

# KEY CHANGES AND GUIDELINE CLARIFICATIONS/REMINDERS

## Phase 28

**PLEASE NOTE:** All Local Board members and all LROs are advised to read the Phase 28 Manual thoroughly for complete guidelines on their responsibilities, program operations, acceptable expenditures and documentation requirements as changes have been made.

### NEW LOCAL BOARD AND LRO PROGRAM REQUIREMENT

#### D-U-N-S NUMBERS

For further details, please reference the Phase 28 manual, pages 21, 27, 69, 70

D-U-N-S (Data Universal Number System). This number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated. Various recipient reporting requirements related to the EFSP require a DUNS number. Therefore any agency funded through the EFSP will be required to have this 9 digit DUNS number to identify grant recipients.

Please see enclosed instructions for agencies needing to obtain this number and the information required to be submitted to the National Board.

#### LOCAL BOARD AND LROs

Beginning with Phase 28, contact information for each Local Board/SSA Committee member and LRO is required to provide the National Board with complete business information which includes: individual contact name, agency name, mailing address including zip + 4, telephone number, fax number, email address. The current EFSP data base cannot accommodate multiple fields for any additional responsible parties for a board member or an LRO so please provide this information for the primary responsible person. Updates need to be made when they occur by each Local Board and LRO via the EFSP web site [www.efsp.unitedway.org](http://www.efsp.unitedway.org) at the feature for "LB & LRO Information" (access instructions are provided on the red colored document provided with the award mailing to Local Boards and LROs).

Failure to provide this information may delay the release of Phase 28 funding.

### COST ELIGIBILITY/DOCUMENTATION REQUIREMENTS REMINDERS

#### COST MATCH WITH FEDERAL GRANTS

Local Boards and LROs have questioned the ability to use EFSP funds as a cost match for other Federal Grants. EFSP funds may not be used as a match, because appropriations law prohibits the use of Federal grant funds being used as a match for another agency's cost-share unless specifically allowed by statute. EFSP's statute does not provide for a cost match, so Federal appropriations law prevails.

#### MORTGAGE MODIFICATION PAYMENTS

For further details, please reference the Phase 28 manual, pages 40-42, 57-58

Payment made on behalf of a client where the mortgage payment has been modified by the lender, may not comply with the National Board's guidelines. Modified figures may include additional charges monthly to the client for the modification which is included in the newly computed amount of the mortgage. Only the principal and interest is allowed under EFSP guidelines. No other fees are allowed.

## Credit Card Payments

For further details, please reference the Phase 28 manual, pages 24, 32

Credit Cards (Visa, MasterCard, American Express, etc.) are NOT an acceptable form of payment to vendors as they are not vendor issued credit cards. Visa, MasterCard, American Express, etc. are third party cards. Only credit cards issued by the vendor of service (i.e., Sam's Club, other store/vendor issued credit cards) where payments are made directly to that vendor are allowable. If the agency is making payments to Visa, MasterCard, American Express, etc. then they are not making a direct payment to the vendor where purchases/services were made.

## REMINDERS FOR LOCAL BOARDS AND LROS

- Final Reporting due dates are subject to change as determined by the National Board. Any change in reporting dates will be noted on the information given to Local Boards with the Final Reporting package when mailed
- Please use the EFSP web site to provide updates or any changes to the Local Board members, including the chair and contact as well as any changes to LRO agencies, when they occur throughout the year.
- Do not send any documentation with Interim Report/Second Payment requests to the National Board..
- Forms that can be accessed via the EFSP web site for Local Boards and LROs are:
  - Authorization Agreement for Automatic Deposit (electronic funds transfer – EFT) for change in bank accounts.
  - Interim Report/Second Payment requests (after the first payment has been released)
  - Final Reports. (After the original report has been distributed )

