



The Jewish Federations  
OF NORTH AMERICA



# **EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM**

## **AMERICAN RESCUE PLAN ACT OF 2021 HUMANITARIAN RELIEF**

### **FUNDING AND APPLICATION GUIDANCE**

*The information contained in this document is meant to provide guidance for those participating in the ARPA supplemental program.*

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## FOREWORD

The Emergency Food and Shelter Program (EFSP) National Board (hereafter, National Board) is pleased to announce this guidance for the **American Rescue Plan Act of 2021 (ARPA), Humanitarian Relief**, funding. To allow more opportunities for agencies to submit applications for funding, there will be multiple open application periods (see Key Program Dates). The first open application period will begin April 19, 2021 and will be for eligible expenditures incurred on or after **January 1, 2021 through March 31, 2021**. Additionally, another funding method called a Special Funding Request (SFR) will be available for Local Boards and State Set-Aside (SSA) Committees to request funding directly to the National Board on behalf of service agencies in their communities. The SFR funding method portal is open now and will be available until further notice (see page 7)

Applicant agencies must be nonprofit, faith-based, or governmental and provide eligible services to families and individuals encountered by the Department of Homeland Security (DHS). All agencies must have a Federal Employer Identification Number (FEIN) and a Data Universal Number System (DUNS) to apply for funding.

The ARPA Humanitarian Relief Application consists of five categories of service. All expenditures made by agencies must fall within one of the categories.

- **Primary** - includes only food and shelter
- **Secondary** – includes, but is not limited to, health/medical services
- **Administrative** - includes, but is not limited to, temporary staff, permanent and voluntary staff overtime, and postage
- **Equipment and Assets** – includes purchases and leases, and necessary renovations to make facilities safe, sanitary, and compliant with local codes (e.g., showers)
- **Transportation** – includes local and long-distance travel (e.g. taxi, bus, air, train) for families and individuals encountered by DHS and for agency staff that may be required to assist them

or receipts) must be submitted to substantiate services provided.

**Food Banks** – are eligible entities for reimbursement. They may request reimbursement for food and other eligible items that are not reimbursed or paid for through other programs.

**Local Board Advertisement of Funding Availability** – Local Boards must advertise each open application period in a local newspaper that serves the community. Additional promotion of the funding may be shared via other networks and social media (e.g., Facebook, Instagram).

**Documentation** – Expenditures must be supported with proof of payment (e.g., cancelled check, credit card statement, etc.) or a receipt reflecting the purchase. Only one of these is required. A copy of the payment to an agency's credit card company is not necessary for expenditures made with an agency's credit card.

**Equipment and Assets Services** – This category allows agencies to submit requests for purchases, leases, repairs, or modifications that may have been necessary to continue providing services for families and individuals encountered by DHS (e.g., a congregate meal site repairs a refrigerator, or a shelter repairs a washer or dryer).

**Transportation Services** – Transportation services are a separate category under ARPA Humanitarian Relief funding. This category allows agencies to submit requests for all costs incurred to provide both local and long-distance travel for families and individuals encountered by DHS (e.g., taxi, air, train, bus). Transportation services required to transport families and individuals from DHS facilities to local community shelters, other places providing life sustaining services, or to their destination in another city or state are eligible expenses. Transportation services for agency staff that may be required to assist families or individuals while traveling may also be eligible for reimbursement.

**Fiscal Agent** – Local Boards may use a Fiscal Agent to request funding for agencies in a jurisdiction. The Fiscal Agent will pay vendors or subrecipient organizations for services provided to individuals. A Fiscal Agent must meet all requirements of a recipient organization and must be approved by the Local Board. A Fiscal Agent may only be

used with an SFR request.

**Special Funding Request** – A request prepared by the chair or contact for a SSA Committee (acting as a Local Board) or Local Board seeking funding from the National Board to reimburse or provide funds to local social service organizations for eligible expenses based on program guidelines. Only the chair or contact for SSA Committees or Local Boards may submit requests to the National Board. Service providers cannot submit requests.

### **Technical Assistance**

Pre-recorded trainings and Help Desk assistance are available to guide Local Boards, SSA Committees acting as Local Boards, and applicant agencies through the process. The pre-recorded trainings are available on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org). Select **Supplemental Funding** on the homepage for access to the list. Questions related to the funding may be directed to EFSP staff at [suppfund@uww.unitedway.org](mailto:suppfund@uww.unitedway.org) or 703-706-9660, option 6.

## **PREAMBLE**

On March 11, 2021, the President signed into law the American Rescue Plan Act of 2021 (Public Law No: 117-2). Provisions of the law provide \$110 million to the Federal Emergency Management Agency's (FEMA) Emergency Food and Shelter Program (EFSP) to help defray the costs that state and local service agencies (non-profit, faith-based, and governmental) may incur in providing shelter, food and supportive services to families and individuals encountered by the Department of Homeland Security (DHS).

On March 18, 2021, FEMA awarded the total \$110 million to the National Board which is composed of representatives from 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 FEMA, with FEMA serving as the board chair. Congress chose the EFSP to disburse these supplemental funds for providing humanitarian relief to families and individuals because of the program's established mission in supplementing and expanding the ongoing work of local social service organizations, both non-profit and governmental, to provide shelter, food and supportive services to those who are, or who are at risk of becoming, homeless and/or hungry. The program's existing grant funds delivery-structure and public-private partnership made it a viable means for providing funds quickly to organizations providing humanitarian relief to families and individuals encountered by DHS.

## **OVERVIEW**

On Monday, March 22, 2021, the National Board notified Local Boards and SSAs of the upcoming funding availability under the American Rescue Plan Act of 2021 (ARPA).

Eligible organizations providing shelter, food, transportation, basic health and first aid, COVID-19 testing and associated medical care needed during quarantine and isolation, and other supportive services may apply for funding. Most of the funding is anticipated to be awarded to service organizations in southern border states where the greatest needs are expected to be met, but organizations in all states nationwide may apply if they are serving this population of vulnerable people. Current or former EFSP participation is not a requisite for participation.

Only eligible nonprofits, faith-based, or government service agencies may apply for funds. In order to receive an award for eligible services provided, agencies must document the expenditures made to deliver services to families and individuals encountered by DHS.

**Any agency that did not provide services in response to families and individuals encountered by DHS will not be considered to receive funds.**

## KEY PROGRAM DATES

On March 25, 2021, the National Board notified Local Boards and SSAs (acting as Local Boards) by email of the pending application and guidance availability in **mid-April 2021**. The confirmed ARPA application schedule is as follows:

### **ARPA Humanitarian Relief Application Schedule:**

Quarter	Application Available	Eligible Reimbursement Period	LRO App Submission Deadline To LB	LB App Submission Deadline To NB
1	04/19/2021 – 04/30/2021	1/1/2021 - 3/31/2021	04/30/2021	05/07/2021
2	7/15/2021 – 07/31/2021	1/1/2021 - 6/30/2021	07/31/2021	08/06/2021
3	10/15/2021 – 10/31/2021	1/1/2021 - 9/30/2021	10/31/2021	11/05/2021
4	01/15/2022 – 01/31/2022	1/1/2021 - 12/31/2021	01/31/2022	02/07/2022

**App** – Application

**LB** – Local Board

**NB** – National Board

### **ARPA Humanitarian Relief Special Funding Request (SFR) Schedule**

Activity	Date
SFR Portal Availability	<b>04/19/2021 until further notice</b>
Local Board/SSA Committees Submit SFRs to National Board	ongoing
Notice of Award to Local Boards and SSA Committees	ongoing as SFRs are reviewed by National Board

Local service agencies, nonprofit, faith-based and governmental, interested in receiving funds must ensure their supporting documentation (spreadsheets, daily logs/schedules, proof of purchase, as necessary) are prepared and submitted to the Local Board or SSA Committee (acting as a Local Board) by the deadline. The deadline for agencies to submit applications to the Local Boards or SSA Committee (acting as a Local Board) will be displayed on the agency application each quarter.

The deadline for Local Boards and SSAs (acting as Local Boards) to review and submit the agency applications with recommendations to the National Board will be 5 business days after the application close date. Deadlines will be made available on the EFSP website in the **Key Dates** document under the **Supplemental Funding Info** tab.

The National Board will conclude its review and award determination of the submitted applications and SFRs on an ongoing basis upon receipt of applications and SFRs. If there are any questions or concerns about the applications and SFRs, National Board staff at United Way Worldwidewill seek clarification and/or revisions from the Local Boards or SSA Committees (acting as Local Boards). All questions and concerns must be addressed promptly or the applications and SFRs will risk disqualification. The National Board will set a due date for responses and the Local Boards and SSA Committees (acting as Local Boards) will be notified.

The National Board anticipates funding award notifications will be sent to Local Boards and SSA Committees (acting as Local Boards) not later than 5 business days after decisions are made.

**IMPORTANT:** Failure to meet any program deadlines will cause applications and SFRs to not qualify for funding or risk a delay in the receipt of payment, if awarded funds.

# **NATIONAL BOARD EXPECTATIONS OF LOCAL BOARDS & STATE SET-ASIDE COMMITTEES**

## **Local Boards**

Local Boards should broadly share information with non-profit, faith-based, and governmental service agencies in their communities via their networks, coalitions, organizational websites, and social media (e.g., Facebook, Instagram), as appropriate, regarding this funding opportunity. The notification is intended to reach **all agencies** regardless of whether they have participated in EFSP in the past. Local Boards must use every opportunity possible to advertise the funding availability to the agencies in their local community. They must advertise in a local newspaper to notify agencies prior to the application period. If Local Boards choose to submit SFRs for funding consideration, agencies must be advised of the decision so that they may submit information for consideration in the requests. Costs incurred for advertisement of the funding opportunity may be reimbursed under the **Administrative Services** category.

A Local Board mirrors the composition of the National Board and 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 service agencies for completeness and eligibility and submit the applications for each agency to the National Board for review and award determination. Applications may be reviewed and submitted to the National Board individually during the application period.

## **State Set-Aside Committees**

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 agency application for supplemental funding. The SSA Committee represents state-wide interests. SSA Committees will review all applications received and submit them to the National Board for review and award determination. Applications may be reviewed and submitted, via the website, to the National Board individually during the application period. If SSA Committees (acting as a Local Board) choose to submit SFRs for funding consideration, agencies must be advised of the decision so that they may submit information for consideration in the requests.

## **Local Board Plans**

After the National Board has determined awards, it will notify Local Boards and SSA Committees of service agencies that have been awarded funds. Local Boards and SSA Committees will not be required to submit a Local Board Plan to the National Board. Local organizations will independently complete their certifications during the application process and submit them to the National Board. Direct bank deposits or checks will be mailed to the funded LROs.

# **APPLICATION PROCESS**

The application portal to apply for these supplemental funds will be available on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org) under the **Supplemental Funding Info** tab. The National Board will notify Local Boards and SSA Committees, acting as Local Boards, via email when the application portal is available. Service organizations, including governmental service agencies, will apply through their Local Board. Funding requests from service organizations will be submitted to the Local Board for the jurisdiction (city or county) in which the applicant agencies provide services. If an agency is seeking funds in more than one jurisdiction, a separate application must be submitted to each Local Board of the respective jurisdictions. State-wide organizations that provided eligible services may apply through their SSA Committee. Organizations may access Local Board and SSA Committee contact information by clicking on the **Supplemental Funding** info via the EFSP **website**. On the EFSP website, service agencies complete their applications and electronically submit them to the Local Board or SSA.

Agencies may inquire with the Local Board and SSA Committees (acting as Local Boards) regarding the ability to request funds in advance via the Special Funding Request process, if necessary, to provide services. The SFR

portal to apply for these supplemental funds will be available on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org). To submit a SFR, Local Boards and SSA Committees will log-in with their user ID and password, click on **Supplemental Funding Special Funding Request** from the menu on the left to access the portal.

The SSA Committee (acting as a Local Board) will similarly review requests from applicant agencies and will include all appropriate reimbursement requests with the SFR to the National Board for review and award decision.

This is a competitive grant process, so no application or SFR is guaranteed an award. Priority will be given to communities deemed to have been most impacted by this humanitarian crisis. Based on the level of demand, an award may be less than the full dollar amount requested, although the full amount is for eligible expenses.

In making award determinations, the National Board will use several 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

After the National Board makes its funding decisions, Local Boards and SSA Committees (acting as Local Boards) will be notified of their award amounts. Payment disbursement to the LROs will be made not later than 5 business days of the notifications, given all required documentation has been received by the National Board. Prior to the release of funds, LROs must submit a completed and signed LRO Certification and, if \$100,000 or more is awarded, a completed and signed Lobbying Certification. Both certifications will be available to LROs in the application process.

## **SPECIAL FUNDING REQUEST**

The National Board has implemented a funds-delivery method based on the submission of Special Funding Requests (SFRs) to expedite the release of funds for eligible costs incurred by nonprofit, faith-based and governmental organizations providing humanitarian relief to families and individuals encountered by DHS.

### **What Is A Special Funding Request?**

A Special Funding Request is a request prepared by the chair or contact for a SSA Committee (acting as a Local Board) or Local Board seeking funding from the National Board to reimburse or provide funds to local social service organizations for eligible expenses based on program guidelines. Only the chair or contact for SSA Committees or Local Boards may submit SFRs to the National Board. Service providers cannot submit SFRs.

