



Emergency Food and Shelter Program FY 2022 Humanitarian Relief Funding

Frequently Asked Questions

Overview

The Emergency Food and Shelter Program (EFSP) is a Federal Emergency Management Agency (FEMA) program that receives annually appropriated funds in carrying out its domestic, primary mission of assisting those with adverse living conditions within the United States and its territories. It is authorized by the McKinney-Vento Homeless Assistance Act of 1987 to supplement and expand the ongoing work of local social service organizations, both non-profit and governmental, to provide shelter, food, and supportive services to individuals and families who are experiencing, or at risk of experiencing, homelessness and/or hunger.

EFSP funds are awarded in their entirety by FEMA to the program's National Board, who is entrusted with governing the program and establishing its policies, procedures, and guidelines. EFSP funding is open to all organizations helping hungry and homeless people, as well as organizations that support those at risk of becoming hungry or homeless due to economic hardships. The program received \$130 million in FY 2022.

Although this document addresses, in part, the EFSP's primary mission of providing food and shelter to those in need in the United States and its territories, its intent is to provide information on the program's humanitarian relief initiative and funding.

In FY 2019, FY 2021, and now in FY 2022, Congress has appropriated funds to the EFSP for the purposes of providing humanitarian relief in the form of shelter and other services to migrant families and individuals crossing our Nation's southern border and encountered by the U.S. Department of Homeland Security (DHS). Nonprofit and governmental organizations are awarded EFSP funds for eligible expenditures that have been, or will be, provided in helping this migrant population according to program guidance. This humanitarian relief side of the EFSP received a separate FY 2022 appropriation in the amount of \$150 million.

Overarching EFSP Questions

Q: Who makes up the EFSP National Board?

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

Q: What is a Local Board?

A: The National Board selects jurisdictions, which are cities, counties, or a combination of both, for funding. Local Boards are convened in those qualifying jurisdictions to determine the highest need and best use of funds. The composition of the Local Board mirrors that of the National Board, but they are encouraged to expand their representatives to include greater community involvement, diversity, and geographic representation. Under the EFSP's primary mission of addressing domestic hunger and homelessness, the Local Board sets its own funding criteria, assesses community needs, advertises funding availability, makes award determinations, reports on the funded agencies to the National Board, and monitors expenditures and program compliance.

For humanitarian relief funding, the Local Board's responsibilities are somewhat different. The Local Board does not make award determinations, but rather reviews and submits agency applications, with any recommendations, to the National Board. The National Board makes the final award determinations.

A directory of Local Boards can be found on the National Board's website, efsp.unitedway.org. On the homepage, select the Supplemental Funding Info tab.

Q: What is a State Set-Aside Committee?

A: The National Board created the State Set-Aside (SSA) Committee process as a safeguard that ensures greater flexibility in selection of jurisdictions in need, particularly for jurisdictions that did not meet the minimum level of unemployment or poverty to qualify for funding under the National Board's annual formula criteria for the EFSP's primary mission of addressing domestic hunger and homelessness. SSA Committees are generally comprised of the state level affiliates of the National Board member agencies, with the Governor or his/her representative replacing the FEMA member. In determining jurisdictions to fund, the SSA Committee is directed to fund areas of highest need in their state based upon indicators of need they choose.

For humanitarian relief funding, the SSA Committee represents state-wide interests and functions as a Local Board for any state-wide service agency application.

Q: How do organizations contact their Local Board and State Set-Aside (SSA) Committee?

A: For both EFSP's domestic mission and humanitarian relief initiative, Local Board and SSA Committee contacts can be found on the National Board's website, efsp.unitedway.org. For the EFSP's domestic mission, on the homepage, under Regular Features, click on Funded Organizations, and select the appropriate state and jurisdiction. For the humanitarian relief initiative, on the homepage, select the Supplemental Funding Info tab. Also, for humanitarian relief, organizations may send an email to suppfund@uww.unitedway.org. For either the EFSP's domestic mission or its humanitarian relief initiative, organizations may call the National Board staff at United Way Worldwide at 703-706-9660 to obtain Local Board or SSA Committee contact information.

Q: What is a Local Recipient Organization?

A: A Local Recipient Organization (LRO) is any local social service organization, non-profit, faith-based, or governmental, that has been awarded EFSP funds, regardless of current or former EFSP participation.

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

A: Potential applicants may seek assistance about a funding opportunity by contacting:

- Local Boards
- State Set-Aside Committees
- EFSP website at efsp.unitedway.org
- National Board staff at suppfund@uww.unitedway.org or 703-706-9660

Q: Where can an applicant find information on trusted experts/organizations who could support nonprofit organizations in the application process?

A: Organizations who may need assistance with the application process can contact their Local Board. To find the Local Board in your jurisdiction, please visit the National Board's website at efsp.unitedway.org. On the Homepage, under Regular Features, click on Funded Organizations, and select the appropriate state and jurisdiction. Organizations may also send an email to efsp@uww.unitedway.org or call United Way Worldwide's main number for the EFSP at 703-706-9660 to obtain Local Board contact information.

