



## EMERGENCY FOOD AND SHELTER PROGRAM

### NOTIFICATION

#### American Rescue Plan Act (ARPA) Humanitarian Relief Funds

#### Spending Period Extension – Additional Application Period

This notification is to provide updates regarding the \$110 million in humanitarian relief funding made available under Section 4008 of the American Rescue Plan Act of 2021 (ARPA) and awarded by FEMA to the Emergency Food and Shelter Program (EFSP) National Board in March 2021. This funding is targeted to assist local non-profit, faith-based, and governmental service agencies in providing humanitarian relief for families and individuals encountered by the U.S. Department of Homeland Security (DHS).

Upon receipt of the funding, the National Board prepared **guidance** and implemented two methods for providing funding to service agencies assisting this vulnerable population. One was an application process and the other was a Special Funding Request (SFR) process. The application process was established to allow service agencies to apply for reimbursement of expenses incurred for services already provided. The SFR process was established to provide advance funding in anticipation of forthcoming humanitarian needs. More information on the two processes are as follows:

Four (4) application periods were scheduled so that service agencies seeking reimbursement for eligible expenses incurred could apply through the EFSP website: April 15-30, 2021 (extended through May 7); July 15-31, 2021; October 15-31, 2021; and January 15-31, 2022. Service agencies submit their applications for reimbursement of eligible expenses directly in the EFSP website during the open application periods.

SFRs are prepared and submitted to the National Board by the chair or contact of a Local Board or State Set-Aside Committee (acting as a Local Board). The purpose is for the chair or contact to seek advance funding for service agencies who are engaged in this humanitarian work and anticipate providing continuing assistance. SFRs allow Local Boards and SSA Committees (acting as Local Boards) the benefit to seek funding collectively, in a single request.

The National Board had originally determined that the last date for expenses to be covered for both reimbursement and advance funding would be December 31, 2021. However, after hearing from service agencies, the National Board has decided to extend the spending period to allow more time for agencies awarded advance funding through the SFR process to provide services and to add an additional application period for agencies to seek reimbursement for eligible expenses already incurred. Some agencies that received advance funding through the SFR process have not spent all their funding and need more time to thoughtfully do so; consequently, the National Board has voted to allow expenditures through the first quarter of calendar year 2022, i.e., from January 1 through March 31, 2022. SFRs may be submitted by Local Boards on behalf of agencies seeking funding for anticipated expenses, not later than January 31, 2022. No separate request from agencies to the National Board, asking for additional time to spend advance funds, will be required. Any eligible expenses for food, shelter, transportation, and other supportive services from January 1, 2022 through March 31, 2022 will be accepted.

After careful consideration and because additional time will be allowed for agencies that receive advance funding through the SFR process to provide services, the National Board will also offer an additional period for agencies to submit applications for reimbursement of eligible incurred expenses. The application period will be open from April 15 - 30, 2022, and will cover only expenses from January 1, 2022 through March 31, 2022. As funding will be extremely limited to meet every request, Primary Services (food and shelter) will be considered for reimbursement first. Should funds remain, Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services will be considered. Agencies will be able to apply for funding in each category.

Any agency that provides services may either apply via the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org), by selecting [Supplemental Funding Info](#) from the home page to access the application for reimbursement of already incurred expenses or contact its Local Board about submitting an SFR for advance funding to meet anticipated needs. The application will be made available the first day of the next application period (January 15, 2022) and will allow agencies

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to apply for reimbursement for already incurred expenses from January 1, 2021 through December 31, 2021. If reimbursement was made previously for specific expenses, they will not be considered again and, therefore, should not be included in the application.

Any funds that are unspent after **March 31, 2022** must be returned to the National Board without exception. Agencies will be allowed up to 30 days (no later than April 30, 2022) from the end of the March 31, 2022 spending period to reconcile invoices for payment. Funds should be returned to the National Board no later than **May 15, 2022**. Checks must be made payable to United Way Worldwide/EFSP and mailed to 701 North Fairfax Street, Alexandria, Virginia 22314.

Thank you for participating in the EFSP supplemental program and providing much needed services to those passing through your community.

If you have any questions regarding this notification, please feel free to reach out to EFSP staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703-706-9660, option 6.