensive foster care costs beyond food and shelter are not allowed.

ADMINISTRATIVE ALLOWANCE

By law, there is an administrative allowance limitation of two percent (2%) of total funds received by the Local Board excluding any interest earned. **This allowance is a part of the total award – not in addition to the award.**

The local administrative allowance is intended for use by Local Boards and/or LROs and not for reimbursement of program or administrative costs to an LRO's national organization (its state or regional offices) which might be incurred as a result of this additional funding. LROs wishing to use part of their grant for administration must include this request in their application for funding.

Distribution of the allowance among LROs is decided by the Local Board. No LRO may receive an allowance greater than 2% of that LRO's award amount unless the LRO is providing the administrative support for the Local Board and is approved by the National Board. The administrative allowance may only be allocated in whole dollar amounts.

The Local Board may elect to use, for its own administrative costs, all or any portion of the 2% allowance. The Local Board may apply the administrative allowance toward advertising, expenses if necessary. Any of the administrative allowance not spent must be put back into program funds for additional services.

The administrative allowance for the Local Board and the other LROs cannot exceed 2% of the jurisdiction's total allocation, rounded to the nearest whole dollar. Any amount less than fifty cents is rounded down and fifty or more cents is rounded up. The maximum administrative allowance is noted on the Local Board plan.

(Documentation required: None with the final report; LROs receiving funds for administration must retain supportive documentation that the funds were spent on the direct administration of EFSP.)

SAMPLE ELIGIBLE AND INELIGIBLE EXPENDITURES; NOT LIMITED TO THESE ITEMS

FOR A MORE COMPREHENSIVE LIST AND FURTHER EXPLANATION OF THESE CATEGORIES, **SEE PAGES 33-48**

CATEGORY	SAMPLE ELIGIBLE ITEMS	SAMPLE INELIGIBLE ITEMS
SERVED MEALS	Any food used in served meals (cold or hot); costs of transporting food to site or client; daily per meal schedule (\$2/meal).	Any items not related to actual feeding of a client. Excessive meal costs. Excessive snack food items. Staff events/functions.
OTHER FOOD	Food vouchers, food boxes, grocery orders, restaurant vouchers, etc., food purchased for food banks and/or food pantries, vouchers, gift certificates (limited), transportation costs.	Tobacco, alcohol, paper products. Any non food item. Excessive snack food items. events/functions.
MASS SHELTER	Direct expenses associated with housing a client (e.g., supplies, linens, etc.); transportation costs; daily per diem schedule (\$7.50 or \$12.50).	Staff Year-round ongoing operational costs (rent, pest-control, garbage pick-up, utilities); salaries of employees.
OTHER SHELTER	Any <u>reasonable</u> hotel/motel or non-profit facility acting as a vendor; SRO; actual charge by vendor, per night; 30 day limit	An LRO receiving funds <u>may not</u> act as a vendor for themselves or another funded LRO. Stay beyond 30 days per phase. Prepayments for hotel/motel.
SUPPLIES/ EQUIPMENT	<u>\$300 per item maximum</u> <u>Mass feeding:</u> pots, pans, toasters, blenders, microwave, utensils, paper products, any item essential to the preparation of food, shelving. Diapers. <u>Mass shelter:</u> cots, blankets, pillows, toilet paper, soap, toothpaste, toothbrushes, cleaning materials, limited first-aid supplies, underwear/diapers. Emergency repair of essential small equipment (\$300 limit for both mass feeding and mass shelter.)	Decorative curtains, carpet, clothing, TVs, computer systems, office equipment, bedroom furniture other than beds (nightstand, lamps, etc.).
REHABILITATION/ EMERGENCY REPAIRS	Building code violations, handicap ramp (\$2,500 limit), with Local Board approval.	Rehabilitation for expansion, routine maintenance, or to prepare facility to open.
RENT/MORTGAGE	Past due rent or mortgage payment (P&I only); current rent or mortgage due within 5 calendar days; first month's rent; lot fee for mobile homes. Limited to one month's cost for an individual/family.	Payment for rent/mortgage exceeding one month's cost; deposits; down-payment for purchase of home; late fees; legal fees; taxes, insurance & escrow accounts.
UTILITIES	Past due bills, or current bills due within 5 calendar days, for gas, electricity, oil, water; reconnect fees. May pay budget or actual. Limited to one month's amount that is part of the arrearage at the time of payment or current one month amount. One-time delivery of firewood, coal, propane.	Payments for utilities exceeding one month's cost; deposits; cable TV bills; phone bills; internet service; late fees.
ADMINISTRATIVE ALLOWANCE	Limited to 2% of total funds received by jurisdiction; any expenses associated with administering this program (telephone costs, stamps, etc.).	Administrative expenses <u>not</u> related to this program.