For the humanitarian relief initiative, on the homepage, organizations who may need assistance with the application process can contact their Local Boards or SSA Committees acting as Local Boards. Organizations would select the Supplemental Funding Info tab to access where contact information can be obtained of those who can assist. Also, for humanitarian relief, organizations may send an email to suppfund@uwv.unitedway.org.

Q: How does the National Board determine who receives funding?

A: For EFSP's primary mission of addressing domestic hunger and homelessness, the National Board uses an allocation formula to determine which jurisdictions (counties or cities) are eligible for funding. Factors within the formula include national population, unemployment, and poverty data.

The humanitarian relief initiative, for the purpose of providing shelter and other services to families and individuals encountered by the U.S. Department of Homeland Security (DHS), is not allocated by formula to jurisdictions nationwide. Funds are largely awarded to service organizations assisting migrants in the Southwest Border states, but organizations in all states may apply if they are serving families and individuals encountered by DHS.

DHS Appropriations Act, 2022, Question

Q: What is the purpose of the DHS Appropriations Act funding for the EFSP?

A: On March 15, 2022, the President signed into law the DHS Appropriations Act, 2022, Public Law No. 117-103. This legislation provided a total of \$280 million in funding to the EFSP, with \$150 million in humanitarian relief funding for the purposes of providing shelter and other services to families and individuals encountered by DHS, and \$130 million in annual funding to supplement and expand the work of local social service organizations providing shelter, food, and supportive services to those experiencing or at risk of hunger and/or homelessness in all states and territories.

DHS Appropriations Act - Humanitarian Relief Funding (\$150 million) Questions

Q: What is the DHS Appropriations Act, 2022, humanitarian relief funding?

A: The DHS Appropriations Act provides \$150 million in humanitarian relief funds to eligible local nonprofit and governmental organizations, and state governmental facilities, that have provided, or will provide, humanitarian relief to families and individuals encountered by DHS. These funds are intended for migrants crossing the Southwest Border and encountered by DHS.

Q: Who is eligible to apply for the DHS Appropriations Act, 2022, humanitarian relief funding?

A: Local nonprofit, faith-based, and governmental organizations that have provided, or will provide, humanitarian relief to families and individuals encountered by DHS may apply. Eligible services for which eligible organizations may apply for funding are sheltering, feeding, transporting, basic health and first aid, COVID-19 testing and associated medical care needed during quarantine and isolation, and other supportive services. Funding is prioritized for those service organizations in the Southwest Border states where the greatest emergency needs are expected to be met, but organizations in all states may apply if they are serving families and individuals encountered by DHS and who are travelling to their final destinations.

Q: What is the application period for the DHS Appropriations Act, 2022, humanitarian relief funding?

A: The National Board for the EFSP will have multiple open application periods to allow for multiple opportunities for agencies to submit applications for funding. The first open application period began on April 15, 2022, and is for eligible expenditures incurred on January 1, 2022, through March 31, 2022. Applicants will have the opportunity to apply for reimbursements on a rolling, quarterly basis. The schedule is as follows, contingent on available funding:

- Quarter 1 (January - March) application period will open April 15, 2022, through May 27, 2022
- Quarter 2 (April - June) application will open July 15, 2022, through August 26, 2022
- Quarter 3 (July – September) application will open October 15, 2022, through November 28, 2022
- Quarter 4 (October – December) application will open January 16, 2023, through February 24, 2023

Q: How long will Local Recipient Organizations (LRO) have to submit their applications to the Local Board or SSA acting as a Local Board?

A: Local service organizations, nonprofit, faith-based and governmental, interested in receiving funds will have 6 weeks to submit their applications to the Local Board or SSA Committee acting as a Local Board. Local service organizations must ensure their supporting documentation (spreadsheets, daily logs/schedules, and proofs of purchases, as necessary) is prepared and submitted by the deadline to the Local Board or SSA Committee acting as a Local Board.

Q: What expenses are eligible under the DHS Appropriations Act, 2022, humanitarian relief funding?

A: Shelter, food, transportation, basic health and first aid, COVID-19 testing and associated medical care needed during quarantine and isolation, and other supportive services are eligible expenses. The National Board Humanitarian Relief Funding Guidance, FY 2022, provides details about eligible expenses, the application periods, required documentation, and the timeframes allowable for eligible expenditures. The National Board posted the Guidance on May 4, 2022, to the EFSP website, www.efsp.unitedway.org, under the Supplemental Funding Info tab.

Q: Who makes the award determinations for the DHS Appropriations Act, 2022, humanitarian relief funding to local social service organizations?

A: Unlike the domestic, primary program, funding provided for the humanitarian relief initiative is not allocated by formula to the Local Boards or State Set-Aside (SSA) Committees acting as Local Boards. Instead, the applications of service organizations are submitted via the EFSP website under Supplemental Funding Info. Local Boards and State Set-Aside (SSA) Committees acting as Local Boards complete an initial review and submit applications with their recommendations to the National Board through the EFSP website for final review and award determination.

