

APPROXIMATE TIMELINE

Emergency Food and Shelter Program

October

- Federal budget approved by United States Congress
- United Way of the Capital Area sends letter with final report form to LROs, which must be completed and returned to United Way

October 31

- All final reports are due to United Way

November

- National EFSP sends award letter, indicating amount of funds available for Hartford Census County (based on employment & poverty levels and formula)
- United Way of the Capital Area sends letter to agencies asking for local budget and estimate of utilization (plan)
- United Way publishes legal notice, inviting organizations to apply

November 15

- United Way sends final report to National EFSP (all documents are due to National EFSP for previous year). Report is sent regardless if LROs have sent in the required documentation. All LROs must send in a final report to the United Way. Not all LROs will be asked to send in the documentation, however all should maintain in files. New LROs and those with compliance issues will be asked to submit supporting materials.

Late December/Early January

- LROs send Local Board Plans to United Way
- United Way fills out Local Board Plans and sends to National EFSP
- First disbursement is made after all compliance issues have been resolved for previous phase
- LRO spends money, keeping records

July 15

- LRO returns Second Payment Request Form (which National EFSP sends directly to LRO, with copy to United Way) to United Way. *May turn this in long before July 15.*

September 30

- All funds must be spent by LRO. LROs who know they are not going to spend allocated funds are asked to inform United Way accordingly, so another LRO in the Hartford area may use the money.
- Request for final report received from National EFSP