

Description: The Mass Shelter category is intended to allow mass shelter providers (five beds or more in one location) to provide on-site housing for clients. An agency must be awarded funds under mass shelter by the Local Board in order to have expenditures under the Mass Shelter category.

This Quick Reference Guide is provided to assist in the understanding of allowable costs and documentation requirements at a glance; it is not a substitute for the **EFSP Responsibilities and Requirements Manual (EFSP Manual)**.

For more complete information on this category, please reference the **EFSP Manual**.

Mass Shelter

For mass shelter providers, there are **TWO** options for eligible costs. One option must be selected at the beginning of the program year by the Local Board; eligible LROs must then use only one method throughout the entire spending phase. The two options are:

Option 1: Direct Costs

Agencies may use EFSP funds to purchase supplies essential to shelter individuals in a mass shelter.

Eligible costs include cots, mattresses, soap, linens, blankets, cleaning supplies. Clothing expenses are limited to diapers and underwear only. Limited amounts of personal care products and first aid supplies for use in the shelter are eligible. Certain transportation costs related to the sheltering of a client are eligible. Shelter operational costs and food expenditures are not eligible under this option.

NOTE: All cash payments and payments that are reimbursements to individuals (staff or volunteers) are **INELIGIBLE**. Agencies may not operate as vendors for themselves or other LROs; self-billing is not eligible with this funding.

Option 2: Per Diem Allowance

Agencies may use the per diem allowance to cover operational costs as well as direct expenditures. A per diem allowance of **exactly \$7.50 or \$12.50** per person may be used by mass shelter providers if:

- The rate is approved by the Local Board
- LRO's total mass shelter expenditure is accounted for using this method.

The Local Board may vary the rate between agencies depending on the level of services provided to clients.

Eligible costs within the per diem allowance include operational costs such as the shelter's rent/mortgage, utilities, and staff salaries. Shelter supplies eligible under *Option 1* are also eligible. Expenditures such as maintenance agreements and food expenditures are not eligible.

For a more complete listing of eligible costs under both options, please reference the **EFSP Manual**.

Documentation Required:

NOTE: Local Boards must allocate funds for either the direct expense method (receipts and proof of payment) or the per diem. LROs can use one method to account for all expenditures in this category. Both methods cannot be used.

■ Direct Costs:

- Itemized receipts and invoices are required.
- Receipts must have vendor's name, must be dated, and must list specific items purchased. Vouchers are not sufficient.

■ Per Diem Allowance:

- A per diem schedule is required. Mass Shelter rates must be listed at the rate of either **\$7.50** or **\$12.50** per day.
- Per diem schedule must show a **DAILY** count.
- Dates covered must be within the spending period.
- Agencies are strongly encouraged to use the per diem sample format in the **EFSP Manual**.

■ Proof of Payment:

Proof of payment must be attached to all receipts and invoices.

- Submit a copy of canceled checks (front and back), or copy of uncanceled fronts of checks and bank statements.
- Check images included in bank statements are accepted.
- Debit card or electronic payments require bank statement that identifies the vendor by name.
- Credit card payments require canceled check payable to the credit card company and a credit card statement.
- Debit and credit cards must be in agency's name.

NOTE: Receipts and proof of payment do not have to be submitted to the National Board if your agency is using the per diem method. These must be maintained by your agency.

Spreadsheet for expenditures in this category:

A summary spreadsheet of all expenditures in this category must be provided when using the direct cost method. The spreadsheet must indicate specific criteria such as check number, check amount, EFSP amount, etc. Sample spreadsheets and instructions for all program categories are available on the EFSP website, efsp.unitedway.org.

A spreadsheet is not required when using the daily per diem allowance; see option 2 of this document.