### **What Are the Benefits of Special Funding Requests?**

- SFRs allow Local Boards and SSA Committees to seek reimbursement for eligible organizations providing services collectively, in a single request.
- The organizations benefitting from the funding, do not submit requests to the National Board; they provide necessary information to the SSA Committee or Local Board to make a request on their behalf for reimbursement of all eligible expenses.
- SFR requests may help to expedite funding to local communities because local service providers are not required to submit individual requests for consideration to the National Board.

### **How Many Supplemental Funding Requests May Be Submitted?**

There is no limit on the number of SFRs a SSA Committee or Local Board may submit to the National Board. Each SFR must be fully supported with documentation for expenses to be covered. SFRs are reviewed and considered for funding based on their own individual merit. Funding is not guaranteed.



### **How Are Supplemental Funding Requests Submitted to the National Board?**

- SFRs are submitted to the National Board via the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org).
- To submit the requests to the National Board, the chair or contact will need to sign into the website with their user ID and password.
- After signing in, the chair or contact will select **Supplemental Funding Special Funding Request** from the menu on the left of the screen.

**Below is additional information regarding the use of the SFR method for award consideration of the ARPA funds.**

- Prior EFSP participation is not a requisite
- To participate, eligible organizations must provide, or must have provided, humanitarian relief to families and individuals encountered by DHS.
- SSA Committees (acting as a Local Board) and Local Boards may submit requests via the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org).
- To submit the requests to the National Board, the chair or contact will need to sign into the website with their user ID and password. After signing in, the chair or contact will select **Supplemental Funding Special Funding Request** from the menu on the left of the screen.
- The chair or contact will enter all information to complete the request.
- After completing the requests, SSA Committees and Local Boards must submit them via the website to the National Board for funding consideration.

### **National Board SFR Review Process**

The National Board will review all SFRs upon receipt to determine eligibility. SSA Committees and Local Boards will be notified of the National Board's decision for each request submitted on an ongoing basis as SFRs are reviewed.

**If SFRs are approved, Local Boards or SSA Committees, as appropriate, will be informed of the approval and the award amount.**

### **SFR Payment Release**

Payment for all SFRs will be made directly to the agencies listed in the request, based upon instructions in the request and if approved by the National Board.

## **FISCAL AGENT/FISCAL CONDUIT – SUPPLEMENTAL FUNDING RESPONSIBILITY**

The Fiscal Agent/Fiscal Conduit is the agency responsible for the receipt of funds, disbursement of funds to vendors, documentation of funds received, and maintenance of documentation. The Fiscal Agent/Fiscal Conduit must meet all requirements of an LRO. The Fiscal Agent/Fiscal Conduit may reimburse subrecipient organizations for expenses incurred, if requested and approved by the National Board based on the request.

Local Boards may wish to use a Fiscal Agent/Fiscal Conduit when they desire to fund an agency that does not have an adequate accounting system but still meets all other criteria.

**The Fiscal Agent/Fiscal Conduit arrangement must be determined and arranged prior to submission of Special Funding Requests. Fiscal Agents/Fiscal Conduits will be held accountable for compliance with program requirements. Fiscal Agent/Fiscal Conduits must provide a list of the agencies supported through Special Funding Requests.**

**Fiscal Agents and subrecipient organizations must be approved by the Local Board or SSA Committee (acting as a Local Board).**

### **Subrecipient Requirements**

Any agency supported through a Fiscal Agent/Fiscal Conduit must have its own Federal Employee Identification Number (FEIN). (This IRS form [SS-4] may be obtained on the IRS website, [Link for FEIN - www.irs.gov](http://www.irs.gov).) FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost.

Agencies funded under a Fiscal Agent/Fiscal Conduit must also have or obtain a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B). (Instructions may be obtained from, [Link to Apply for DUNS - https://www.dnb.com/duns-number/get-a-duns.html](https://www.dnb.com/duns-number/get-a-duns.html).) The DUNS number and other relevant information must be provided to the Fiscal Agent.

## ELIGIBLE APPLICANTS

Service agencies that wish to be considered for an award must:

- Be a nonprofit, faith-based, or governmental entity that provided humanitarian relief to families and individuals encountered by DHS.
- Submit completed application with required documentation.
- 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 - <http://fedgov.dnb.com/webform>
- Provide the agency's Federal Employer Identification Number (FEIN) - All agencies applying for this funding opportunity must have a FEIN number. FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost. Link for FEIN <http://www.irs.gov>
- Apply on or before the deadline for each quarter, please see page 5. The deadline will also appear on the application. The application will be available via the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org), under the **Supplemental Funding Information tab**.

If an agency does not have a DUNS or FEIN number, it must be obtained before the application is submitted to the National Board. Applications cannot be submitted without a DUNS or FEIN number. **Not having these numbers will prevent an agency from receiving funds.**

**Any agency that participated in the EFSP in the past and has outstanding compliance exceptions must resolve them prior to the release of funds. For questions about compliance status, see the Compliance Resolution section of this document.**

## INELIGIBLE SERVICES

The services/expenditures that are not eligible for ARPA funding include the following:

- Humanitarian relief provided to families and individuals encountered by DHS outside of the eligible timeframe (see Key Dates)
- Expenditures made outside of the United States.
- Services provided to families and individuals outside of the United States
- Fraudulent applications/expenditures. Any fraudulent application or expenditure will be reported to the DHS Office of the Inspector General (OIG) for further action.

## ELIGIBLE SERVICES AND REQUIRED DOCUMENTATION

There are five service categories of expenditures: **Primary Services**, (e.g., food, shelter), **Secondary Services** (e.g., health/medical services), **Administrative Services** (e.g., staff time, postage), **Equipment and Assets Services** (e.g., necessary renovations to agency-owned facilities such as bathrooms and showers), and **Transportation Services** (e.g., taxi, bus, air, train). All expenditures made by agencies must fall within one of these categories. Primary Services 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.

Service organizations must request bids from a minimum of 3 vendors for all contracts valued at \$10,000 or more. The lowest bid received should be accepted to provide services.

**NOTE:** The National Board has determined that funding will be made to defray shelter, food, and other related expenses incurred in providing services within the eligible timeframe (see key dates). Local Boards and SSA Committees (acting as Local Boards) may submit administrative expenses incurred up to 15 calendar days after the closing of the application period for work involved in the completion and submission of the application to the National Board.

## PRIMARY SERVICES

Primary Services of food and shelter provided by **nonprofit and faith-based organizations** that provided food and shelter will be reimbursed using either the per capita rate or the per meal or per diem shelter rate. All agencies may request funding for hotel/motel nights of shelter based on actual costs. If actual costs for any type of service are requested for reimbursement, the expenditures must be documented with proof of payment (cancelled check, credit card statement, etc.) or itemized receipt that substantiates the service provided. Only nonprofit and faith-based organizations may use the per capita rate or per meal or per diem shelter rates.

Primary Services provided by nonprofit and faith-based organizations that are for indirect services other than for food and/or shelter will be reimbursed based on actual expenditures. To receive reimbursement, daily logs of individuals served, and documentation of proof of payment (cancelled check, credit card statement, etc.) or receipts substantiating services provided, must be submitted. Please reference *Primary Services Expenditures - Government Agencies and Non-Governmental/Faith-Based Agencies That Are Providing Indirect Services* on page 12 for detail.

**PER CAPITA RATE:** A per capita rate will be used to allow applicant agencies to request reimbursement for eligible expenditures to provide humanitarian relief to families and individuals encountered by DHS, without requiring the submission of documentation (spreadsheets, proof of payment or receipts, etc.) with the application. The per capita rate may not cover all expenses incurred, but the substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per capita rate:

- A per capita rate (i.e., per person rate) of \$28.50 is allowed for each unique migrant that was provided Primary Services (food, shelter) and Secondary Services (support items).
- Only nonprofit and faith-based organizations that provided Primary Services (food, shelter) and Secondary Services (support items) for each unique migrant is eligible to use the per capita (per person) rate on a one-time only basis, regardless of the number of meals or nights of shelter provided.
- The per capita rate is inclusive of all services provided; reimbursement will be made to agencies based on the number of unique migrants multiplied by the rate (e.g., *100 unique migrants x \$28.50 per capita = \$2,850*).

### Documentation Required:

- A log of unique migrants served must be provided with the application. Please reference the Spreadsheet Guidance on page 31 for detail.
- Local Boards must support the request from agencies to use the per capita rate for reimbursement. The local government may also send a letter to the Local Board stating support for agencies asking for reimbursement using the per capita rate.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 51 for detail.

**IMPORTANT:** 1) If an agency provided only food or only shelter under Primary Services or only Secondary Services (support items), the agency is not eligible to use the per capita rate. The agency must use the per meal rate for food services, the per diem shelter rate for shelter services, or both. 2) Expenses made in the Equipment and Assets Services category are not included in the per capita rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

**PER MEAL RATE:** The per meal rate will be used to allow organizations to request reimbursement for eligible food service expenditures made to provide food or meals to families and individuals encountered by DHS, without requiring the submission of documentation (spreadsheets, proof of payment, or receipts) with the application. The per meal rate may not cover all expenses incurred but having to provide substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per meal rate:

- A per meal rate of \$3.00 will be used for each meal provided.
- Only nonprofit organizations and faith-based organizations that provided food services for families and individuals encountered by DHS are eligible to use the per meal rate.
- All food expenses will be reimbursed using the per meal rate; reimbursement will be made to agencies based on the number of meals provided multiplied by the rate (e.g., *100 meals x \$3.00 per meal rate = \$300*).

**Documentation Required:**

- A daily log of meals served must be provided with the application. Please reference the *Spreadsheet Guidance* on page 31 for detail.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 51 for detail.
- If the log and supporting documentation received does not support the request, the National Board reserves the right to move the request to the per capita rate option if it is deemed more beneficial to the agency.

**IMPORTANT:** Expenses in the Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services are not included in the per meal rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

**PER DIEM SHELTER RATE:** The per diem shelter rate will allow organizations to request reimbursement for eligible expenditures made to provide shelter services to migrants, without requiring the submission of documentation (spreadsheets, proof of payments, receipts, etc.) with the application. The per diem shelter rate may not cover all expenses incurred, but substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per diem shelter rate:

- A per diem shelter rate of \$12.50 will be used for each night of shelter provided.
- Only nonprofit organizations that provided shelter services for migrants are eligible to use the per diem shelter rate.
- All shelter expenses will be reimbursed using the per diem shelter rate; reimbursement will be

made to agencies based on the number of shelter nights provided multiplied by the rate (e.g., *50 shelter nights x \$12.50 per diem shelter rate = \$625*).

#### **Documentation Required:**

- A daily log of shelter nights provided must be submitted with the application. Please reference the *Spreadsheet Guidance* on page 31 for detail.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 51 for detail.
- If the log and documentation received does not support the request, the National Board reserves the right to move the request to the per capita rate option if it is deemed more beneficial to an agency.

**IMPORTANT:** Expenses in the Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services are not included in the per diem shelter rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

**HOTEL/MOTEL ACTUAL COSTS:** Agencies may request reimbursement for hotel/motel nights of shelter provided for migrants based on actual costs. The actual costs include each hotel/motel night of shelter provided. Hotel/motel room costs used to provide service may not exceed the rate set by the [U.S. General Services Administration](#) (GSA) for the location.

Hotel/motel service provided for non-COVID related shelter is limited to 5 days.

Acceptable documentation to support **hotel/motel** actual costs for nights of shelter provided includes the following:

- Daily count of persons provided nights of shelter.
- Spreadsheet reflecting expenses incurred. Please reference the *Spreadsheet Guidance* on page 31 for detail.
- Receipts from vendors reflecting nights of shelter provided, date and costs (e.g., hotel portfolio).
- Proof of payment to vendor for nights of shelter provided.

#### **PRIMARY SERVICES EXPENDITURES - GOVERNMENT AGENCIES and NON-GOVERNMENTAL/FAITH BASED AGENCIES THAT ARE PROVIDING INDIRECT SERVICES**

**GOVERNMENT AGENCIES:** Primary Services of food, shelter and related expenses will be paid to government agencies based on actual expenditures incurred

Nonprofit and faith-based organizations that provided indirect services other than for food and/or shelter will be reimbursed based on actual expenditures. To receive reimbursement, daily logs of migrants served, and documentation of proof of payment (cancelled check, credit card statement, etc.) or itemized receipts substantiating services provided must be submitted.

**FOOD BANKS:** Food banks may request reimbursement for food and other eligible items that were indirectly provided to support migrants. To receive reimbursement, food banks must meet the following criteria:

- Have made eligible expenditures within the allowable spending periods (see key dates) and have not received reimbursement for any of those expenses (e.g., *agencies receiving the items did not pay the food bank or indirect provider*).
- Have incurred expenses that can be documented.

