



# EMERGENCY FOOD AND SHELTER PROGRAM SUPPLEMENTAL APPROPRIATIONS FOR HUMANITARIAN ASSISTANCE FUNDING FREQUENTLY ASKED QUESTIONS

The information contained in this document is current as of **August 16, 2019**. Please check for updated information at [Supplemental Funding Information](#) on the Emergency Food and Shelter Program website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org).

**i** The Emergency Food and Shelter Program (EFSP) has been awarded \$30 million to reimburse the cost of direct services expended by **state**, local nonprofit, faith-based and governmental entities that experienced a significant influx of migrants from the southern border released by the U.S. Department of Homeland Security (DHS). **EFSP was appropriated this funding in the Emergency Supplemental Appropriations for Humanitarian Assistance and Security at the Southern Border Act, 2019 (Public Law No: 116-26).**

The **EFSP** is governed by a National Board composed of representatives of the American Red Cross; Catholic Charities, USA; The Jewish Federations of North America; National Council of the Churches of Christ in the USA; The Salvation Army; United Way Worldwide and the Federal Emergency Management Agency (FEMA), also chairs the Board.

**For full program information and guidelines, please reference the Supplemental Funding Guidance on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org).**

## OVERVIEW

On July 1, 2019, the President signed into law the *Emergency Supplemental Appropriations for Humanitarian Assistance and Security at the Southern Border Act, 2019* (Public Law No: 116-26). Provisions of the law provide \$30 million to the EFSP to help defray the direct costs state and local entities (including non-profit, faith-based and governmental) have incurred in providing shelter, food and related supportive services to migrants released from DHS custody from the southern border. Congress selected the EFSP to disburse these supplemental funds because of its existing grant structure and the public-private coordination fostered by the program's National Board.

The EFSP National Board will be responsible to disburse these supplemental grant funds through a competitive application process, and funds will remain available through September 30, 2020.

The National Board has determined that, initially, reimbursements will be made to defray direct shelter, food, and related expenses incurred from January 1, 2019 – June 30, 2019. Prior EFSP participation is not a requisite for making application. Only eligible nonprofit, faith-based or government (state or local) entities may apply for funds. In order to receive reimbursement for eligible services provided, these agencies must be able to document expenditures made to deliver direct services to southern border migrants released from DHS custody. **Any agency that did not provide direct services from January 1, 2019 – June 30,**

**2019 in response to an influx of southern border migrants in their community who were released from DHS custody will not be eligible to receive initial funds.**

## **ELIGIBILITY**

### **Q: Who is eligible to apply for this funding?**

**A:** State or local non-profit, faith-based and governmental entities that have served migrants released from DHS custody at the southern border with shelter, food, and supportive services (see “Eligible Expenditures”) are eligible to apply. Applications can be completed by local entities (including local government agencies) and submitted to EFSP Local Boards. State government facilities that provided eligible direct services can apply through their EFSP State Set-Aside (SSA) Committee. Organizations may access SSA and Local Board contact information by clicking on this link [Supplemental Funding Information](#) or via the EFSP website at [www.efsp.unitedway.org](http://www.efsp.unitedway.org), and selecting Supplemental Funding Info. Organizations may also send an email request to [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or call at 703.706.9660 to obtain Local Board and SSA contact information.

### **Q: Who makes the determination of the grant award?**

**A:** The National Board will make final award decisions. For further information on the award process, please see Section on Reporting and Award Process.

In prioritizing award determinations, the National Board will use a number of factors, including:

- Migrant Release data received from Immigration Customs Enforcement (ICE)/Customs and Border Protection (CBP)
- Proximity to ICE and CBP facilities performing releases
- Number of migrants served
- Information organizations provided on the direct costs incurred in serving migrants
- Subject matter expertise and discretion of the National Board
- Any other information and guidance that may be applicable to determining awards
- Sufficiency of available funding

### **Q: Are organizations in all states eligible for these funds?**

**A:** The \$30 million supplemental funding is to assist local communities that have been **experiencing a significant influx of migrants released from DHS custody at the southern border**. FEMA determined that:

- \$25 Million will be allocated to organizations in the states of Arizona, California, New Mexico, and Texas.
- \$5 Million will be available for allocation to organizations in all 50 states (that demonstrate a significant influx in migrants).

