

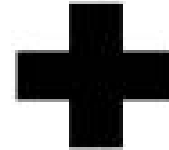
# Emergency Food and Shelter National Board Program

PHASE 29  
Responsibilities and Requirements

**Addendum**



FEMA



American Red Cross



Catholic Charities USA.

*Working to Reduce Poverty in America.*



The Jewish Federations



NATIONAL COUNCIL OF THE CHURCHES OF CHRIST IN THE USA



**Emergency Food and Shelter National Board Program  
701 North Fairfax Street, Suite 310  
Alexandria, Virginia 22314-2064  
(703) 706-9660 - phone  
(703) 706-9677 - fax  
[www.efsp.unitedway.org](http://www.efsp.unitedway.org)**

This addendum to the Phase 29 Responsibilities and Requirements Manual contains changes from the original manual issued and published on the Emergency Food and Shelter Program (EFSP) website to guide implementation of the EFSP. This addendum must be carefully studied along with the Phase 29 EFSP Manual prior to administering the program, giving any information to the public, or making any grant award. Questions or matters of interpretation must be referred to the National Board staff.

The addendum and manual are intended for use by Local Boards and Local Recipient Organizations administering and providing services under the Emergency Food and Shelter National Board Program. The addendum and manual are not intended for individuals seeking services.

**Catalog of Federal Domestic Assistance (CFDA) No. 97.024**

*For information on other Federal programs to help homeless people, including programs funded under the McKinney-Vento Homeless Assistance Act, contact the U.S. Interagency Council on Homelessness, 409 Third Street, SW, Suite 310, Washington, DC 20024, (202) 708-4663.*

This publication was produced with administrative funds provided under the Emergency Food and Shelter National Board Program grant which was awarded to the National Board by the U.S. Department of Homeland Security's Federal Emergency Management Agency. While DHS/FEMA supports the Emergency Food and Shelter National Board Program, the statements in this publication do not necessarily reflect DHS/FEMA's views.

## Phase 29 Responsibilities and Requirements Manual

### ADDENDUM

The National Board of the Emergency Food and Shelter Program (EFSP) recently approved changes to the Phase 29 Responsibilities and Requirements Manual published on the EFSP website. These program changes were required for Federal grant administration purposes. The required program changes are provided in this addendum with citations to the appropriate pages in the Phase 29 Manual. Please keep these changes with your copy of the manual and ensure they are implemented for Phase 29, as required.

Page 7 - Local Board Responsibilities (first paragraph) - The text has been amended as follows:

To ensure funding, the Local Board chair or staff must submit via the website, and return all required current, updated forms as follows to the National Board by the specified deadline:

- Local Board Plan, including LRO information via the website with designation of dollar amounts [whole dollars only of \$500 or more] awarded;
- Signed Local Board Certification Form (REVISED);
- Local Board Roster; and,
- Certification Regarding Lobbying forms, as needed.

All LRO Certification Forms (REVISED) are to be retained on file with the Local Board. Do not send to the National Board unless requested.

Page 13 - (first complete paragraph) - The text has been amended as follows:

All applicant agencies must meet the requirements on the LRO Certification Form (REVISED) in order to receive funds.

Page 14 - (first paragraph) - The text has been amended as follows:

If after reading the LRO Certification Form (REVISED), the agency determines that it cannot abide by the EFSP guidelines, they must notify the Local Board immediately and not incur any costs or charge any expenses against the grant.

Page 21 - Local Recipient Organization (LRO) Responsibilities - Criteria for LROs (added bulleted items) - The added text is as follows:

- Has certified that the agency and its employees, volunteers, or other individuals associated with the program understands they will not engage in any trafficking of persons during the period this award is in effect.
- Has certified that the agency and its employees, volunteers, or other individuals associated with the program understands they will not use funds to support

access to classified national security information during the period this award is in effect.

Page 27 - What Criteria Must the Agency Benefiting Meet - The text has been amended as follows:

Any agency benefiting from funds received by a Fiscal Agent/Fiscal Conduit must meet all of the criteria to be an LRO except the accounting system and annual audit requirements and must sign the Fiscal Agent/Fiscal Conduit Relationship Certification Form (REVISED).

Page 32 - Added items 14 - Trafficking in Persons and 15 - Classified Security Condition

#### **14) Trafficking in Persons**

Pursuant to the Trafficking Victims Protection Act of 2000 (TVPA) and as amended, Federal regulations prohibit LROs, their employees, volunteers or others affiliated with the work of the program from engaging in the trafficking of persons during the period of time that the award is in effect. The meanings of "trafficking of persons" are given at section 103 of the TVPA, as amended (22 U.S.C. 7102). Awards may be unilaterally terminated should such instances occur under section 106(g) of the TVPA, as amended [22 U.S.C. 7104(g)].

#### **15) Classified Security Condition**

Pursuant to Executive Order 12958, as amended, Federal regulations prohibit LROs, their employees, volunteers or others affiliated with the work of the program to use funding under this award to support or procure goods or services that will include access to classified national security information if the award recipient has not been approved for and has access to such information. Further information on this requirement may be found at <http://www.dhs.gov/opnbix/grants/indes.shtm>.

Pages 66 - 67 - Local Board Plan Certification is replaced by:

The Local Board Plan Certification in Annex 7 is replaced by the ***Local Board Plan Certification (REVISED)*** in this addendum.

Page 68 - Local Recipient Organization Certification is replaced by:

The Local Recipient Organization Certification in Annex 8 is replaced by the ***Local Recipient Organization Certification (REVISED)*** in this addendum.

Page 68 - Fiscal Agent/Fiscal Conduit Agency Relationship Certification is replaced by:

The Fiscal Agent/Fiscal Conduit Agency Relationship Certification in Annex 9 is replaced by the ***Fiscal Agent/Fiscal Conduit Agency Relationship Certification (REVISED)*** in this addendum.