Food banks will be reimbursed for either direct eligible expenditures which were not reimbursed by other organizations or by the total pounds of food provided to agencies for the indirect support of migrant services. Any expenses that were covered under the maintenance fee required of member organizations are not eligible for reimbursement. Please note the following requirements in support of reimbursements to food banks:

- Reimbursement for direct eligible expenditures must include receipts or proof of payment to vendors.
- Reimbursement for eligible expenditures without itemized receipts or proof of payment will be made based on the pounds of eligible items provided to other organizations at a set rate to be determined by the National Board.

Agencies that provided supportive services but did not directly serve migrants may receive reimbursement for eligible expenditures. Purchases of eligible items given to other organizations that provided the direct services to migrants may be reimbursed. Indirect providers may be reimbursed for the replacement costs of items (e.g., cots, blankets, hygiene kits, health/medical supplies) given to agencies that provided the direct services. Because there is limited funding and local community agencies have been prioritized, indirect services provided by state agencies are not eligible.

To receive reimbursement, food banks as indirect providers must meet the following criteria:

- Have incurred expenses that can be documented.
- Have made eligible expenditures within the allowable spending period (see key dates)
- Must not have received reimbursement for the expenditures (*e.g., agencies receiving the items did not pay the indirect provider*).

***Below are eligible expenditures for Primary Services related to congregate meals or food services:***

- Food Items
- Food Banks (direct food/meal-supportive purchases for migrants)
- Food Banks (indirect support of migrants by giving food/meal supportive items to other agencies that provide the direct services)
- Contracted Meals (rate cannot exceed \$15 per meal)
- T-shirt Bags
- Storage containers to separate bulk food purchases
- Utensils (e.g. plates, forks, knives)
- Cookware (pots, pans)
- Basic First Aid/Over-The-Counter Medication (e.g., band-aids, aspirin)
- Hygiene Items (e.g., baby wipes, diapers, toiletries, feminine hygiene products, undergarments)
- Facility Utilities (electricity, gas, water)
- Maintenance & Housekeeping (repair and cleaning supplies)
- Personal Protective Equipment (PPE)
- Contracted Services (security, trash pickup)

***Below are eligible expenditures for Primary Services related to mass shelter services:***

- Hotel/Motel Shelter Nights (limited to maximum of 5 days for non-COVID related shelter)
- Basic First Aid/Over-The-Counter Medication (e.g., band-aids, aspirin)
- Hygiene Items (e.g., baby wipes, diapers, toiletries, feminine hygiene products, undergarments)
- Cots and Beds, including pillows
- Equipment Purchased/Rented (e.g., washer/dryer)
- Linens (e.g., sheets, towels, wash cloths)
- Shelter Utilities (electricity, gas, water)
- Maintenance & Housekeeping (repair and cleaning supplies)
- Personal Protective Equipment (PPE)
- Contracted Services (security, laundry, trash pickup)



### Documentation Required:

- A daily log of the number of served meals or shelter nights provided must be submitted with the application. Please reference the *Spreadsheet Guidance* on page 31 for detail.
- Spreadsheet reflecting expenses incurred. Please reference the *Spreadsheet Guidance* on page 31 for detail.
- Itemized receipts from vendors reflecting services rendered, date and costs (e.g., hotel portfolio).
- Proof of payment to vendor for services rendered

## Primary Services Expenditures, including Per Capita Rate or Per Meal and Per Diem Rates - Documentation Retention Requirements

Required documentation must be available to support all expenses made with ARPA funding, including those requested using the per capita rate and the per meal and per diem rates. Documentation must include proof of payment and itemized receipts from vendors for services provided.

Primary Services expenses must be documented with a daily log of unique persons served. If a log is not created, agencies must use the forms developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 31 for sample logs.

Required documentation must be available to support all expenses made with ARPA funding. Documentation must include proof of payment and receipts from vendors for services provided. Agencies must provide logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 31 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 51 for details. The Local Board or National Board may request supporting documentation from applicant agencies, if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Indirect Providers expenses must be documented based on actual costs. The following must be provided with the application for all Indirect Providers expenditures:

- **Direct Expenditures:**
  - Daily logs of migrants served.
  - Spreadsheet reflecting expenses incurred.
  - Receipts from vendors for purchases (if purchases were made with cash, copies of itemized receipts must be provided).
  - Proof of payment to vendors for services.
- **Indirect Expenditures:**
  - Spreadsheet or report reflecting items provided to each benefitting organization (e.g., local food pantry), with explanation regarding distribution.

## SECONDARY SERVICES

Non-profit, faith-based, and government agencies are eligible to receive funding for Secondary Services. Funding will be based on actual expenditures. To receive funds, logs of migrants served and proof of payment documentation (such as an itemized receipt, cancelled check, credit card statement, etc.) substantiating services provided must be submitted.

***Below are eligible Secondary Services at actual costs.***

- Clothing
- Shoes/Shoelaces
- Backpacks
- Belts
- Health/Medical, including Health Screenings (basic first aid, health screenings, medical care limited to assessment and stabilization for onward travel)
- COVID-19 testing and limited care related to quarantining and isolation
- Mental Health
- Legal Aid (Legal services limited to “know your rights” presentations and the completion of forms necessary for onward travel.)
- Translation Services

## **Secondary Services Expenditures - Required Documentation**

**Health/Medical Treatment:** Agencies that request reimbursement for health/medical screenings provided to migrants must document all treatment for a single individual as one expenditure. Each expenditure must include the cost of all supplies (e.g., bandages, swabs) used to provide the treatment. The cost of supplies to provide services must be supported with itemized receipts and proof of payment. If the health/medical service was provided by a third party, itemized receipts, and proof of payment reflecting services received must be provided. A log reflecting the number of migrants served must be included with the application. Health/Medical treatment is limited to basic first-aid, health screenings, medical care limited to assessment and stabilization for onward travel. COVID-19 testing and limited care related to quarantining and isolation is eligible with ARPA funding.

Required documentation must be available to support all reimbursements made with ARPA funding. Documentation must include proof of payment and itemized receipts from vendors for services provided. Agencies must provide daily logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the Spreadsheet Guidance section for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 51 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Secondary Services expenses must be documented based on actual costs. A log of persons served must be provided. If a daily log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the Spreadsheet Guidance section for sample logs.

The following must be provided with the application for all Secondary Services expenditures:

- Daily logs of migrants served.
- Spreadsheet reflecting expenses incurred.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of itemized receipts must be provided), or
  - Itemized receipts showing purchases were rendered for health, legal, or translation services.
  - Itemized receipts showing services were paid.
- Proof of payment to vendors for services rendered.
- Mileage log using the Federal rate of 56 cents per mile for local transportation if receipts for actual fuel costs are not provided. Please reference the *Spreadsheet Guidance* section on page 31 for a sample mileage log.



## **ADMINISTRATIVE SERVICES**

**Documented administrative costs for Local Boards, SSA Committees (acting as Local Boards), and service agencies will be considered for reimbursement. Reimbursement is limited to:**

- Costs for humanitarian relief provided within the eligible timeframe (see key dates) to families and individuals encountered by DHS; and
- Costs associated with administration, including advertising in a local paper, and applying for this funding opportunity. The administrative allowance does not cover the reimbursement of program or administrative costs of a social service agency's national organization (its state or regional offices).

### ***Applicant Agency - Eligible Administrative Expenditures***

Service agencies may seek reimbursement for administrative costs incurred. These administrative expenses must be for humanitarian relief provided within the eligible timeframe (see key dates) to families and individuals encountered by DHS. These expenses may include the following:

- staff time to provide services to migrants (e.g., meal preparation, shelter intake)
- staff time for the service agency to gather materials and prepare/complete application.
- postage to send/mail documentation, as necessary, to the Local Board as part of the application process.
- expenses to purchase supplies (e.g., printing paper) to complete the application process.

### ***Applicant Agency Administrative Expenditures - Required Documentation***

- Documentation of appropriate vendor receipts.
- Proof of payments for all expenditures made.
- Spreadsheets documenting the administrative allowance must also be submitted. Please reference the *Spreadsheet Guidance* on page 31 for more detail.
- Spreadsheets reflecting staff time and payroll registers to support any staff time listed on the spreadsheets.

### ***Local Boards - Eligible Administrative Expenditures***

Local Boards may seek reimbursement for administrative expenditures incurred within the eligible timeframe (see key dates) of actual costs in administering this grant opportunity. Local Boards may seek reimbursement for administrative expenses up to 15 days after the application close date. Allowable expenses include:

- Advertisement of funding opportunity in local newspaper.
- Staff time necessary to assist service agencies in the application process.
- Staff time necessary to coordinate Local Board meetings to review applications received from service agencies.
- Postage to send/mail documentation, as necessary, to the National Board.
- Expenses to purchase supplies (e.g., printing paper) to complete the application process.

### ***Local Board Administrative Expenditures - Required Documentation***

- Documentation of appropriate vendor receipts.
- Proof of payments for all expenditures made.
- Spreadsheets documenting administrative expenditures must also be submitted. Please reference the *Spreadsheet Guidance* for more detail.
- Spreadsheets reflecting staff time and payroll registers to support any staff time listed in the spreadsheets.

## EQUIPMENT AND ASSETS SERVICES

Leases, purchases, repairs, and modifications made within the eligible timeframe (see key dates) in support of assisting migrants may be eligible for reimbursement. Below are examples of expenses that may be eligible for reimbursement.

- Purchase of vehicle or other equipment (e.g., air conditioning unit or HVAC system) with a fair market value of up to \$5,000.00 at the time of purchase.
- Repairs to facility to provide services (e.g., update bathroom/renovate kitchen) to make it safe and sanitary or compliant with local codes).

## Equipment and Assets Services Expenditures - Required Documentation

Required documentation must be available to support all reimbursements made with ARPA funding. Documentation must include proof of payment and itemized receipts from vendors for services provided. Agencies must provide daily logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 31 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 51 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Equipment and Assets Services expenses must be documented based on actual costs. A daily log of persons served must be provided. If a log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 31 for sample logs.

The following must be provided with the application for all Equipment and Assets Services expenditures:

- Daily logs of migrants served.
- Spreadsheets reflecting expenses incurred.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of receipts must be provided).
  - Receipts showing repairs were paid.
  - Receipts showing purchases were paid.
- Proof of payment to vendors for services.

## TRANSPORTATION SERVICES

Non-profit, faith-based, and government agencies may seek reimbursement for transportation expenses (local and long-distance) incurred for services provided within the eligible timeframe (see key dates). Reimbursement will be based on actual expenditures or mileage traveled at the federal rate of 56 cents per mile. Eligible local transportation expenses include charter bus, rideshare (e.g., Uber, Lyft), taxi, mileage, etc. Long distance transportation includes air, bus or train expenses to move migrants to another city or state. Expenses for certain forms of transportation are not eligible (e.g., limousine services). International transportation is not eligible to provide services for migrants, only services provided within the United States may be allowed. Expenses for long distance transportation will be prioritized for up to 10% of the migrant population served. Based on data, agencies typically provide long-distance transportation funding for approximately 5% of their clients. Local organizations should work with the sponsors of individuals and families to ensure funding is provided for migrants to reach their destination. Only coach class fares are eligible when providing long-distance transportation.

To receive reimbursement, daily logs of migrants served and proof of payment documentation (such as an itemized receipt, cancelled check, credit card statement, etc.) substantiating services provided must be submitted.

Required documentation must be available to support all expenses made with ARPA funding. Documentation must include proof of payment and itemized receipts from vendors for services provided. Agencies must provide logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 31 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 51 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Transportation Services expenses must be documented based on actual costs or mileage rate. A daily log of persons served must be provided. If a log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 31 for sample logs.

The following must be provided with the request for all Transportation Services expenditures:

- Daily logs of migrants served.
- Spreadsheets reflecting expenses incurred.
- Contracts from vendors for all contracted services.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of receipts must be provided).
- Receipts showing purchases were paid.
- Proof of payment to vendors for services.
- Mileage log reflecting travel at the Federal rate of 56 cents per mile for local transportation

***Below are eligible reimbursements for Transportation Services.***

- Local Transportation (including contracted services, vehicle rental, gas, insurance, drivers)
- Mileage reimbursement using the Federal rate of 56 cents per mile for local transportation maybe used, in lieu of actual fuel costs
- Long-Distance Transportation Costs (transportation costs to move migrants to another city or state)
  - Bus tickets
  - Airline tickets
  - Train tickets
- Parking (e.g., local street, airport)

## **PAYMENT METHOD**

Payment for all eligible program expenses must have been made directly to the vendor by the service agency, or on behalf of the service agency, with an approved method of payment. Approved service agency payment methods are:

- Check.
- Debit card.
- Credit card - vendor issued (e.g., Sam's Club, other store vendor issued credit card).
- Credit card - third party (i.e., American Express, Visa).
- Electronic payment from bank account.
- Cash payments made by, or on behalf of, the agency with accompanying receipt (may be subject to additional review by the National Board).

***Proof of payment made directly to the vendors must be provided.***

## QUICK REFERENCE CHART OF REIMBURSEMENT OPTIONS

This chart is a quick reference for applicants so they may decide how to prepare and submit applications for expenditure reimbursement provided for humanitarian relief to families and individuals encountered by the Department of Homeland Security. Eligible expenditures must have been made within the eligible timeframe (see key dates). Local Boards may submit administrative expenses in support of the application processes that were incurred during the same time, up to 15 days after the application close date. Detail listed in this chart regarding the reimbursement options and required documentation for each may also be found in the Eligible Services and Required Documentation section of this guidance.