## **ELIGIBLE EXPENDITURES**

### **Q: What is the spending period for the Supplemental Funds?**

**A:** The National Board has determined that, initially, reimbursements will be made to defray direct shelter, food, and related expenses incurred from January 1, 2019 – June 30, 2019. Should there be remaining funds after eligible reimbursements have been made, projected costs may also be considered for funding.

**Q: What expenditures will be eligible under the grant?**

**A:** There will be two categories of expenditures, primary and secondary. Primary expenditures will be considered for reimbursement first. Should funds remain available, secondary expenditures will be considered.

**Primary Expenditures:**

- Shelter/Lodging (expenses related to mass shelter or hotel/motel nights of stay)
- Food (congregate meals or food pantry services)
- New Purchases needed for sheltering or feeding services (purchase of cots, linens, equipment, contracted security, etc.)
- Other Supportive Services provided directly to clients (toiletries, diapers, feminine hygiene products, undergarments, etc.)
- Local Transportation costs (transporting migrants to food and shelter)

**Secondary Expenditures:**

- Long Distance Transportation costs (transportation costs to move migrants to another city or state)
- Other Services (medical, mental health, legal aid, translation services, etc.)

*Under the McKinney-Vento Act, the EFSP National Board has the discretion and flexibility to allow funding for activities to supplement and expand ongoing efforts to provide shelter, food, and supportive services for homeless individuals, to strengthen efforts to create more effective and innovative local programs by providing funding for them, including medical treatment, transportation costs, mental health, legal aid and translation services.*

**Q: Is the supplemental program a reimbursement grant, or can grantees apply for future costs?**

**A:** The National Board has determined that, initially, reimbursements will be made to defray direct shelter, food, and related expenses incurred from January 1, 2019 – June 30, 2019. Should there be remaining funds after eligible reimbursements have been made, projected costs may also be considered for funding.

**Q: Are administrative expenditures eligible?**

**A:** At this time, the National Board has not determined whether Local Boards and SSA Committees will be able to recoup administrative costs to carry out this program. Local Boards and SSA Committees will be alerted by the National Board when a decision has been made.

## **APPLICATION OVERVIEW**

**IMPORTANT:** Key program dates regarding the supplemental funding will be made available soon. The National Board will contact Local Boards and SSA Committees to share the timeline and deadline dates, and will post them on the EFSP website at [Supplemental Funding Information](#). Once applications are made available on the EFSP website, Local Boards and SSA Committees will be notified. The period for entities interested in submitting an application for funding will be 10 business days. After the close of the applicant period, Local Boards and SSA Committees will also be given 10 days to review applications received from agencies. During this time, Local Boards and SSA Committees should work with applicants to ensure all required information has been submitted with their applications and spreadsheets and per diem schedules are reviewed for accuracy and eligibility before they are submitted to the National Board.

**Q: Where can I find the application to apply?**

**A:** The application to apply for these supplemental funds will be available on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org). Click on [Supplemental Funding Information](#) to access the application.

**Q: What is the process for application?**

**A:** The process differs depending on whether the organization is local or state-wide.

- Local organizations will apply through their Local Board, including local governmental entities (See Section “Definitions”). The Local Board will compile all applications received and will submit them as a package to the National Board for review and award.
- State-wide organizations that provided direct service themselves and not through a local entity may apply through their State Set-aside Committee (See “Definitions” Section). The State Set-Aside Committee will compile all applications received and will submit them as a package to the National Board for review and award.

**Q: My organization served migrants, so am I guaranteed an award?**

**A:** This is a competitive grant process, so no application is guaranteed an award. Due to the limited funds, priority will be given to communities deemed to have been most impacted by this humanitarian crisis. Additionally, based on level of demand, it is possible that an award could be less than the full amount requested.

