

Typical chronology for Emergency Food and Shelter Program (EFSP) for “Phase” funding

- **Congress appropriates funding for EFSP**—typically in fall/early winter
- **FEMA issues notice to National EFSP Board**, for which United Way of America (UWA) is the administrator – usually right before or after first of the year, as early as late November and as late as February
- **UWA, as the National EFSP administrator, reviews counties/jurisdictions eligible for direct awards; makes appropriate notifications to local boards and State Set-Aside (SSA) Committees** – usually Oct-Dec
- **SSA Cmtes meet** to review any rule changes, to determine allocation methodology, decision making and communication processes, and to make any other required decisions - typically late December or early January
- **laUW serves as the SSA administrator and convenes the SSA Committee.** The SSA Committee is to reflect the membership of the National EFSP (UWA, Red Cross, Salvation Army, Jewish Federation, Catholic Charities, etc.) with additional members from individuals with expertise. laUW has recruited individuals with expertise in basic needs around the state. Historically, the SSA committee has followed a general principle of trying to reach all areas of the state with some sense of equity and transparency in creation of formula.
- **laUW notifies each Local Administrator/Board** of availability to participate and requests Statement of Interest to be returned within 2-wk window. laUW is developing an e-mail list of Local Boards. laUW staffers call non-responders to encourage participation.
- **Local Administrators and Local Boards** are established for each county. The Local Administrator is responsible for ensuring that the Local Board reflects the required composition/representation (inclusion of United Way, Red Cross, Salvation Army, various faiths, etc.) and meets the national requirements.
- **Based on SSA Committee recommendations, laUW prepares and submits required information to National EFSP Board** about each local board and amounts included in SSA distribution – usually within 30 days of receiving notice from National Board.
- **National EFSP Board communicates directly with each jurisdiction** about new regulations and claiming process – usually within 30-60 days from receiving recommendations from SSA Committees.
- **Local EFSP Boards meet** to determine process, publish availability of funds as required, determine allocations and report to National EFSP Board. Local Boards determine allocation based on local needs—rent assistance, utility assistance, shelter nights and food. Process usually happens in late winter/early spring with claiming through spring/early summer.
- Local EFSP Boards accept and review applications from potential **Local Recipient Organizations** (LROs). Local Boards submit information to National, and then LROs receive direct deposits from National.
- In the event a local board does not claim its amount or that we become aware that LROs or Local Boards fall out of compliance, the National Board may notify the SSA administrator of availability to **redistribute unused funds**. The SSA Chair communicates with the full committee about a process and works with eligible Local Board to meet deadlines for reallocated funds.