Local Boards and applicant agencies are encouraged to read this guidance in its entirety to fully understand requirements and expectations for participation.

AGENCY / SERVICE TYPE	EXPENSES (ITEMIZED)	PRIMARY SERVICES PER CAPITA RATE	PRIMARY SERVICES PER MEAL RATE / PER DIEM SHELTER RATE / HOTEL/MOTEL COSTS	SECONDARY SERVICES	ADMINISTRATIVE SERVICES	EQUIPMENT AND ASSETS SERVICES	TRANSPORTATION
<b>NON-PROFIT &amp; FAITH-BASED ORGANIZATIONS PROVIDING:</b>  <b>FOOD AND SHELTER</b>	Not Applicable. Must use Per Capita Rate or Per Meal Rate / Per Diem Shelter Rate	\$28.50 per person (regardless of length of stay) <b>AND</b> actual Equipment and Assets Services <b>OR</b>	\$3.00 Per Meal Rate, \$12.50 Per Diem Shelter Rate and/or actual costs for Hotel/Motel nights <b>AND</b>	Actual costs <b>AND</b>	Actual expenses or staff time/payroll <b>AND</b>	Actual expenses for lease, repairs modifications of assets; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
<b>NON-PROFIT &amp; FAITH-BASED ORGANIZATIONS PROVIDING:</b>  <b>ONLY FOOD OR ONLY SHELTER</b>	Not Applicable. Must use Per Meal Rate / Per Diem Shelter Rate	Not Applicable	\$3.00 Per Meal Rate, \$12.50 Per Diem Shelter Rate and/or actual costs for Hotel/Motel nights <b>AND</b>	Actual expenses <b>AND</b>	Actual expenses or staff time/payroll <b>AND</b>	Actual expenses for lease, repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
<b>NON-PROFIT &amp; FAITH-BASED FOOD BANKS</b>	Actual expenses for food purchased and per lbs. maintenance fee (based on LRO historical pricing) <b>AND</b>	Not Applicable	Not Applicable, unless prepared meals were served. If so, per diem of \$3.00 would be applied.	Actual expenses <b>AND</b>	Actual expenses or staff time/payroll <b>AND</b>	Actual expenses for lease, repairs modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
<b>NON-PROFIT &amp; FAITH-BASED AGENCIES PROVIDING:</b>  <b>INDIRECT SERVICES</b>	Actual expenses <b>AND</b>	Not Applicable	Not Applicable	Actual expenses <b>AND</b>	Actual expenses <b>AND</b>	Actual expenses for lease, repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
<b>GOVERNMENT AGENCIES PROVIDING:</b>  <b>DIRECT &amp; INDIRECT SERVICES</b>	Actual expenses <b>AND</b>	Not Applicable	Actual expense <b>AND</b>	Actual expenses <b>AND</b>	Actual expenses <b>AND</b>	Actual expenses for repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)

<b>PER CAPITA RATE</b>	<p>\$28.50 per person, regardless of length of stay. An agency must have provided <b>both food and shelter</b> services to qualify for the per capita rate.</p> <p><b>Documentation Required:</b> Daily log/count of unique migrants served, letter of support from Local board or local government representative</p>
<b>PER MEAL RATE / PER DIEM SHELTER RATE</b>	<p>Food will be reimbursed at \$3.00 per meal; Shelter nights will be reimbursed at \$12.50 each night Hotel/Motel stays may be reimbursed for actual costs.</p> <p><b>Documentation Required:</b></p> <ul style="list-style-type: none"> <li>• <b>Food:</b> daily log of meals served at \$3.00 each</li> <li>• <b>Shelter:</b> daily log of shelter nights provided at \$12.50 each</li> <li>• <b>Hotel/Motel:</b> If reimbursed at actual costs, log of clients served, spreadsheet reflecting expenses, proof of payment or portfolio from hotel reflecting client's name, nights of stay, dates, and cost.</li> </ul>
<b>PRIMARY SERVICES</b>	<p>Actual expenses are not required for Per Capita Rate and/or Per Meal Rate / Per Diem Shelter Rate awardees. This category should only be used by nonprofit/faith based indirect providers &amp; government agency direct providers, if applicable.</p>
<b>SECONDARY SERVICES</b>	<p>Actual Expenses Reimbursed</p> <p><b>Documentation Required:</b> Daily logs of individuals served, spreadsheets reflecting expenses, proof of payment or receipt</p>
<b>ADMINISTRATIVE SERVICES</b>	<p>Actual expenses or staff time/payroll reimbursed</p> <p><b>Documentation Required:</b> Spreadsheets reflecting expenses, proofs of payment or receipt</p> <p><b>Staff Time/Payroll:</b> Payroll register, spreadsheet</p>
<b>EQUIPMENT AND ASSETS SERVICES</b>	<p>Actual expenses reimbursed; purchase of vehicles under \$5,000 Fair Market Value.</p> <p><b>Documentation Required:</b> Daily logs of individuals served, spreadsheets reflecting expenses, copy of lease for leased property, invoice reflecting service work performed, proof of payment or receipt</p>
<b>TRANSPORTATION SERVICES</b>	<p>Actual expenses are not required for mileage rate awardees.</p> <p><b>Documentation Required:</b> Mileage log reflecting travel, logs of individuals served, spreadsheets reflecting expenses, proof of payment or receipt</p>

## REPORTING

As part of the application process, funded agencies will be required to complete and submit a **Supplemental Funding Reimbursement Report** reflecting expenditures made within the eligible timeframe (see key dates), with the application. Agencies may be required to submit copies of spreadsheets and supporting documentation (proof of payment and receipts) of eligible expenditures to the Local Board. Please reference the *Eligible Services and Required Documentation* section on page 9. The Local Board will forward all documentation, as necessary, of all applying agencies to the National Board for consideration with their application. Prior to the release of funds, all required information must be filed with the National Board for all agencies. No agency will receive funds that has not submitted the required information by the established deadline that is to be determined.

Daily log documentation, if necessary, and the **Supplemental Funding Reimbursement Report** must be submitted with the application. Please see the *Required Forms* section on page 24 for forms that will be used by applicant agencies.

## COMPLIANCE RESOLUTION

Local Recipient Organizations (LROs) and State facility recipients 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 awarded agency has any outstanding compliance exceptions from previous EFSP participation, they will be required to resolve those exceptions before funds may be released.**

For any questions about compliance resolution, please contact the:

- Local Board for assistance.
- 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.). or
- National Board staff at [suppfund@www.unitedway.org](mailto:suppfund@www.unitedway.org) or 703.706.9660, option 6.

## PAYMENT RELEASE

After the National Board makes its funding decisions, Local Boards and SSA Committees (acting as Local Boards) will be notified of each LRO award amount. A direct payment will be made to each LRO approved to receive a funding award. To prevent delay, any LRO 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 those exceptions before payment may be released.**

For any questions about compliance resolution, please contact the

- Local Board for assistance.
- 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.). or
- National Board staff at [suppfund@www.unitedway.org](mailto:suppfund@www.unitedway.org) or 703.706.9660, option 6

## GLOSSARY

**Award** – the dollar amount granted to either a jurisdiction as a whole or an individual LRO.

**Documentation** – proof of payment, invoices/receipts, per diem and per meal logs, vouchers, letters of support from Local Board or local government representative as needed, mileage logs, etc. to support expenditures.

**DocuSign** – an e-signature and workflow solution. All applications, Local Board Plans, LRO Certifications, and Lobbying Certifications must be electronically signed using DocuSign.

**Eligible Costs** – expenditures that the National Board determines to be allowable in accordance with this guidance and any other ARPA guidelines.

**Fiscal Agent/Fiscal Conduit** – an agency responsible for the receipt of funds, disbursement of funds to vendors, documentation of funds received and maintenance of documentation on behalf of one or more subrecipient organizations. The Fiscal Agent/Fiscal Conduit must meet all requirements of an LRO.

**Indirect Providers** – an organization that contributed indirectly to a collaborative effort to provide services.

**Ineligible Costs** – expenditures that the National Board determines to be unallowable in accordance with this guidance and any other ARPA guidelines.

**Jurisdiction** – city, county or combination receiving funds through EFSP.

**Local Recipient Organization (LRO)** – any local non-profit, faith-based or governmental entity that has been awarded EFSP funds, regardless of current or former EFSP participation.

**LRO ID Number** – the unique 9-digit number that identifies each LRO within a jurisdiction.

**Local 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 applications for the agencies to the National Board. A directory of Local Boards can be found at [Supplemental Funding Info](#).

**Local Board ID Number** – the unique 6-digit number assigned by EFSP that identifies each Local Board.

**Mass Feeding (Congregate Meals)** - A facility that prepares and serves congregate meals for clients in a program operated by an LRO.

**Mass Shelter** – A facility that has the capacity to provide accommodations for at least 5 clients per night at a single site operated by the LRO.

**National Board** – the governing body responsible for the administration of the EFSP, composed of representatives of 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), which chairs the Board.

**Per Capita Rate** – the rate that determines the dollar amount that may be awarded to each agency based on the number of unique individuals served, on a one-time only basis, by nonprofit and faith-based agencies that provided food, shelter and secondary services.

**Per Diem Shelter Rate** – the rate that determines the dollar amount that may be awarded to each agency based on the number of shelter nights provided by nonprofit and faith-based agencies.

**Per Meal Rate** – the rate that determines the dollar amount that may be awarded to each agency based on the number of meals provided by nonprofit and faith-based agencies.

**Proof of Payment** – documentation of expenses paid, including cancelled check, bank statement or credit card

statement.

**Application Period** – The period held for the award of ARPA funds to reimburse service agency expenditures in providing humanitarian relief to families and individuals encountered by DHS.

**State Set-Aside (SSA) Committee** – A committee that represents state-wide interests under the EFSP for ARPA funding. SSA Committees mirror the composition of the National Board member agencies and function as Local Boards for any state-wide service agency application for funding under the ARPA grant. A directory of SSA Committees can be found at [Supplemental Funding Info](#).

**Subrecipient** – Any agency supported through a Fiscal Agent/Fiscal Conduit.



# EMERGENCY FOOD AND SHELTER PROGRAM LOCAL PROVIDER APPLICATION FOR AMERICAN RESCUE PLAN ACT HUMANITARIAN ASSISTANCE FUNDING

This application must be completed in its entirety. Any missing information may cause an application to be disqualified. The funds may only be used to reimburse for food and shelter services provided **in the eligible timeframe (see ARPA Guidance)** for individuals and families encountered by the U.S. Department of Homeland Security (DHS). Daily logs are required to be submitted to the applicable Local Board along with this application. Documentation (proof of payment, e.g., canceled check, agency debit or credit card and receipts/invoices) or expenditure spreadsheets may also be required with this application.

**DEADLINE FOR SUBMISSION OF APPLICATION: Friday, April 30, 2021 (11:59 PM)**

This application will be submitted to:

(Local Board point of contact, organization name, mailing address, email address)

**No applications received after the deadline will be considered for an award.**

**JURISDICTION ID AND NAME: Sample County (0977000)**

**LRO ID AND NAME: Sample Applicant Agency**

**REQUEST AMOUNT: \$50,000.00**

## APPLICANT INFORMATION

**Point of Contact Information (Name/Title/Phone/Fax/Email):**

**Name/Title: John S. Tester, Chief Executive Officer**

**Applicant Phone/Fax/Email:**

**Phone: 555-555-5555      Fax: 555-555-5555      Email: jstester.org**

**Applicant's Physical Address: 123 Sample Street, Sample City, DC 12432**

**Congressional District Where Applicant is Physically Located: 04th District ([house.gov](https://www.house.gov))**

**Applicant's Mailing Address: 123 Sample Street, Sample City, DC 12432**

**Applicant's Federal Employer Identification Number (FEIN): 123456789**

**Applicant's Data Universal Number System (DUNS): 987654321**

**Agency's Website: [testhelpagency.org](https://testhelpagency.org)**

**Is the applicant debarred or suspended from receiving funds or doing business with the Federal government?  
Please check appropriately.**

☐ YES

☐ NO

**(An applicant debarred or suspended from receiving federal funds, may not apply for this funding opportunity.)**

## FUNDING REQUEST

Total Eligible Unduplicated/Unique Migrant Clients Served (best of knowledge): \_\_\_\_\_

Total Amount of Reimbursement Funds Requested (must be itemized below): \$ \_\_\_\_\_

Period When Services Were Provided: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

To be considered for reimbursement, applicants must itemize all expenses below.

**PER CAPITA RATE:** All expenses will be reimbursed at the per capita rate of **\$28.50** per person on a one-time only basis. Please include the daily log of unique migrants served with this application.

Total Number of Unique Migrants Served: \_\_\_\_\_ Request Amount: \_\_\_\_\_

**PER MEAL/PER DIEM RATES:** All food expenses will be reimbursed at the per meal rate of **\$3.00** per meal and all mass shelter expenses will be reimbursed at the per diem shelter rate of **\$12.50** per night of shelter. Please include the daily meal log of meals provided and daily shelter log of shelter nights provided to migrants with this application.