In prioritizing award determinations, the National Board will use a number of factors, including:

- Migrant Release data received from Immigration Customs Enforcement (ICE)/Customs and Border Protection (CBP)
- Proximity to ICE and CBP facilities performing releases
- Number of migrants served
- Information organizations provided on the direct costs incurred in serving migrants
- Subject matter expertise and discretion of the National Board
- Any other information and guidance that may be applicable to determining awards
- Sufficiency of available funding

**Q: What are the key criteria for submitting an application?**

**A:** To be considered for an award, agencies must meet the following criteria:

- Be a nonprofit, faith-based or governmental entity that provided direct services between January 1, 2019-June 30, 2019 to southern border migrants released from DHS custody
- Submit a completed application, including:
  - Spreadsheets of expenditures
  - Per Diem Schedules reflecting the number of individuals served
  - Copies of receipts showing proof of expenditures
- Provide the agency’s Data Universal Number System (DUNS) Number. All agencies applying for this funding opportunity must have a DUNS number. DUNS numbers are issued by Dun & Bradstreet (D&B) at no cost. [Link for DUNS Number - https://www.dnb.com/duns-number/get-a-duns.html](https://www.dnb.com/duns-number/get-a-duns.html)
- Provide the agency’s Federal Employer Identification Number (FEIN) - All agencies applying for this funding opportunity must have an FEIN number. FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost. [Link for FEIN - www.irs.gov](http://www.irs.gov)
- Apply on or before the deadline. See key dates posted on EFSP website (add info here)

**Q: What agencies should not apply for grant funds?**

**A:** The following entities are not eligible to apply for funds:

- Organizations that have only passed down funds or equipment to other local entities that provided direct services
- Agencies that only provided charitable donations
- Services to migrants that were provided outside of the January 1, 2019 – June 30, 2019 time frame

## **REPORTING AND AWARD PROCESS**

**Q: How will agencies report expenditures?**

**A:** As part of the application process, agencies will be required to complete a **Supplemental Funding Reimbursement Form** and submit spreadsheets reflecting expenditures made between January 1, 2019 through June 30, 2019. Agencies will also be required to submit copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures to the Local Board. The Local Board will forward all documentation of all applying agencies to the National Board for consideration. Prior to the release of funds, proof of expenditures must be filed with the National Board for any applying agency. No agency will receive funds that have not submitted their supporting, completed documentation. Further details regarding this can be found in the application. Please reference the Supplemental Funding Guidance for further instructions.

**Q: What is the process to determine which organizations receive funding from this supplemental grant program?**

**A:** Once the Local Boards or SSA Committees have worked with applicants **to ensure eligibility and completeness of the applications they will submit**, they will compile all applications for their area, and submit them as a package to the National Board for review and determination.

**Q: Who makes the determination of grant awards?**

**A:** In prioritizing award determinations, the National Board will use a number of factors, including:

- Migrant Release data received from Immigration Customs Enforcement (ICE)/Customs and Border Protection (CBP)
- Proximity to ICE and CBP facilities performing releases
- Number of migrants served
- Information organizations provided on the direct costs incurred in serving migrants
- Subject matter expertise and discretion of the National Board
- Any other information and guidance that may be applicable to determining awards
- Sufficiency of available funding

**Q: How will funds be paid?**

**A:** A direct payment will be made to agencies approved to receive a funding award. To prevent delay, any agency selected to receive funds that has participated in the EFSP in the past, should ensure their bank information is accurate/updated to receive a direct deposit. Newly funded agencies that have not previously participated in the EFSP will receive payment in the form of a check mailed to the address of record.

**If an applying agency has any outstanding compliance exceptions from previous EFSP participation, they will be required to resolve these exceptions before the Local Board or SSA**

Committee submits their application to the National Board. For any questions about compliance resolution, please contact:

- The Local Board for assistance
- The EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org) (Existing LROs will need to log in with their user ID and password. After signing in, select Reports from the menu on the left side of the page, then select Compliance from the dropdown menu and the correct spending cycle or phase.)
- National Board staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703.706.9660

**Q: Are there other requirements an agency must satisfy if awarded funding?**

**A:** Yes, there are other requirements if awarded a grant.

Each funded agency will have to submit a **Local Recipient Organization (LRO) Certification** that will be provided by the Local Board (an email will be sent to advise of the availability) and will need to be signed by the agency attesting that it is eligible to receive funds and will follow the program guidelines.

