

Emergency Food and Shelter Program

Applying for Supplemental (EFSP) Appropriations for Humanitarian Assistance

On July 1, 2019, the President signed into law the *Emergency Supplemental Appropriations for Humanitarian Assistance and Security at the Southern Border Act, 2019* (Public Law No: 116-26). Provisions of the law provide \$30 million to the EFSP to defray the direct costs that state and local entities (including non-profit, faith-based and governmental) have incurred in providing shelter, food and related supportive services to southern border migrants released from DHS custody on or after January 1, 2019 through June 30, 2019.

Applicants must submit their applications by the deadline **Friday, September 6, 2019** to the Local Board or State Set-Aside (SSA) Committee. The complete application packet will include the Supplemental Funding Reimbursement Report, spreadsheets of eligible expenditures made, daily logs of migrants served and documentation – proof of payment and receipts invoices. **No applications received after the deadline will be considered for an award.**

The following instructions are designed to guide applicants through the application process. All Applicants of the Supplemental Appropriations for Humanitarian Assistance (SAHA) Funding must meet the following to be eligible to participate:

- Be a nonprofit organization or a local or state government agency
- Must include the organization's Dun & Bradstreet Number (DUNS) in the application where requested. Applicants that do not have a DUNS number may get one by calling 866.705.5711 or by clicking [here](#).
- Must include a Federal Employer Identification Number (FEIN) in the application where requested. Applicants that do not have a FEIN number may get one by going to the [IRS](#) website.
- Must provide the 3-digit number of the Congressional District where their office is located. If you do not know the Congressional District, you may go to [house.gov](#) to find it.
- Cannot be debarred or suspended from receiving federal funds
- Be located within the local jurisdiction in which they are seeking reimbursement. To find the Local Board contact for a jurisdiction, click [here](#). Reimbursement levels/rates will be determined by the EFSP National Board.
- Applicants must only request funding for activities that are consistent with the eligible costs as set forth in the Supplemental Funding Guidance listed on pages 20-21.
- Agencies who are newly participating in EFSP, and requesting \$50,000 or more, must provide a copy of their most recent annual audit to the Local Board for review. They may submit the copy electronically with the application.
- Must use the Local Provider Application for Supplemental Appropriations for Humanitarian Assistance Funding which may be accessed via the EFSP [website](#) or by clicking [here](#).
- Cannot have any outstanding compliance exceptions with EFSP. Any outstanding exceptions must be resolved before Local Boards submit their applications to the National Board. Any agency with an outstanding compliance exception after applications have been received, will not be eligible to receive funds. For assistance in resolving compliance exceptions, please reference page 22 of the Supplemental Funding Guidance on the EFSP [website](#).
- Must have relevant information required to complete the application:
 - begin and end dates when services were provided
 - count of unduplicated migrants served
 - count of migrants served in the primary eligible reimbursement category and the secondary category, if appropriate
 - administrative expenditures
 - spreadsheets and daily logs of migrants served on or after January 1, 2019 through June 30, 2019

The following organizations are **not** eligible to receive funds:

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

For a glossary of terms related to the grant, reference page 25 of the Supplemental Funding Guidance. To assist with the application process, there are materials, including the Supplemental Funding Guidance, FAQs and recorded

presentations which may be found at [Supplemental Funding Information](#) on the EFSP website. For further assistance, applicants may contact the EFSP National Board staff at suppfund@uww.unitedway.org or 703.706.9660.

ACCESSING THE APPLICATION

To access the application to request funds, applicants will need to go to the EFSP website and click on Supplemental Funding Information or click [here](#). The process differs depending on whether the organization is local or government/state-wide.

Local Agencies – Past EFSP Participants:

Local agencies will apply through their Local Board, including local governmental entities. Click on **Start Supplemental Funding LRO Application**, then select **EFSP Agency**. When the screen changes, enter the 9-digit LRO ID number and click **submit** to see the Local Board contact for the jurisdiction. Then click **Continue to Complete Application**. A message will popup advising an email will be sent to the email address of record in the EFSP database. **Upon receipt of the email, click Review Document to complete the application process.**

External Agencies – Local

External Agencies will apply through their Local Board, if they are a local organization that provided services in the jurisdiction. They will click on **Start Supplemental Funding LRO Application**, then select **External Agency**, when the screen changes, a question will appear asking if the entity is a state government agency, click **no**. Select the jurisdiction and state from the dropdown menu to see the contact for the jurisdiction that will receive the completed application. Enter the agency name and email address, then click **Continue to Complete Application**. A message will popup advising an email will be sent to the email address you provided. **Upon receipt of the email, click Review Document to complete the application process.**

External Agencies – Government/State-wide Organizations:

State-wide organizations that provided eligible, direct service themselves and not through a local entity may apply through their EFSP State Set-Aside (SSA) Committee. They will click on **Start Supplemental Funding LRO Application**, then select **External Agency**, when the screen changes, a question will appear asking if the entity is a state government agency, click **yes**. Then select the state where your agency is located from the dropdown menu to see the contact for the jurisdiction who will receive the completed application. Enter the agency name and email address, then click **Continue to Complete Application**. A message will popup advising an email will be sent to the email address you provided. **Upon receipt of the email, click Review Document to complete the application process.**

IMPORTANT: A separate application must be provided to each EFSP Local Board of a jurisdiction that an applicant is seeking funds.