Total Number of Meals Served: \_\_\_\_\_ Request Amount: \$ \_\_\_\_\_

Total Shelter Nights Provided: \_\_\_\_\_ Request Amount: \$ \_\_\_\_\_

If hotel/motel shelter nights were provided and your organization requests reimbursement based on actual costs, please indicate below. Daily log, spreadsheet, proof of payment or receipts must be provided with this application to support these services.

Hotel/Motel Nights of Shelter Provided (for migrants): \_\_\_\_\_ Request Amount: \$ \_\_\_\_\_

Number of Migrants served: \_\_\_\_\_

**PRIMARY ELIGIBLE REIMBURSEMENTS:** All Primary Services expenses will be reimbursed based on actual costs, please indicate below. Daily log, spreadsheet and proof of payment or receipts must be provided with this application for these services.

### FOOD AND SHELTER:

- FOOD (served/congregate meals or bags/boxes of groceries) TOTAL REQUEST: \$ \_\_\_\_\_

Total Number of Migrant Clients Served in Food Services: \_\_\_\_\_

Total Meals Served: \_\_\_\_\_

### ITEMIZED ELIGIBLE REIMBURSEMENTS \$:

Total Amount for Served/Congregate Meals: \$ \_\_\_\_\_

Total Amount for Bags/Boxes of Foods: \$ \_\_\_\_\_

Food Bank - Cost of Food Purchased: \$ \_\_\_\_\_

Food Bank as Indirect Provider:

Total Pounds of Food Given to Other Agencies: \_\_\_\_\_ Maintenance Fee: \$ \_\_\_\_\_ Cost of Food: \$ \_\_\_\_\_

Total Amount for Food Storage Containers, Cookware, Utensils, T-Shirt Bags: \$ \_\_\_\_\_

Basic First Aid/ Over-The-Counter Medication (e.g. band-aids, aspirin): \$ \_\_\_\_\_

Hygiene Items (e.g. baby wipes, diapers, toiletries, undergarments): \$ \_\_\_\_\_

Facility Utilities (electricity, gas, water): \$ \_\_\_\_\_

Maintenance & Housekeeping (repair and cleaning supplies): \$ \_\_\_\_\_

Contracted Services (security, laundry, trash pickup): \$ \_\_\_\_\_

Personal Protective Equipment (PPE): \$ \_\_\_\_\_

• **SHELTER** (mass/local shelter facilities or motels)Total **TOTAL REQUEST: \$**\_\_\_\_\_

Migrant Nights (duplicated): \_\_\_\_\_

Total Migrants Unduplicated Served in Shelter: \_\_\_\_\_ Average Length of Stay Before Departing: \_\_\_\_\_

**ITEMIZED ELIGIBLE REIMBURSEMENTS \$:** \_\_\_\_\_

Basic First Aid/ Over-The-Counter Medication (e.g. band-aids, aspirin): \$ \_\_\_\_\_

Hygiene items (baby wipes, diapers, toiletries, undergarments): \$ \_\_\_\_\_

Cots and Beds, including pillows: \$ \_\_\_\_\_

Linens (e.g. sheets, towels, wash cloths, etc.) \$ \_\_\_\_\_

Shelter Utilities (electricity, gas, water): \$ \_\_\_\_\_

Maintenance & Housekeeping (repair and cleaning supplies): \$ \_\_\_\_\_

Contracted Services (security, laundry, trash pickup): \$ \_\_\_\_\_

Personal Protective Equipment: \$ \_\_\_\_\_

Hotel/Motel Stay (for migrants): \$ \_\_\_\_\_

**SECONDARY ELIGIBLE REIMBURSEMENTS (based on funding availability):** All Secondary Services expenses will be reimbursed based on actual costs. Please fill in the information below. Daily log, spreadsheet and proof of payment or receipts must be provided with this application for these services.

Total Migrant Clients Receiving the Following Services: \_\_\_\_\_ **TOTAL REQUEST: \$**\_\_\_\_\_

**ITEMIZED ELIGIBLE REIMBURSEMENTS \$:**

Health/Medical, including Health Screenings: \$ \_\_\_\_\_

COVID-19 Testing: \$ \_\_\_\_\_

Associated Care for quarantining and Isolation: \$ \_\_\_\_\_

Mental Health \$ \_\_\_\_\_

Legal Aid: \$ \_\_\_\_\_

Translation Services: \$ \_\_\_\_\_

Clothing, Shoes/Shoelaces, Belts: \$ \_\_\_\_\_

**TRANSPORTATION (based on funding availability):** All Transportation Services expenses will be reimbursed based on actual costs, or mileage rate. Please fill in the information below. Daily log, spreadsheet and proof of payment or receipts must be provided with this application for these services.

**ITEMIZED ELIGIBLE REIMBURSEMENTS \$:**

Local Transportation (including contracted and/or vehicle rental, gas, insurance, drivers): \$ \_\_\_\_\_

Long-Distance Transportation (bus tickets, airline tickets, and train tickets to sponsor): \$ \_\_\_\_\_

Mileage using the Federal rate of 56 cents per mile for local transportation, in lieu of actual fuel costs

Total Miles Traveled \_\_\_\_\_ \$ \_\_\_\_\_

Parking (e.g., local street, airport): \$ \_\_\_\_\_

Contracted Services (e.g., charter bus): \$ \_\_\_\_\_

**EQUIPMENT AND ASSETS (based on funding availability):**

Equipment and Assets Costs: \$ \_\_\_\_\_

**ADMINISTRATIVE REIMBURSEMENTS (based on funding availability):**

Administrative Costs: \$ \_\_\_\_\_

**Please use this space to provide any comments that may be beneficial to support your organization's request for reimbursement of expenditures made in this application.**

**I hereby certify that the information provided in this application and all supporting documentation complies with all funding requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing these emergency supplemental funds. All appropriate staff and volunteers have been informed of the requirements for these funds. The Local Board has been provided, and we have retained, a copy of this application for our records.**

**I certify that the information provided in this application and all supporting documentation that will be submitted to the Local Board for consideration of a grant/award under the U.S. Department of Homeland Security's/Federal Emergency Management Agency's Emergency Food and Shelter Program is accurate.**

**Authorized Official Name and Title of the Agency:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **SUPPLEMENTAL FUNDING REIMBURSEMENT REPORT**

**0123-00 Sample Jurisdiction**

0123-00-001

Jane J. Doe

Sample Agency

123 Sample Street

Sample City, State 12304

This **Supplemental Funding Reimbursement Report** must be completed to report on the funds your agency spent to provide humanitarian relief to families and individuals encountered by the U.S. Department of Homeland Security (DHS). This information is required prior to the release of funds to reimburse your agency for any expenditures made. **Please be sure to complete the form in its entirety.**

In addition to completing and submitting this report, your agency will need to provide daily logs. Also, as necessary, spreadsheets, and documentation (proof of payment or receipts) must be submitted in support of expenditures reported for provided assistance. **Your request for reimbursement cannot be submitted if this report, daily logs, and required spreadsheets, and documentation, as necessary, are not included.**

After the required information has been submitted to the Emergency Food and Shelter Program (EFSP) National Board, it will be reviewed quickly so that payment may be released to your agency, if awarded funds. If you have any questions regarding this report, or the required information that must accompany it, please reference the **Supplemental Funding Guidance** or **pre-recorded presentation** on the EFSP website, **Supplemental Funding Information**. You may also contact EFSP staff at [suppfund@uwv.unitedway.org](mailto:suppfund@uwv.unitedway.org) or 703.706.9660, option 6.

## **REPORT ON THE AMOUNT SPENT BY YOUR AGENCY**

	<b>Amount</b>
A. Primary Services, Per Capita Rate	\$ _____
B. Primary Services, Per Meal Rate	\$ _____
C. Primary Services, Per Diem Shelter Rate	\$ _____
D. Congregate Meals	\$ _____
E. Bags/Boxes of Food	\$ _____
F. Food Bank - Cost of Food Purchased	\$ _____
G. Food Bank - Indirect Provider (food by poundage)	\$ _____
H. Basic First Aid/OTC	\$ _____
I. Food Storage Containers/Cookware/Utensils/T-Shirt bags	\$ _____
J. Hygiene Items	\$ _____
K. Cots and Beds	\$ _____
L. Linen	\$ _____
M. Agency/Facility Utilities	\$ _____
N. Local Transportation	\$ _____
O. Mileage at Federal rate of 56 cents per mile	\$ _____
P. Parking (local street, airport)	\$ _____
Q. Maintenance/Housekeeping	\$ _____
R. Personal Protective Equipment (PPE)	\$ _____
S. Clothing, Shoes/Shoelaces	\$ _____
T. Contracted Services	\$ _____
U. Equipment and Assets Services	\$ _____
V. Hotel/Motel Stay	\$ _____
W. Long Distance Transportation	\$ _____
X. Health/Medical, including Health Screenings	\$ _____
Y. COVID-19 Testing	\$ _____
Z. COVID-19 Associated Medical Care During Quarantine/Isolation	\$ _____
AA. Mental Health	\$ _____
AB. Legal Aid	\$ _____
AC. Translation Services	\$ _____
AD. Administrative Services	\$ _____
<b>Total Reported:</b>	<b>\$ _____</b>

I hereby certify that the information provided in this report and all supporting documentation complies with all funding requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing these emergency supplemental funds. All appropriate staff and volunteers have been informed of EFSP requirements for these funds. The Local Board has been provided, and we have retained, a copy of this report for our records.

I certify that the information provided in this report and all required logs, spreadsheets and supporting documentation, as necessary, that will be submitted to the Local Board for consideration of a grant/award under the U.S. Department of Homeland Security's/Federal Emergency Management Agency's Emergency Food and Shelter Program is accurate.

**Signature/Title of Agency Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CERTIFICATIONS:

### Local Recipient Organization Certification

#### EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM SUPPLEMENTAL FUNDING, LOCAL RECIPIENT ORGANIZATION CERTIFICATION

*By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the American Rescue Plan Act (ARPA) Funding Guidance, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Supplemental Funding Guidance. All appropriate staff and volunteers have been informed of the ARPA requirements. The Local Board has been provided, and we have retained, a copy of this form for our records.*

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Has not received an adverse or no opinion audit.
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

# Certification Regarding Lobbying

## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM SUPPLEMENTAL FUNDING CERTIFICATION REGARDING LOBBYING

### *Certification for Contracts, Grants, Loans and Cooperative Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.**

CATHOLIC CHARITIES

LRO Name

084000-001

LRO ID Number (9 digits)

Appaswamy Vino Pajaron

Representative Name

Resubmitted by:

Appaswamy Vino Pajaron

Representative Signature

7/16/2019

Date (month/day/year)

NOTE: Standard Form LLL and instructions are available at [www.grants.gov](http://www.grants.gov)



# American Rescue Plan Act of 2021 Humanitarian Relief Funding

## Spreadsheet Guidance

Spreadsheets provide an overview of how the American Rescue Plan Act of 2021 (ARPA), Humanitarian Relief, funds were spent and serve as a checklist with which documentation can be compared. A separate spreadsheet is required for Secondary, Administrative, Equipment and Assets, and Transportation services categories and must be submitted with applicant agencies' applications. Agencies that choose to document hotel/motel expenditures based on actual costs will have to provide a spreadsheet. Note within the spreadsheets, a description column is provided for agencies to clarify items that are not detailed on receipts. Daily logs are also required to account for the number of meals and nights of shelter provided for families and individuals encountered by DHS.

Spreadsheets and daily logs alone are not enough. Copies of supporting documentation (proof of payment or receipts) of eligible expenditures must also be submitted to the Local Board.

- If spreadsheets and daily logs are not completed accurately, it will result in the possibility of delay or disqualification to receive funds. Blank spaces are not acceptable, except the description column if not needed. The description column was added to the spreadsheets so that any item on a receipt that is not identified may be noted. N/A is allowed only for the Invoice/Receipt Number column.
- All spreadsheets and daily logs must include:
  - Jurisdiction Name and 6-digit Local Board ID
  - LRO Name and 9-digit LRO ID
  - LRO Address

**Required Elements for Spreadsheets** (sample spreadsheets are available on the EFSP website at [Supplemental Funding Info](#))

1. **Payment/Check Number:** preprinted number on check, used to pay vendors for service; if an agency's credit/debit card is used, indicate credit card or debit card in the spreadsheet (do not include the card number); for electronic transactions, indicate EFT. The approved payment methods are LRO checks, LRO debit card, LRO credit card, cash and electronic payments from LRO bank accounts. All spreadsheets must be sorted by the payment/check number.
2. **Payment/Check Date (MM/DD/YY):** date the payment/check is issued (date printed on the check) to pay vendors; if an agency's credit/debit card or cash is used, indicate the date of the purchase (invoice/receipt).
3. **Invoice/Receipt Date (MM/DD/YY):** date the vendor prints on the invoice or receipt; invoice/receipt date must be dated within eligible timeframe (see key dates).
4. **Invoice/Receipt Number:** preprinted number on the invoice/receipt from vendors; if there is no invoice number, indicate not applicable (N/A) on the spreadsheet.
5. **Description Column:** This column should be used to provide a description of an item purchased if it is not clearly identified on the receipt.
6. **Vendor Name:** company or individual that provided services for agency or migrants.
7. **Total Check/Payment Amount:** cost paid to vendors for services provided for agency or migrants; **total face amount** of check/payment is required. When multiple invoices were paid by one check, all invoices must be listed as separate line items; check information should be repeated as needed.
8. **Invoice/Receipt Amount:** total cost of purchase.
9. **EFSP Portion of Invoice Amount:** portion of the purchase paid with EFSP funds; the EFSP portion should not exceed the total check/payment amount and invoice amount. The column must be totaled on each page if multiple pages are required for the category. The total amount must be provided for the category on the last page if multiple pages are required.