If an agency receives an award of \$100,000 or more in funding, it will be required to submit a **Certification Regarding Lobbying**, confirming they will not use the funds for lobbying purposes. For further information, please see the Supplemental Funding Guidance.

## **DEFINITIONS**

**Q: What is a Local Recipient Organization?**

**A:** Local Recipient Organization (LRO) is any local non-profit, faith-based or governmental entity that may apply for these supplemental funds through the Local Board, regardless of current or former EFSP participation.

**Q: What is a Local Board?**

**A:** A Local Board mirrors the composition of the National Board. The Local Board is the governing body for the local EFSP in the county or city it serves. The Local Board represents the interests of community needs and shall review applications received from LROs to determine eligibility, work with applicant agencies to ensure completeness of applications, and submit the application package for the community to the National Board. A directory of Local Boards can be found at [Supplemental Funding Information](#).

**Q: What is a State Set-Aside Committee?**

**A:** The SSA Committee, which mirrors the composition of the National Board, functions as a Local Board for any state-wide entity application for funding under the supplemental program. The SSA Committee represents state-wide interests. A directory of SSA Committees can be found at [Supplemental Funding Information](#).

**Q: What is the Supplemental Appropriations for Humanitarian Assistance grant?**

**A:** The Supplemental Appropriations Humanitarian Assistance grant provides funding to the EFSP National Board to reimburse non-profit, faith-based and governmental entities for the direct costs expended to assist migrants from the southern border who have been released from DHS custody. The assistance provided is for sheltering, feeding, and other supportive services. Reimbursements for eligible services will be prioritized, and initial reimbursements will be for:

***Primary Expenditures:***

- Shelter/Lodging (expenses related to mass shelter or hotel/motel nights of stay)

- Food (congregate meals or food pantry services)
- New Purchases needed for sheltering or feeding services (purchase of cots, linens, equipment, contracted security, etc.)
- Other Supportive Services provided directly to clients (toiletries, diapers, feminine hygiene products, undergarments, etc.)
- Local Transportation costs (transporting migrants to food and shelter)

**Secondary Expenditures:**

- Long Distance Transportation costs (transportation costs to move migrants to another city or state)
- Other Services (medical, mental health, legal aid, translation services, etc.)

Congress selected the EFSP to disburse these supplemental funds because of its existing grant structure and the public-private coordination fostered by the program’s National Board.

## **GENERAL INFORMATION**

**Q: What is the Emergency Food and Shelter Program (EFSP)?**

**A:** The EFSP was established to supplement and expand the ongoing work of local social service organizations, both non-profit and governmental, to provide shelter, food and supportive services to individuals and families who are homeless or hungry, or at risk of becoming homeless or hungry. Under the EFSP, funds are allocated according to national population, unemployment, and poverty data.

**Q: Who makes up the EFSP National Board?**

**A:** The National Board is composed of seven national organization representatives. FEMA chairs the National Board, and the six national non-profit organizations represented on the board are American Red Cross, Catholic Charities USA, The Jewish Federations of North America, National Council of the Churches of Christ in the USA, The Salvation Army, and United Way Worldwide.

**Q: How will agencies report expenditures?**

**A:** As part of the application process, agencies will be required to complete a **Supplemental Funding Reimbursement Form** and submit spreadsheets reflecting expenditures made between January 1, 2019 through June 30, 2019. Agencies will also be required to submit copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures to the Local Board. The Local Board will forward all documentation of all applying agencies to the National Board for consideration. Prior to the release of funds, proof of expenditures must be filed with the National Board for any applying agency. No agency will receive funds that have not submitted their supporting, completed documentation. EFSP guidelines will have to be followed to ensure accountability. Further details regarding this can be found in the application. Please reference the Supplemental Funding Guidance for further instructions.

