

**IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT – IMPORTANT**

Please read this message in its entirety. This message is being shared with all State Set-Aside (SSA) Committees, Local Boards and Local Recipient Organizations (LROs).

**Application Deadline Extended**

The deadline has been extended for agencies to submit applications under the Emergency Food and Shelter Program (EFSP) for consideration to receive Supplemental Appropriations for Humanitarian Assistance funding. These funds are to initially reimburse direct services, provided on or after January 1, 2019 to June 30, 2019, to southern border migrants released from the custody of the U.S. Department of Homeland Security. Originally, the application period was from Friday, August 23, 2019 through Friday, September 6, 2019, 11:59:59 p.m., EST. In order to allow agencies more time to gather information to submit applications for reimbursement of eligible expenditures, the National Board has extended the deadline for agencies to submit applications for funding to **Monday, September 16, 2019, 11:59:59 p.m., EST.**

**All agencies that have applications in progress in the EFSP system - and all agencies that are newly entering applications in the EFSP system - must complete and sign them prior to the deadline so they may be considered for funding.** After the deadline, neither the EFSP system nor the National Board will accept any application for supplemental funding consideration. The application, Supplemental Funding Guidance, and other instructional resources may be accessed [here](#). All applications must be completed via the EFSP website. To determine if an agency is eligible to receive funds, please reference pages 20-22 of the **Supplemental Funding Guidance**.

**Administrative Costs Allowable**

The National Board has determined that administrative costs for Local Boards, SSA Committees (acting as Local Boards), and Local Recipient Organizations (LROs) will be considered for reimbursement. Agencies that want to be reimbursed for administrative costs but did not include those costs in their applications and have already signed and submitted their applications in the EFSP system, will have to complete, sign, and submit a new application.

Local Boards will need to do the following to apply for reimbursement of administrative costs:

- Select an agency to perform Local Board administrative functions
- Have the agency submit an application to include reimbursement of Local Board administrative costs

For questions or guidance, please contact the National Board staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703.706.9660.

**View Applications**

Local Boards and SSA Committees may view applications submitted by agencies for funding via the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org), after logging in with their user ID and password, then selecting **Supplemental Funding** from the top of the menu on the left side of the screen.

**Compliance Exceptions**

As a reminder, agencies requesting funds must ensure they do not have any compliance exceptions with the National Board. All outstanding compliance exceptions must be resolved before payment can be released to agencies. 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

### **Support Materials**

Support materials have been provided to assist with the application and implementation of these funds including, but not limited to, the Supplemental Funding Guidance, Frequently Ask Questions (FAQs), and Spreadsheet Templates. The National Board has produced a series of pre-recorded trainings to assist with the application process and administration of the funds. All training and guidance materials are available on the EFSP website under [Supplemental Funding Information](#).

### **Seeking Assistance**

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