## Required Elements for Administrative Expenditures Spreadsheets – Payroll

1. **Employee Name:** Name of employee(s) who provided direct services, and name of employee(s) who administered/prepared/completed the funding request process after the period of services for migrants.
2. **Payroll Date (MM/DD/YY):** The date that compensation was paid to employees (date printed on the payroll register).
3. **Percentage:** Percentage of time charged to EFSP.
4. **Payroll Amount:** Amount printed on the payroll register.
5. **EFSP Portion of Payroll Amount:** The payroll amount charged to EFSP. The EFSP portion of the payroll amount should equal to multiplying the payroll amount by the percentage of time charged to EFSP.

## Example of Primary Expenditures Spreadsheet for Hotel/Motel Shelter

### Emergency Food and Shelter Program

#### American Rescue Plan Act of 2021 Humanitarian Relief Funding

<b>Jurisdiction ID and Name</b>	0123-00 Sample Jurisdiction
<b>LRO ID and Name</b>	0123-00-001 Sample Agency
<b>LRO Address City/State/Zip</b>	123 Sample Street, City, State, Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proof of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

#### PRIMARY ELIGIBLE REIMBURSEMENTS SPREADSHEET – HOTEL/MOTEL SHELTER NIGHTS

Payment /Check Number	Payment/ Check Date (MM/DD/YY)	Invoice/ Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/ Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
87364	3/15/21	3/12/21	842086	Value Motel		250.00	250.00	250.00
Credit Card	1/01/21	1/01/21	789134	Local City Motel		50.00	50.00	50.00
<b>Total</b>								<b>300.00</b>

Sample Spreadsheets and Guidance are available on EFSP website under the Supplemental Funding Information Tab.

## Example of Secondary Expenditures Spreadsheet for Supportive Services

### Emergency Food and Shelter Program

#### American Rescue Plan Act of 2021 Humanitarian Relief Funding

<b>Jurisdiction ID and Name</b>	0123-00 Sample Jurisdiction
<b>LRO ID and Name</b>	0123-00-001 Sample Agency
<b>LRO Address City/State/Zip</b>	123 Sample Street, City, State, Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proof of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

#### SECONDARY ELIGIBLE REIMBURSEMENTS SPREADSHEET

Payment /Check Number	Payment/ Check Date (MM/DD/YY)	Invoice/ Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/ Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12395	02/26/21	01/15/21	6501	Sample Bus Company	4-Greyhound tickets	250.00	250.00	250.00
Debit Card	03/10/21	03/10/21	LS-555-05	Legal Services Corporation		50.00	50.00	50.00
EFT	03/25/21	03/25/21	CH54321-20	Sample Translation Company		200.00	200.00	200.00
Cash	03/10/2021	03/10/2021	5430-09	Local Grocery Mart		53.00	53.00	\$50.00
<b>Total</b>								<b>550.00</b>

Sample Spreadsheets and Guidance are available on EFSP website under the Supplemental Funding Information Tab.

## Example of Administrative Expenditures Spreadsheet – Direct Costs

### Emergency Food and Shelter Program American Rescue Plan Act of 2021 Humanitarian Relief Funding

<b>Jurisdiction ID and Name</b>	0123-00 Sample Jurisdiction
<b>LRO ID and Name</b>	0123-00-001 Sample Agency
<b>LRO Address City/State/Zip</b>	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proof of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

#### ADMINISTRATION EXPENDITURES - DIRECT COST

Payment/Check Number	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12315	02/15/21	02/15/21	12-7788935	USPS	Postage	50.00	50.00	50.00
Total								50.00

Sample Spreadsheets are available on EFSP website under the Supplemental Funding Information Tab.

## Example of Administrative Expenditures Spreadsheet – Payroll

### Emergency Food and Shelter Program American Rescue Plan Act of 2021 Humanitarian Relief Funding

<b>Jurisdiction ID and Name</b>	0123-00 Sample Jurisdiction
<b>LRO ID and Name</b>	0123-00-001 Sample Agency
<b>LRO Address City/State/Zip</b>	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Payroll Registers must be provided. *If required, copies of supporting documentation (proof of payment or receipts) of eligible expenditures must also be submitted to the **Local Board**.* Documentation may also be sent electronically in the application process, if volume is not too large.

#### ADMINISTRATION EXPENDITURES - PAYROLL

Employee Name	Payroll Date (MM/DD/YY)	Percentage	Payroll Amount	EFSP Portion of Payroll Amount
Smith, Tester	2/28/21	25.00%	\$1,500.00	\$375.00
Smith, Tester	3/15/21	30.00%	\$1,500.00	\$450.00
Smith, Tester	3/31/21	20.00%	\$1,500.00	\$300.00
Total				1,125.00

Sample Spreadsheets are available on EFSP website under the Supplemental Funding Information Tab.

## Example of Equipment and Assets Expenditures Spreadsheet

### Emergency Food and Shelter Program American Rescue Plan Act of 2021 Humanitarian Relief Funding

<b>Jurisdiction ID and Name</b>	0123-00 Sample Jurisdiction
<b>LRO ID and Name</b>	0123-00-001 Sample Agency
<b>LRO Address City/State/Zip</b>	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proof of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

### EQUIPMENT AND ASSETS ELIGIBLE REIMBURSEMENT SPREADSHEET

Payment/ Check Number	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/ Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12318	02/17/21	02/16/21	N/A	Handy Repairs	Refrigerator Repair	250.00	250.00	250.00
Credit Card	03/20/21	03/20/21	6543-21	Appliance Depot		650.00	650.00	300.00
<b>Total</b>								<b>550.00</b>

Sample Spreadsheets are available on EFSP website under the Supplemental Funding Information Tab.

**Required Elements for Per Capita Rate Log** (sample logs are available on the EFSP website under the [Supplemental Funding Infor tab](#))

1. **Date (MM/DD/YY):** date that agency provided service (food, shelter and other supportive services) to migrants. The log must be sorted in date order and show a daily count. Date must be within the eligible timeframe (see key dates).
2. **Number of Unique Migrants Served:** number of unduplicated migrants served
3. **Total Number of Unduplicated Migrants Served:** total number of unique migrant clients served.

## EXAMPLE OF PER CAPITA LOG

[illegible]

**Total Migrants Served: 360**

**Total Reimbursement Request: \$10,260.00**

The per capita log must show a count of unique migrants. Sample per capita log is available on EFSP website under the Supplemental Funding Information Tab. Per capita log must be submitted electronically in the application process on the EFSP website for agencies using the per capita rate. Written support from the Local Board must be provided with the per capita log. A local government representative may provide written support, if necessary.

**Required Elements for Daily Per Meal Log** (sample daily logs are available on the EFSP website under the [Supplemental Funding Info tab](#))

1. **Date (MM/DD/YY):** date that agency provided service (e.g., food) to migrants. The daily logs must be sorted in date order and show a daily count. Date must be within eligible timeframe (see key dates).
2. **Number of Meals served:** number of meals served to migrants. For agencies that provided bags/boxes of food items, provide the best estimate of number of meals included in the bags/boxes.
3. **Total Number of Meals Served:** total number of meals served

**EXAMPLE OF PER MEAL LOG**

<b>Emergency Food and Shelter Program</b> <b>American Rescue Plan Act of 2021 Humanitarian Relief (ARPA) Funding</b> <b>Daily Per Meal Log</b> <b>(Reimbursement will be made at the rate of \$3.00 per meal)</b>	
Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address, City, State, Zip	123 Sample Street, City, State Zip
<b>Date (MM/DD/YY)</b>	<b>Number of Meals Served</b>
01/12/21	100
01/16/21	150
02/17/21	125
02/20/21	100
02/25/21	50

**Total Meals Provided: 525**  
**Total Reimbursement Request: \$1,575.00**

The per meal log must show a **daily** count. Sample per meal log and guidance are available on the EFSP website under the Supplemental Funding Info tab. Per meal log must be submitted electronically in the application process on the EFSPwebsite for agencies using the per meal rate.

**Required Elements for Daily Per Diem Shelter Log** (sample daily logs are available on the EFSP website under the [Supplemental Funding Info tab](#))

1. **Date (MM/DD/YY):** date that agency provided shelter to migrants. The logs must be sorted in date order and show a daily count. Date must be from within the eligible timeframe (see key dates).
2. **Number of Migrants Sheltered:** number of migrants sheltered per day
3. **Total Number of Shelter Days Provided:** total number of shelter days provided

## EXAMPLE OF DAILY SHELTER LOG

[illegible]

The per diem shelter log must show a **daily** count. Sample per diem shelter log is available on the EFSP website under the Supplemental Funding Info tab. Per diem shelter log must be submitted electronically in the application process on the EFSP website for agencies using the per diem shelter rate.

**Required Elements for Mileage Log** (sample mileage log is available on the EFSP website under the [Supplemental Funding Info tab](#))

1. **Date (MM/DD/YY):** date that agency provided transportation service for migrants. Date must be within the eligible timeframe (see key dates).
2. **Trip Detail:** mileage log must be sorted in date order and show the departure, destination, and purpose of the trip.
3. **Number of Miles Traveled:** number of miles traveled per trip.

### EXAMPLE OF MILEAGE LOG

<b>Emergency Food and Shelter Program</b> <b>American Rescue Plan Act of 2021 Humanitarian Relief Funding</b> <b>Mileage Log</b> <b>(Reimbursement will be made at the rate of \$.56 per mile traveled)</b>		
<b>Jurisdiction ID (6 digits) and Name</b>	<b>0123-00 Sample Jurisdiction</b>	
<b>LRO ID (9 digits) and Name</b>	<b>0123-00-001 Sample Agency</b>	
<b>LRO Street Address, City, State, Zip</b>	<b>123 Sample Street, City, State Zip</b>	
<b>Date (MM/DD/YY)</b>	<b>Departure, Destination, Purpose of Trip (roundtrip)</b>	<b>Number of Miles Traveled</b>
02/12/21	Travel from agency to airport to take migrants and return	25
02/15/21	Travel from agency to bus station to take migrants	15
03/12/21	Travel from agency to grocery store	5

<b>Total Miles: 45</b> <b>Total Reimbursement Request: \$25.20</b>
-----------------------------------------------------------------------

Mileage Logs must be submitted electronically in the application process on the EFSP website. They must show the date, departure, destination, purpose, and number of miles traveled for each trip. Sample mileage log and guidance are available on the EFSP website under the Supplemental Funding Info tab.



**Required Elements for Daily Meal Log and Daily Shelter Log** (sample daily logs are available on the EFSP website under the [Supplemental Funding Info tab](#).)

1. **Date (MM/DD/YY):** date that agency provided service (food, shelter and other services) to migrants. The daily logs must be sorted in date order and show a daily count. Date must be within the eligible timeframe (see key dates).
2. **Number of Meals served:** number of meals served to migrants. For agencies that provided bags/boxes of food items, provide the best estimate of number of meals included in the bag/box.
3. **Number of Migrants Served:** number of migrants served per day.
4. **Total Number of Unduplicated Migrants Served:** total number of unique migrant clients served.

### Example of Daily Meal Log

#### Emergency Food and Shelter Program American Rescue Plan Act of 2021 Funding

##### DAILY MEAL LOG

Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address	123 Sample Street, Sample City, State Zip

Date (MM/DD/YY)	Number of Meals Served	Number of Migrants Served
02/01/21	100	50
02/02/21	70	35
02/03/21	80	40
02/04/21	90	45
<b>Total Number Served</b>	<b>340</b>	<b>170</b>
<b>Total Number of Unduplicated Migrants Served</b>	<b>150</b>	

Daily meal log must show a **daily** count. Sample daily logs and guidance are available on EFSP website at Supplemental Funding Information. Spreadsheets and daily logs must be submitted electronically in the application process on EFSP website. Spreadsheets and daily logs alone are not sufficient. Copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process, if volume is not too large.

### Example of Daily Shelter Log

#### Emergency Food and Shelter Program American Rescue Plan Act of 2021 Funding

##### DAILY SHELTER LOG

Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address	123 Sample Street, Sample City, State Zip

Date (MM/DD/YY)	Number of Migrants Served
02/01/21	25
02/02/21	24
02/03/21	24
02/04/21	25
<b>Total Number Served</b>	<b>98</b>
<b>Total Number of Unduplicated Migrants Served</b>	<b>65</b>

Daily shelter log must show a **daily** count. Sample daily logs and guidance are available on EFSP website at Supplemental Funding Information. Spreadsheets and daily logs must be submitted electronically in the application process on EFSP website. Spreadsheets and daily logs alone are not sufficient. Copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process, if volume is not too large.