## REMINDERS FOR LOCAL BOARDS

- Local Boards must provide the legal name of LROs on the Local Board Plan not the name of the program being funded.
- It is the responsibility of the Local Board to select a 'reliable' individual to be the contact person for the Local Board. This person is the receiver of all correspondence from the National Board to be shared with all Local Board members including he chair.
- It is the Local Board's responsibility to routinely monitor an LRO's operating practices to ensure EFSP guidelines are being adhered to.
- If an LRO closes their agency during the funded period, the Local Board must take responsibility to ensure documentation for expenditures is secured to account for their funds received. The Local Board is responsible for recouping funds already awarded the agency in a timely manner.
- Newly funded agencies must be given some initial training regarding EFSP requirements and responsibilities before they receive first payment. (EFSP web site has a training/reminder feature.)
- Agencies must have a program in the category for which they are seeking funds and EFSP funds must be supplemental to other resources for the program.
- Sign documents (Local Board Plan Certification, Second Payment/Interim Report forms, Reallocations) before submission to the National Board.
- When submitting the Local Board Plan for processing, do not send LRO or Fiscal Agent/Fiscal Conduit signed Certification forms as they are to be kept with the Local Board's files. Only submit the Lobbying Certification form with the plan if an LRO is awarded \$100,000 or more with EFSP funds.
- Do not include EFT information when submitting the Board Plan for a new LRO or changes to bank account for an existing LRO. This information must be submitted under separate cover.

## REMINDERS FOR LROS

- LROs funded in multiple jurisdictions need to include the appropriate ID# for any correspondence/audit when submitting information to the National Board.
- LROs funded in multiple jurisdictions must submit documentation for each jurisdiction separately, if it is requested.
- LROs funded in multiple jurisdictions must complete EFT requirements for each individual jurisdiction.
- Any LRO that has a legal change in their agency's name, FEIN number or DUNS number must submit a copy of the legal documentation confirming the change to the National Board

- The LRO must ensure their banking information is current with the National Board for deposit of payments. If the National Board does not have the appropriate information, the release of funds to a closed account or changed account will delay receipt of funds to provide services. Changed or new EFT submissions require approximately 2 weeks to become effective.
- Agency checks must be printed in the name of the agency on the first line, not the agency's program receiving the award. Checks could include on a second line the name of their program being funded.

## DEADLINES - Key deadline dates for PHASE 28

The National Board sets specific program deadlines during the course of each phase in an effort to ensure funds are released in a timely manner.

ITEM	DEADLINE
Phase 28 Local Board Plan due to National Board	Approximately <b><u>25 working days</u></b> from date Local Board Chair or contact <u>receives</u> the Phase 28 award notification. This date is specified on the front page of the Local Board Plan (Local Board Certification).
Final Reports Due  Spending Period End Date (Jurisdiction's end date selection options are listed on the Phase 28 Local Board Plan. The jurisdiction's end date is also printed on each LRO's payment letter notification.)	Approximately forty-five <b><u>(45) days</u></b> after end of spending period.  Sept. 30, 2010 Due <b>Nov. 15, 2010</b> Oct. 31, 2010 Due <b>Dec. 15, 2010</b> Nov. 30, 2010 Due <b>Jan. 15, 2011</b> Dec. 31, 2010 Due <b>Feb. 15, 2011</b>
LROs' Interim Report/Second Payment Requests due to <b><u>Local Board</u></b>	No later than <b><u>July 31, 2010.</u></b>
LROs' Interim Report/Second Payment Requests due to <b><u>National Board</u></b>	No later than <b><u>August 15, 2010.</u></b>
EFT enrollment form for new LROs	Newly funded LROs must sign up for EFT not later than <b><u>June 30, 2010.</u></b>
Adding a new LRO	If an LRO has NOT previously been funded in the current phase, it may not be added for funding after <b><u>May 31, 2010.</u></b>  (This also applies when reallocating funds.)
Local Board's reallocation of funds due to the <b><u>National Board</u></b>	No later than <b><u>August 31, 2010</u></b>

**EFSP web site address: [www.efsp.unitedway.org](http://www.efsp.unitedway.org)**

- o **Note:** The National Board may unilaterally change deadlines as needed including Local Board Plans, Second Payments, EFT enrollment or, Final Reports. Local Board's will be notified of changes a appropriate.