This is a competitive grant process, so no application is guaranteed an award. Priority will be given to communities deemed to have been most impacted by this humanitarian crisis and their nonprofit, faith-based, and governmental organizations providing direct services to migrants.

Q: How will the DHS Appropriations Act, 2022, humanitarian relief funding be disbursed?

A: The National Board will determine which local service organizations' applications are selected for funding and will disburse the funds that are awarded directly to those organizations.

Q: Is the DHS Appropriations Act, 2022, humanitarian relief funding for reimbursement only or can local recipient organizations apply for future costs?

A: Awards to eligible organizations will be for reimbursement of services rendered during rolling spend periods, as well as for advance or prospective funding for approved projects and activities. Advance or prospective funding requests can be submitted by Local Boards or State Set-Aside Committees (SSAs) acting as Local Boards via the Special Funding Request (SFR) portal found on the EFSP website at efsp.unitedway.org. Local Boards and SSAs will need to use their user ID and password to access the portal.

Q: What is a Special Funding Request?

A: A Special Funding Request (SFR) is a request prepared by a Local Board or State Set-Aside (SSA) Committee acting as a Local Board seeking funding from the National Board to provide advance or prospective funds to local social service organizations for eligible expenses based on program guidelines. Only the Chair or a designated

point of contact for Local Boards or SSA Committees acting as a Local Board may submit SFRs to the National Board. Service organizations cannot submit SFRs.

Q: How do organizations apply for the DHS Appropriations Act, 2022, humanitarian relief funding?

A: The DHS Appropriations Act humanitarian relief application is available on the EFSP website. Local social service organizations, including governmental service organizations, will submit their applications directly on the EFSP website to their Local Board or State Set Aside (SSA) Committee. 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. Local social service organizations that are in counties or cities where no Local Board exists will submit their applications on the EFSP website to their SSA Committee acting as a Local Board to review and submit, with any recommendations, to the National Board for award determination. Additionally, any State facility seeking funding will submit its application on the EFSP website to the SSA Committee acting as a Local Board for submission to the National Board for final award determination and funds disbursement.

Organizations may inquire with the Local Board and SSA Committee acting as a Local Board regarding the ability to request funds in advance via the Special Funding Request (SFR) process, if necessary, to provide services. Local Boards and SSA Committees submit their SFRs on the EFSP website.

Interested organizations may also reach out to the Local Board contact of record for their jurisdiction (county or city) for guidance or to ask questions.

Q: Is staff time spent supporting families and individuals encountered by DHS an eligible expense?

A: Eligible administrative costs include staff time, contracted or otherwise, to provide services directly to support the needs of individuals and families encountered by DHS. These may include services providing sanitation, maintenance, shelter management, and casework. Staff time for the service organization to gather materials, prepare, and complete the application is also an eligible expense. Staff time includes core hours (e.g., straight time) and overtime, but only the percentage of actual time expended to directly support eligible activities may be claimed. Organizations may request, with required documentation, reimbursement for these administrative costs incurred within the eligible timeframe.

Q: Are expenditures for Emergency Medical Services (EMS) eligible for reimbursement?

A: Eligible health and medical expenses for individuals and families encountered by DHS are limited to basic first-aid, health screenings, and medical care limited to assessment and stabilization for onward travel, including ground-based ambulance transport. COVID-19 testing, and limited care related to quarantining and isolation, are eligible for humanitarian relief funding. Agencies may request, with required documentation, reimbursement for actual expenses incurred.

Q: Are hotel/motel costs for non-COVID related shelter an eligible expense?

A: Hotel/motel service provided for non-COVID-related shelter is an eligible expense and is limited to 5 days per individual or family, or 30 days if the individual or family has no sponsor. Organizations may request reimbursement, with required documentation, for hotel/motel nights of shelter based on actual costs for each hotel/motel night of shelter provided.

Q: Are expenditures for long distant travel eligible for reimbursement?

A: Eligible long-distance transportation includes air, bus, or train expenses to move migrants to another city or state. All long-distance transportation fares must be coach class and only services provided within the United States are eligible. Expenses for long distance transportation will be prioritized for up to 30% of the migrant population served (unless otherwise permitted by the National Board). If tickets are purchased for individuals by

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Local Recipient Organizations, airfare cannot exceed \$700 per ticket. Organizations may request reimbursement, with required documentation, for transportation expenses incurred for services provided.

Any form of contracted transportation services must meet the program's procurement policies. Additionally, contracting transportation services that result in inefficient utilization will not be an eligible expense, unless approved by the National Board. Charter bus and other forms of grouped transportation should be operating at a minimum of 75% capacity or only a pro-rated value may be reimbursed.

For More Information

Additional information on the EFSP can be found on the EFSP Website (efsp.unitedway.org).