## HELP DESK TECHNICAL ASSISTANCE

Supportive materials have been provided to assist with the application and implementation of these funds including, but not limited to, this American Rescue Plan Act Funding Guidance (ARPA Funding Guidance), Spreadsheet Templates, and Key Program Dates. 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 the [Supplemental Funding Info tab](#).

Potential applicants may seek assistance about the ARPA funding by contacting the:

- Local Board for assistance
- SSA Committee for state-wide agencies
- EFSP website by clicking [Supplemental Funding Info](#)
- National Board staff at [suppfund@www.unitedway.org](mailto:suppfund@www.unitedway.org) or 703.706.9660, option 6

# GRANT AGREEMENT ARTICLES, FINANCIAL TERMS AND CONDITIONS AND OTHER TERMS AND CONDITIONS

The Supplemental Appropriations for Humanitarian Assistance (ARPA) is a restricted federal grant. All federal grants have terms and conditions that apply to **ALL** parties participating in the grant. For the ARPA, all parties mean the National Board, which is considered the *Recipient*, State Set-Aside Committees (SSAs), Local Boards, and Local Recipient Organizations (LROs) which are considered the *Sub-Recipients*. This section of the Supplemental Funding Guidance (SFG) provides guidance related to the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions of the grant. The ARPA Certification Forms for all parties contain statements that incorporate the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions. All parties must ensure their understanding of this section of the Supplemental Funding Guidance (SFG) and the statements on the Certification Forms being signed, as they are agreeing to specific program requirements mandated by the Federal government, including those that may not appear to apply to the types of programs and activities eligible under the ARPA. While some of the articles do not appear to be consistent with the types of programs and activities funded under the ARPA, and some address recipients but not sub-recipients, all Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions must be passed on to all participating parties. ***All parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in this SFG.***

Participating SSAs and Local Boards have responsibility for ensuring compliance in their selection of service agencies for funding and adhering to all ARPA requirements, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions. SSAs, Local Boards, and LROs should familiarize themselves with all specific citations noted in the Guidance.

## Article I - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the *Civil Rights Act of 1964*, (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources-on-http://www.lep.gov>.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the SFG speak to this Grant Agreement Article.

## Article II - Universal Identifier and System of Award Management

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**ARPA Applicability:** System for Award Management (SAM) registration in this article applies to the recipient, the EFSP National Board. Any necessary updates to EFSP information in the system will be made yearly. The unique identifier statement applies to all State Set-Aside Committees, Local Boards and LROs. All funded LROs are required to provide their DUNS number to EFSP before payments can be released. The statement contained in the Certification Forms – “Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP” - speak to this Grant Agreement Article.

## Article III - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must

agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds] – in the SFG speak to this Grant Agreement Article.

#### **Article IV - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. There are no allowable activities that can be funded regarding communication equipment. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article V - Rehabilitation Act of 1973**

Recipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds] - and the Client Eligibility sections in the SFG speak to this Grant Agreement Article.

#### **Article VI - National Environmental Policy Act**

Recipients must comply with the requirements of the *National Environmental Policy Act of 1969 (NEPA)*, Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies.

#### **Article VII - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. For the purposes described in this article, State Set-Aside Committees, Local Boards and LROs must make sure that they comply with the Acknowledgement of Federal Funding from DHS.

#### **Article VIII - USA PATRIOT Act of 2001**

Recipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article IX - Age Discrimination Act of 1975**

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religiousproselytizing or religious counseling with Federal funds]” – in the SFG speak to this Grant Agreement Article.

#### **Article X - Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religiousproselytizing or religious counseling with Federal funds]” – in the SFG speak to this Grant Agreement Article.

#### **Article XI - Notice of Funding Opportunity Requirements**

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

**ARPA Applicability:** The requirements stated in this article applies to the recipient, the EFSP National Board. The NOFO and guidance is made available to the National Board via the ND Grants System. All terms and conditions of the award are agreed to when the National Board accepts the award in the ND Grants System.

#### **Article XII - Trafficking Victims Protection Act of 2000 (TVPA)**

Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. Whileit may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” - and the Eligible Expendituressection of the SFG speak to this Grant Agreement Article.

#### **Article XIII - Acceptance of Post Award Changes**

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. Should there be changes to the award, the EFSP National Board will communicate changes (as necessary) to State Set-Aside Committees, Local Boards and LROs. Item 2 (Amendments) under Financial Terms andConditions also speaks to this Grant Agreement Article.

#### **Article XIV - Non-Supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

**ARPA Applicability:** This applies to all State Set-Aside Committees, Local Boards and LROs. ARPA is not intended to make up for budget shortfalls or to be considered a line item in an annual budget. ARPA fundscannot replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XV - Drug-Free Workplace Regulations**

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an

individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs.

#### **Article XVI - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

**ARPA Applicability:** This article applies to the EFSP National Board as the recipient, all State Set-Aside Committees, Local Boards and LROs as subrecipients of funds.

#### **Article XVII - DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov). This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to [CivilRightsEvaluation@hq.dhs.gov](mailto:CivilRightsEvaluation@hq.dhs.gov) prior to expiration of the 30-day deadline.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. Item 5 of the article applies to the National Board. The Financial Terms and Conditions of the SFG speak to this Grant Agreement Article.

#### **Article XVIII - Best Practices for Collection and Use of Personally Identifiable Information**

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and Privacy Template at [https://www.dhs.gov/sites/default/files/publications/privacy\\_pia\\_template\\_2017.pdf](https://www.dhs.gov/sites/default/files/publications/privacy_pia_template_2017.pdf) as useful resources respectively.

**ARPA Applicability:** This applies to all State Set-Aside Committees, Local Boards and LROs. In order to meet the documentation requirements of the ARPA in certain program categories, it is necessary to obtain, retain, and provide, if requested, PII for clients served with ARPA funding. The National Board does not require and does not expect to receive PII beyond what is noted in the ARPA Documentation Requirements as stated in the SFG. Items that should not be submitted to EFSP as documentation include, but are not limited to, driver's licenses, Social Security Numbers or cards, pay stubs, etc.

#### **Article XIX - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. LROs may purchase eligible equipment with EFSP funds. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” - and the Eligible Expenditures section of the SFG provide additional guidance regarding this Grant Agreement Article.

#### **Article XX - Civil Rights Act of 1968**

Recipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the SFG speak to this Grant Agreement Article.

#### **Article XXI - Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Is not debarred or suspended from receiving Federal funds” – and the Financial Terms and Conditions sections in the SFG speak to this requirement.

#### **Article XXII - Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” – and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XXIII - Energy Policy and Conservation Act**

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. With the exception of supplies and equipment purchases to address emergency rehabilitation costs/building code citations for mass shelter and mass feeding sites, there are no other allowable activities that can be funded with ARPA funds. See the statement in the Certification Forms – “Will expend monies only on ARPA eligible costs” – and the Eligible Expenditures section of the SFG for further explanation of this Grant Agreement Article.

#### **Article XXIV - Prior Approval for Modification of Approved Budget**

Before making any change to the FEMA approved budget for this award, you must request prior written approval from



FEMA where required by 2 C.F.R. section 200.308. FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**ARPA Applicability:** This article applies to the EFSP National Board. The budget submitted with the application in the ND Grants system generally remains the same. The scope and purpose of the program does not change. The guidelines are in the SFG.

#### **Article XXV - Procurement of Recovered Materials**

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms –“Will expend monies only on ARPA eligible costs” - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XXVI - Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms –“Will expend monies only on ARPA eligible costs” - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XXVII - Environmental Planning and Historic Preservation (EHP) Review**

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. In order to initiate EHP review of your project(s), you must submit a detailed project description along with supporting documentation. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered, applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

**EFSP Applicability:** While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by EFSP, the article still applies.

#### **Article XXVIII - Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, (codified as amended at 15 U.S.C. section 2225.)



**ARPA Applicability:** This applies to all State Set-Aside Committees, Local Boards and LROs. Should SSAs, Local Boards, or LROs conduct conferences, meetings, or trainings for ARPA, they must comply with this requirement.

#### **Article XXIX - Duplication of Benefits**

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

**ARPA Applicability:** This applies to all State Set-Aside Committees, Local Boards and LROs. Expenditures paid with ARPA funding cannot be charged to other awards/grants. See statement contained in the Certification Forms – “Will expend monies only on EFSP eligible costs” – as well as the Eligible Expenditures section of the SFG for further explanation of this requirement.

#### **Article XXX - Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. Domestic air travel for long distance transportation to move migrants to another city may be an allowable activity. However, international air transportation of people and property are not allowable activities that can be funded with ARPA funds. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” – and the Eligible Expenditures section of the SFG provide additional guidance on complying with this Grant Agreement Article.

#### **Article XXXI - Reporting of Matters Related to Recipient Integrity and Performance**

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

**ARPA Applicability:** The reporting in this article applies to the recipient, the EFSP National Board. The EFSP is registered in the SAMS system. Any necessary updates to EFSP information in the system or required reporting related to the grant will be made appropriately.

#### **Article XXXII - Lobbying Prohibitions**

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Will not use ARPA funding for any lobbying activities and if receiving \$100,000, or more, will provide the “Certification Regarding Lobbying” and, if applicable, will complete Standard Form LLL, “Disclosure Form to Report Lobbying”, – in advance with its instructions – speak to this Grant Agreement Article. The “Lobbying Prohibition and Reporting Requirements” section in the SFG also speak to this Grant Agreement Article.

#### **Article XXXIII - False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

**ARPA Applicability:** This applies to all State Set-Aside Committees, Local Boards and LROs. Generally, this act

provides for criminal penalties if false claims are filed.

#### **Article XXXIV - Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs.

#### **Article XXXV - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. ARPA guidelines prohibits discrimination based on age, race, sex, religion, national origin, disability, economic status or sexual orientation.

#### **Article XXXVI - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the SFG speak to this Grant Agreement Article.

#### **Article XXXVII - Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. There are no allowable activities that can be funded regarding materials that would be copyrighted with ARPA funds. Any necessary materials for use in the ARPA would not generally be copyrighted. The statement contained in the Certification Forms – “Will expend monies only on ARPA eligible costs” – and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XXXVIII - Reporting Subawards and Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**ARPA Applicability:** This article applies to the Recipient (National Board) and all Sub-recipients (State Set-Aside Committees, Local Boards and LROs). As information received from State Set-Aside Committees, Local Boards and LROs are necessary components of the required reports, the statements contained in the Certification Forms regarding the DUNS number, Federal Employer Identification Number (FEIN), and reporting requirements speak to this Grant Agreement Article.

#### **Article XXXIX - Use of DHS Seal, Logo and Flags**

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The use of any

organization's marks, including those of DHS, must be approved through proper channels. EFSP does not approve the use of the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials including those of the Federal Emergency Management Agency (FEMA) or those of any other National Board member agency. SSAs, Local Boards or LROs wishing to use the marks of any of these organizations must secure the individual agency's permission. Bank accounts used by agencies funded under the EFSP should be set up in the individual agency's name, not as FEMA.

#### **Article XL - Whistleblower Protection Act**

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. The article speaks to employees and contractors with the Department of Defense and disallowed costs with funding. The statement contained in the Certification Forms – "Will expend monies only on ARPA eligible costs" - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XLI - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications**

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the recipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – "Will expend monies only on ARPA eligible costs" – as well as those regarding accounting systems, audits, and other financial matters and the Financial Terms and Conditions and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XLII - Patents and Intellectual Property Rights**

Recipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq*, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

**ARPA Applicability:** This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by ARPA, the article still applies. Any necessary materials for use under the ARPA would not generally be patented. The statement contained in the Certification Forms – "Will expend monies only on ARPA eligible costs" - and the Eligible Expenditures section of the SFG speak to this Grant Agreement Article.

#### **Article XLIII - Award Performance Goals**

FEMA will measure the recipient's performance of the grant by receipt of quarterly and final performance reports described in the Notice of Funding Opportunity for the Emergency Food and Shelter Program (EFSP) grant made available under the *American Rescue Plan Act of 2021* (Public Law No. 117-2), Section 4008. The submission of the data elements within these reports will reflect the recipient's accomplishments to provide funding to local social service organizations in their efforts to provide humanitarian relief in the form of food, shelter, and other supportive services, such as COVID-19 testing and associated medical care needed during quarantine and isolation, to individuals and families encountered by the Department of Homeland Security. All expenditures must be for eligible purposes, delivered in adherence to program requirements.

**ARPA Applicability:** This article applies to the EFSP National Board. Quarterly reports reflecting payment activity

related to the award will be provided to FEMA as described in the Notice of Funding Opportunity for EFSP. The final performance report will be provided when the grant is closed.

## **FINANCIAL TERMS AND CONDITIONS**

The National Board requires all participants to meet the requirements stated in this SFG regarding program compliance, reporting, documentation, and submission of documentation.