Once the application opens, click to accept the electronic process via DocuSign (upper left corner). Then you will need to complete the application. The personal information (e.g. name, address, etc. will populate automatically for agencies that participated in EFSP in the past. All other agencies will have to enter the information manually.

All agencies will have to respond to the question regarding debarment and suspension. **Any agency that has been debarred or suspended from receiving federal dollars is not eligible to receive these supplemental funding.**

All applicants must complete the application and provide the following:

- Total eligible unduplicated/unique migrant clients served
- Period when services were provided (begin and end dates)
- Select the appropriate category or categories, primary or secondary, that applies to the expenditures made by the organization when services were provided.

PRIMARY ELIGIBLE REIMBURSEMENTS

FOOD:

- Provide the total number of migrants served
- Total meals served
- Itemized Eligible Reimbursements - enter the amount of funds spent providing the service (select all that apply)

- Total amount for served/congregate meals
- Total amount of bags/boxes of food provided (estimate the number of meals provided in the food given to the migrants)
- Select the category or categories that apply to the organization's expenditures – served/congregate meals or bags/boxes of food - to report the funds spent. As you enter funds in each of the categories, the total request for the category, top of the page and the first page of the application will populate.

SHELTER (mass/local shelter facilities or motels):

- Total Migrant Nights (duplicated)
- Total Migrants Unduplicated Served in Shelter
- Average Length of Stay Before Departing – average nights of stay for
- Itemized Eligible Reimbursements – select all that apply
 - Basic First Aid/ Over-The-Counter Medication (e.g. Tylenol, Advil, etc.)
 - Hygiene items (baby wipes, diapers, toiletries, undergarments, etc.)
 - Clothing
 - Cots and Beds
 - Linens (sheets, towels, wash cloths, etc.)
 - Shelter Utilities (electricity, gas, water)
 - Maintenance & Housekeeping (repair and cleaning supplies)
 - Contracted Services (security, laundry, trash pickup)
 - Local Transportation (to and from shelter) (including contracted and/or vehicle rental, gas, insurance, drivers)
 - Equipment Purchased/Rented (food prep – stove, microwave, etc.)
 - Hotel/Motel Stay (for migrants)

SECONDARY ELIGIBLE REIMBURSEMENTS (based on funding availability)

- Total Migrant Clients Receiving Services
- Itemized Eligible Reimbursements – select all that apply
 - Long-Distance Transportation (bus tickets, airline tickets, and train tickets to get to sponsor)
 - Health/Medical
 - Mental Health
 - Legal Aid
 - Translation Services

ADMINISTRATIVE REIMBURSEMENTS (based on funding availability)

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

SIGNING AND SUBMITTING APPLICATION

After completing the application, applicants will sign it electronically via DocuSign.

The Supplemental Funding Reimbursement Report must be completed as part of the application packet. The report information will populate as applicants complete the application. The report will be signed digitally via DocuSign. After signing the report, applicants must attach the required daily logs and spreadsheets of expenditures. Documentation (proof of payment and receipts/invoices) may be submitted with the application, but it is not required. Documentation must be sent to the Local Board or SSA Committee to complete the application process. Local Boards and SSA Committees will send documentation for all applicants to the National Board.

After all the required documents have been attached to the application, it may be submitted to the Local Board or SSA Committee indicated on the front of the application. To submit the application, the applicant will need to click on the finish button at the top of the screen, upper right corner.

An email will be sent to the applicant, that will include a copy of the application packet (application, Supplemental Funding Reimbursement Report, Spreadsheets and Daily Logs, along with documentation, if included). A copy of the application packet will also be sent via email to the Local Board or SSA Contact, as appropriate.

This will end the process for applicants to submit applications for supplemental funding. Remember the deadline to submit applications is Friday, September 6, 2019. **No applications received after the deadline will be considered for funding.**

ADDITIONAL INFORMATION

The Local Board will compile all applications received and will electronically submit them as a package to the National Board for review and award decision. The SSA Committee will compile all applications received and will electronically submit them as a package to the National Board for review and award decision.

The National Board will review all applications received so that they can make final award decisions. This is a competitive grant process, so no application is guaranteed an award. Due to the limited funds, priority will be given to communities deemed to have been most impacted by this humanitarian crisis. Additionally, based on level of demand, it is possible that an award could be less than the full amount requested.

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

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

After the National Board makes its funding decisions, Local Boards and SSA Committees will be notified of their award amount. Local Boards will have 5 business days to submit their Local Board Plan to the National Board so that payments may be released to the LROs awarded funds.

Reminders:

- LROs will have to submit their LRO Certification before funds can be released.
- Agencies with outstanding compliance exceptions will not be eligible to receive funds. If compliance exceptions are not resolved before Local Boards and SSA Committees submit their applications to the National Board, those agencies will not be eligible to participate in this funding opportunity.