## **QUESTIONS APPROPRIATE TO CURRENT AND/OR FORMER EFSP FUNDED AGENCIES**

**Q: Will EFSP participating agencies have to resolve outstanding compliance issues to receive funds?**

**A:** Yes. Agencies that participated in the EFSP in the past and have outstanding compliance exceptions, must resolve them before payment may be released. If an applying agency has any outstanding compliance exceptions from previous EFSP participation, they will be required to resolve these exceptions before the Local Board or SSA Committee submits their application to the National Board. **Agencies with unresolved**

compliance exceptions after the Local Board or SSA Committees have submitted their applications to the National Board, will not be eligible to apply for funds.

For any questions about compliance resolution, please contact:

- The Local Board for assistance
- The EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org) (Existing LROs will need to log in with their user ID and password. After signing in, select Reports from the menu on the left side of the page, then select Compliance from the dropdown menu and the correct spending cycle or phase.)
- National Board staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703.706.9660

## **EXPECTATIONS OF LOCAL BOARDS & STATE SET-ASIDE COMMITTEES FOR THE SUPPLEMENTAL FUNDS**

### **Q: Are Local Boards required to advertise availability of funds?**

**A:** Local Boards should broadly share information with non-profit, faith-based and governmental entities in their communities via their networks and coalitions—including social media, as appropriate—regarding this funding opportunity. This notification is intended to reach **all agencies** whether or not they have participated in EFSP in the past. While there is not a requirement to advertise in printed media, it is recommended.

### **Q: What Is the Local Board Role for this funding opportunity?**

**A:** The Local Board, in addition to advertising this opportunity, shall review applications submitted to them according to eligibility criteria provided by the National Board. A Local Board mirrors the composition of the National Board. The Local Board is the governing body for the local EFSP in the county or city it serves. The Local Board represents the interests of community needs and shall review applications received from LROs to determine eligibility, work with applicant agencies to ensure completeness of applications, and submit the application package for the community to the National Board. After reviewing applications received, the Local Board will submit them as a package to the National Board.

### **Q: What is SSA Role for this funding opportunity?**

**A:** Each SSA Committee is to contact the Governor's office of their state to advise of the funding opportunity. The SSA Committee, which mirrors the composition of the National Board, functions as a Local Board for any state-wide entity application for funding under the supplemental program. The SSA Committee represents state-wide interests. SSA Committees will review all applications received and submit them as a package to the National Board.

### **Q: Will Local Boards and SSA Committees serving as Local Boards have to submit a Local Board Plan to the National Board?**

**A:** Yes. After the National Board has determined awards, it will notify Local Boards and SSA Committees of local entities selected to receive funds. The Local Boards and SSA Committees will be required to submit a Local Board Plan to the National Board, which includes the local entities' information (contact, address, etc.), the amount of funds awarded to each agency and the category in which they may spend the funds (i.e., shelter, food, other related services). Once the Local Board Plans are received, the National Board will make direct deposits or mail checks to those entities selected to receive an award.

**Q: Will Local Boards and SSA Committees recoup administrative costs for this program?**

**A:** At this time, the National Board has not determined whether Local Boards and SSA Committees will be able to recoup administrative costs to carry out this program. Local Boards and SSA Committees will be alerted by the National Board when a decision has been made.

## **HELP DESK ASSISTANCE**

**Q: Where does a potential applicant seek assistance to questions related to this funding opportunity?**

**A:** Potential applicants may seek assistance about the supplemental funding by contacting:

- Local Board for assistance
- SSA Committee for state-wide agencies
- EFSP website by clicking [Supplemental Funding Information](#)
- National Board staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703.706.9660

**Q: Are there any trainings or documents available to assist with implementation of the program?**

**A:** Yes. Supportive materials have been uploaded to the EFSP website to assist with the application and implementation of this program, e.g., Supplemental Funding Guidance, Frequently Asked Questions (FAQs), Spreadsheet Templates, Key Program Dates, and pre-recorded presentations to assist with the administration of the funds.

Materials may be accessed by clicking on [Supplemental Funding Information](#) or via the EFSP website at [www.efsp.unitedway.org](http://www.efsp.unitedway.org), and selecting Supplemental Funding Info. Participants may also contact the EFSP National Board staff at United Way Worldwide at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703.706.9660.