### **1. Definitions**

- a. "Jurisdiction" refers to the city, county or combination receiving funds through EFSP.
- b. "Local Recipient Organization" or "LRO" refers to the local private or public (local or state) agency that will receive any award of funds from the National Board.
- c. "Award" refers to the award of funds made by the National Board to a local private or public (local or state) agency.
- d. "End-of-program" refers to the jurisdiction's end date, as agreed upon by the Local Board and National Board, by which all monies must be expended or returned to the National Board.
- e. "Begin Date" is the date LROs may begin expending funds.
- f. "End date" is the date by which all funds must be expended or returned to the National Board.

### **2. Amendments**

An award may be amended at any time by a written modification. Amendments, which reflect the rights and obligations of either party, shall be executed by both the National Board and the LRO.

### **3. Local Board Authority Related to Local Recipient Organizations**

The Local Board is responsible for monitoring expenditures of LROs receiving ARPA funds.

Local Boards may not alter or change National Board cost eligibility or approve expenditures outside of the National Board's criteria without National Board permission. Local Boards may not alter or change the National Board's documentation requirements.

In the event the National Board discovers ineligible expenditures of EFSP funds by an LRO, the National Board will send a written request to the LRO for recoupment of the ineligible amount, copying the Local Board. If the LRO is unwilling or unable to reimburse the National Board for the ineligible expenditure, the National Board may refer the matter to FEMA.

If the Local Board suspects that fraud has been committed by an LRO, the Local Board must contact the DHS Office of Inspector General (OIG) with details of the suspected fraud or misuse of Federal funds. The OIG's preferred method for reporting fraud is to fill out and submit their online allegation form from their website [www.oig.dhs.gov](http://www.oig.dhs.gov). The address for mailing information is **DHS Office of Inspector General/MAIL STOP 0305, Attention: Office of Integrity & Quality Oversight – Hotline, Murray Lane SW, Washington, DC 20528-0305.**

If an LRO received an award under previous phases (Public Laws 98-8, 98-151 and 98-181, 98-396, 99-88 and 99-160, 99-500 and 100-6, 100-71 and 100-120, 100-404 and 101-45, 101-100, 101-467, 102-139, 102-389, 103-124, 103-327, 104-91 and 104-134, 104-204, 105-65, 105-276, 106-74, 106-377, 107-73, 107-294 and 108-7, 108-90, 108-334, 109-90, 109-295, 110-161, 110-329 and 111-5, 111-83, 112-10, 112-74, 113-6, 113-76, 114-4, 114-113, 115-31, 115-141, 116-6, 116-136 or 116-93, 116-26), it must not include those funds in any reporting for the current award. Reports should be confined to the amount granted by the National Board under the new appropriations legislation (Public Law 117-2).

### **4. Cash Depositories**

- a. Any money advanced to the LRO under the terms of this award must be deposited in a checking account in a bank with Federal Deposit Insurance Corporation (FDIC) or Federal Savings & Loan Insurance Corporation (FSLIC) insurance coverage (whose responsibility has been taken over by FDIC), and the balance exceeding the FDIC or FSLIC coverage must be collaterally secured.

- b. LROs are encouraged to use minority-owned banks (a bank that is owned at least 51 percent by minority group members). This is consistent with the national goal of expanding the opportunities for minority business enterprises. A list of minority-owned banks can be obtained at the addresses below.

- I. <https://www.federalreserve.gov/supervisionreg/minority-depository-institutions.htm>

- II. [www.fdic.gov/regulations/resources/minority/MDI.html](http://www.fdic.gov/regulations/resources/minority/MDI.html)

5. Retention and Custodial Requirements for Records

- a. Financial records, supporting documentation, statistical records, and all other records pertinent to the award shall be retained by the LROs, Local Boards, and SSA Committees for a period of three years from the end-of-program date with the following exceptions:
  - i. If any litigation, claim, program compliance review, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, program compliance problems, or audit findings involving the records have been resolved.
  - ii. Records for non-expendable property, if any, acquired in part with ARPA funds shall be retained for three years from the submission of the Local Board Plan to the National Board. Non-expendable property is defined as tangible property having a useful life of more than one year and an acquisition cost of more than \$300 per unit.
- b. The retention period shall start from the submission of the Local Board Plan to the National Board.
- c. The National Board may request transfer of certain records to its custody from LROs, Local Boards, and SSA Committees when it determines that the records possess long-term retention value. The LROs, Local Boards, and SSA Committees shall make such transfers as requested.
- d. The FEMA Administrator, the Comptroller General of the United States, and the National Board, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of LROs, Local Boards, and SSA Committees, to make audits, examinations, excerpts, and transcripts.

6. Financial Management Systems

The LRO shall maintain a financial management system that provides for the following:

- a. Accurate, current, and complete disclosures of the financial results of this program.
- b. Records that identify adequately the source and application of funds for federally supported activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, non-obligated balances, assets, outlays, and incomes.
- c. Effective control over and accountability for all funds, property, and other assets.
- d. Procedures for determining eligibility of costs in accordance with this guidance.
- e. Accounting records that are supported by source documentation. The LRO must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks or documentation for other acceptable payment methods, sign-in logs and any other documentation that is necessary to support their costs under the program.
- f. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.

- g. In cases where more than one civil jurisdiction (e.g., a city and a balance of county, or several counties) recommends awards to the same LRO, the LRO can combine these funds in a single account. However, separate program records for each civil jurisdiction award must be kept.

## 7. Audit Requirements

An original copy of an LRO's audit or review will be provided to the National Board, State Set-Aside Committee or Local Board upon request.

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A webinar providing information on audit requirements is available on the EFSP website under *Pre-recorded Presentations* under *Supplemental Funding Info*.

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All ARPA funded LROs (both governmental and not-for-profit) that expend \$750,000 or more in Federal funds must comply with the Uniform Administrative Requirements, Cost Principles, and Audit

Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance), Audits of States, Local Government, and Nonprofit Organizations, which requires a single organization-wide audit. This \$750,000 could be exclusively ARPA funds or a combination of ARPA and other Federal funds that an agency might be receiving. **Note: A copy of the audit report must be forwarded to the National Board annually along with the regular audit. ARPA funds must be clearly identified by ID number in the audit/review and Schedule of Federal Awards.**

Audits of units of government shall be made annually unless the state or local government had, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. **LROs** receiving funds in a single or in multiple jurisdictions must identify each award individually by their LRO ID number in each jurisdiction under the Pass-Through Grantors Number on the Schedule of Expenditures of Federal Awards.

## 8. Payment

A direct payment shall be made to the LRO upon recommendation of the Local Board and approval by the National Board. All LROs will have to be in compliant with ARPA guidelines. Any LRO with an outstanding compliance exception will have to resolve the exception, prior to the release of funds.

## 9. Financial Reporting Requirements

The National Board shall provide LROs with the necessary reporting requirements in advance of report deadlines.

LROs shall submit Supplemental Funding Reimbursement Reports to the National Board by the application deadline designated by the National Board.

## 10. Closeout

The following definitions shall apply:

1. "Closeout" is the process by which the National Board determines that all applicable administrative actions and all required work of the award have been completed.

- b. "Disallowed costs" are those charges that the National Board determined to be unallowable in accordance with the legislation, National Board requirements and applicable Federal cost principles or other conditions contained in the award. The applicable cost principles are contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance.). If you are unsure of where to find the Uniform Guidance, check with your local Congressional Representative, contact the National Board staff, or visit the Office of Management and Budget's website: [www.omb.gov](http://www.omb.gov).

11. Suspension and Termination Procedures

The following definitions shall apply:

- a. Termination – termination of this award means the cancellation of ARPA assistance, in whole or in part, under the award at any time prior to the date of completion.
- b. Suspension – the suspension of this award is an action by the Local Board or National Board that temporarily suspends ARPA assistance under the award pending corrective action by the LRO or pending a decision by the National Board to terminate the award.

12. Lobbying

Pursuant to 31 U.S.C. §1352, an LRO is prohibited from using federally appropriated grant funds for lobbying activities. This condition bars the use of Federal money for political activities but does not in any way restrict lobbying or political activities paid for with non-Federal funds. This condition prohibits the use of Federal grant funds for the following activities:

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A webinar detailing the process for submitting Certification Forms is available on the EFSP website under *Pre-recorded Presentations* under *Supplemental Funding Info*.

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- Federal, state or local electioneering and support of such service agencies as campaign organizations and political action committees;
- Direct lobbying of the Congress and State Legislatures to influence legislation;
- Grassroots lobbying concerning either Federal or state legislation;
- Lobbying of the Executive Branch in connection with decisions to sign or veto enrolled legislation; and,
- Efforts to utilize state or local officials to lobby the Congressional or State Legislatures.

Any LRO that will receive more than \$100,000 in ARPA funds is required to submit:

- a certification form that ARPA funds will not be used for lobbying activities; and,
- a disclosure of lobbying activities (if applicable).

This certification and disclosure must be submitted prior to grant payment.

### 13. Debarment and Suspension Regarding Funding

Pursuant to Executive Order 12549, Debarment and Suspension, all LROs benefiting from ARPA funding must certify that they have not been debarred or suspended from receiving funds from or doing business with the Federal government. Each LRO will make this certification by signing the LRO Certification Form which states the requirement. Each Local Board must certify they have received the LRO Certification Form from the LRO which state the requirements.

## **OTHER TERMS AND CONDITIONS**

### **Duplication of Benefits**

There may not be a duplication of any Federal assistance by governmental service agencies, per 2 CFR Part §225 (Uniform Guidance), basic Guidelines Section C.(c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non- governmental service agencies are also subject to this prohibition per 2 CFR Parts §220 and §230 and 48 CFR Part §31.2 (Uniform Guidance.)

***ARPA Applicability:*** *This applies to all State Set-Aside Committees, Local Boards and LROs. ARPA is not intended to make up for budget shortfalls or to be considered a line item in an annual budget.*

*Expenditures charged in full to the ARPA grant may not also be charged to other awards/grants; nor may expenditures paid for with ARPA funding be charged to other awards/grants. The statements contained in the Certification Forms – “Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services” and “Will expend monies only on ARPA eligible costs” - as well as the Eligible Expenditures section of the SFG speak to this requirement.*

### **Non-Supplanting Requirement**

Grant funds will not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Applicants or grantees may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

***ARPA Applicability:*** *This applies to all State Set-Aside Committees, Local Boards and LROs. ARPA is not intended to make up for budget shortfalls or to be considered a line item in an annual budget. The Preamble and the statement contained in the Certification Forms – “Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services” - speak to this requirement.*



## **Hatch Act**

The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies and who work in connection with programs financed in whole or in part by Federal loans or grants. All recipients of financial assistance will comply with the regulations, as applicable, to States and Local Governments, of the Hatch Act, 5 U.S.C. § 1501 – 1508, as amended.

**ARPA Applicability:** *This applies to all State Set-Aside Committees, Local Boards and LROs (both governmental and non-profit). These service agencies are responsible for determining the applicability of this requirement to the employees of their agency/organization as this requirement is fact-dependent and needs to be compared to the work of the individual employee.*

## **False Claims Act and Program Fraud Civil Remedies**

All recipients of financial assistance will comply with the requirements of 31 U.S.C. § 3729 which sets forth that no recipient of Federal payments shall submit a false claim for payment. Further, 38 U.S.C. § 3801 – 3812 contains administrative remedies for false claims and statements made.

**ARPA Applicability:** *This applies to all State Set-Aside Committees, Local Boards and LROs. Generally, this act provides for criminal penalties if false claims are filed.*

## **Debarment and Suspension**

Executive Orders 12549 and 12689 provide protection against waste, fraud and abuse by debarring or suspending those persons/agencies deemed irresponsible in their dealings with the Federal government. The recipient agency must certify that they are not debarred or suspended from receiving Federal assistance. For additional information, see 2 CFR Part §3000 (Uniform Guidance.) \*See also Appendix B. Certifications and Assurances\*

**ARPA Applicability:** *This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Is not debarred or suspended from receiving Federal funds” – and the Financial Terms and Conditions sections in the SFG speak to this requirement.*

## **Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. §2225(a), the recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. §2225.

**ARPA Applicability:** *This applies to all State Set-Aside Committees, Local Boards and LROs. Should*

SSAs, Local Boards, or LROs conduct conferences, meetings, or trainings for ARPA, they must comply with this requirement.

### **Best Practices for Collection and Use of Personally Identifiable Information (PII)**

DHS recommends that all grantees who collect PII have a publicly-available privacy policy that describes what PII they collect, how they use the PII, whether they share the PII with third parties, and how individuals may have their PII corrected where appropriate. Grantees may also find as a useful resource the DHS Privacy Impact Assessments: The Privacy Office Official Guidance and the Privacy Impact Assessment Template (available on the DHS Privacy Office website at:

[http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_guidance\\_june2010.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf) and

[http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_template.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_template.pdf).

**ARPA Applicability:** *This applies to all State Set-Aside Committees, Local Boards and LROs. In order to meet the documentation requirements of the ARPA in certain program categories, it is necessary to obtain, retain, and provide, if requested, PII for clients served with ARPA funding. The National Board does not require and does not expect to receive PII beyond what is noted in the ARPA Documentation Requirements as stated in the SFG. Items that should not be submitted to EFSP as documentation include, but are not limited to, driver's licenses, Social Security Numbers or cards, pay stubs, etc.*