**EFSP Phase 37 and Phase CARES Act Application Questions**

Q: I understand we will complete Part 2 separately for each program. How should we describe this in Part 1?  Combine requested amounts for each program or show each program’s request separately (if separately, how? Create a new line?

A: You may insert a new line in Part 1 if you want to identify amounts under the same line item for two different programs. You should then complete a separate Part II for each program.

Q: Should we create a second “Program to be funded” category to describe the secondary program?

A: You may create a second set of Part II answers for a second program to be funded, but if the second program is under a separate LRO number, it should be a completely separate application.

Q: Is the first page with our name and address considered a part of the 6 page total application limit, or can we use six question to respond to the narrative and fill out the support and budget section?

A: Upon receiving this question, the application instructions were clarified to read as follows: Page limits: up to 2 pages for Part I, 5 pages for each Part II completed, and 1 page for Part III.

Q: Can there be more than one LRO within an organization?  We have a few organizations operating multiple shelters and offices in Pierce County.   Can each shelter be a separate LRO within our County?  Do you recommend that these be separate LRO’s or combined into one LRO?

A: “YES”, there can be more than one LRO within an organization, but it is not necessary. The funds can be paid to the LRO, then divided up amongst the organization in the respective categories. No matter what, the LROs will by tied together based on their FEIN number and DUNS number.

Q: In the reporting requirements Timelines it reads June 1, 2018, for questions, June 11, 2018 applications due, June 18, 2018, Allocations decisions made of Phase 37. I take this should be 2020 dates? Also the prior phase’s spending period ended January 31, 2018. Should this be 2020, and also Phase 37 spending period will begin February 1, 2018. Should this be 2020? I also just want to confirm that the Phase 37 application due date has been moved up to May 22 from June 1?

A: This information is from an initial draft of the application instructions and should be disregarded. The final instructions sent to all LRO’s and interested organizations contain the correct information.

The due date is May 22

Q: Is the audit required for $50,000 or more for combined funding for Phase 37 and the Cares Act? Example: If an agency requested $25,500 for Phase 37 funding and also $25,500 for a total of $51,000 would a federal audit be needed?

A: NOTE: per the EFSP Phase 35 manual, an audit is needed if receiving $100,000 or more in EFSP funds; an annual review is required for $50,000 to $99,999. Per the National Office: Yes, it will pertain to the total awarded amount between the two separate phases. If the LRO receives $50,000-$99,999, an annual review is required, not an independent audit. However, if an LRO receives $100,000 or more, then independent annual audit is required.

Q: Is there a conflict of interest if we receive both additional EFSP funding through the CARES act and Emergency Shelter Operations & Maintenance funding (formerly HB 2060)?

A: As long as each funding stream is reimbursing expenses not reimbursed by other funding, there is no conflict.

Q: For the Food application, that only one agency will be selected, or am I misreading it?

A: That is for Phase 37 only.  Per the board’s discussion, we are opening up the CARES Act funding to food banks. Per the instructions: “Annual EFSP funding for the Food category is historically dedicated to the organization that widely supports most Pierce County food banks, but the Local Board will consider applications from food banks for the CARES Act funding based on need created by COViD 19.”

Q: The need for food is great enough that we could easily spend $683,000 on food by December and frankly still need to buy more. We obviously do not want to be greedy and request the full amount, but the need for food is enormous at the moment and we want to be able to buy as much as possible for our partners.

A: Include the full need in your ask, and make your case, then the Local Board will take it from there.

Q: In the application, is the program budget in item 7 based on a fiscal year or calendar year? Our agency for example operates on a fiscal year running July 1 to June 30th which clearly differs from a calendar year of January 1 to December 31.

A: Unless the program budget varies significantly from year to year, use the budget that is closest to the expected period for Phase 37, which is April 1 to March 31. If there are significant variations from year to year, you may need to provide a prorated budget that covers this12 month period.

Q: There is a requirement to ensure prevention of duplicated spending for Rent/Mortgage and Utility Assistance in the same spending year.  Will this be determined separately for Phase 37 and Phase CARES Act funding, or will they be combined for this purpose?

A: Per National Office: EFSP will compare between Phase 37 and CARES to ensure that there is no duplication if service.  However, a client can receive assistance for one moth’s rental assistance in Phase 37 ad CARES, as long as it is not for the same month.

Q: In Part 3, there is a requirement to ensure prevention of duplicated spending in the same spending year- how is the delay in funding and resulting dual delivery of Phase 35 and 36 going to be the exception to this as our agency was told that a client could be helped twice with rent or utility assistance as long as one payment was from Phase 35 and the other from Phase 36.

A: Phase 35 and 36 spending will not overlap with Phase 37 and CARES Act. For possible overlap between Phase 37 and CARES Act, see above.