

EMERGENCY FOOD AND SHELTER PROGRAM

LOCAL BOARD APPLICATION INSTRUCTIONS

(Round 2 Application Period)

Supplemental 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 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) have incurred in providing shelter, food and related supportive services to southern border migrants released from the custody of the U.S. Department of Homeland Security (DHS).

FEMA awarded the total \$30 million to the EFSP National Board. The National Board held an application period to award the \$30 million that culminated in October 2019. Of the \$30 million, over \$8 million was awarded to over 80 organizations for eligible reimbursement costs. Because of the over \$20 million remaining, the National Board determined that a *Round 2 Application Period* would be held. The EFSP National Board advised Local Boards, State Set-Aside Committees and local service providers that applications were available on the EFSP website from Monday, February 17, 2020 through Monday, March 16, 2020 for eligible nonprofits and local and state government agencies to apply for reimbursement for expenditures made to provide assistance to migrants released from DHS custody as stated in the law noted above. In the application process, applicant agencies were notified that all applications for reimbursement funds must be submitted to their Local Board or State Set-Aside (SSA) Committee by the **Monday, March 16, 2020, 11:59:59 p.m., EST** deadline.

No application received after the deadline from agencies seeking reimbursement will be considered for an award.

These instructions are designed to guide Local Boards through the *Round 2 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
- Provide the organization's Dun & Bradstreet Number (DUNS) in the application
- Include a Federal Employer Identification Number (FEIN) in the application
- Provide the 3-digit Congressional District number where their office is located
- Not be debarred or suspended from receiving federal funds
- Provide services within the local jurisdiction in which they are seeking reimbursement
- Only request funding for activities that are consistent with the eligible costs as set forth in the Supplemental Funding Guidance.
- Have submitted a Local Provider Application for Supplemental Appropriations for Humanitarian Assistance funding via the EFSP website.
- Not have any outstanding compliance exceptions with EFSP. Any outstanding exceptions must be resolved before funds may be released to an agency awarded funds in the *Round 2 Application Period*. For assistance in resolving compliance exceptions, agencies should reference page 20 of the Supplemental Funding Guidance on the EFSP [website](#).

The services/expenditures listed below are not eligible for SAHA funding reimbursement:

- Services provided to migrants outside of the January 1, 2019 through January 31, 2020 time frame
- Expenditures made outside of the United States.
- Services provided to migrants 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.

To assist with the application process, these Local Board Application Instructions and the Supplemental Funding Guidance can be found at [Supplemental Funding Information](#) on the EFSP website. Other supportive materials can also be found there. For further assistance, SSA Committees and Local Boards may contact the EFSP National Board staff at suppfund@uww.unitedway.org or 703.706.9660.

LOCAL BOARD APPLICATION PROCESS

To begin the process to submit the application for funding consideration to the National Board, SSA Committees and Local Boards must first review the applications submitted by the local provider agencies.

Accessing The Applications

To access the Local Board application, SSAs and Local Boards will need to sign-in to the EFSP website, www.efsp.unitedway.org, using their user ID and password. After signing in, click on Supplemental Funding from the menu on the left of the screen to view the dashboard, which will show the buttons to access the Local Board application, including the applications for all the local provider agencies requesting reimbursement.

Review of Local Provider Application Packages

Download and print the Local Provider applications for review by clicking on the yellow DocuSign document icon. Local Provider applications that do not have the document icon are incomplete and should not be considered. A unique application must be provided for each agency in the jurisdiction that is seeking reimbursement.

During the review process, ensure each Local Provider application packet includes the following:

- Application for reimbursement
- Supplemental Funding Reimbursement Report
- Daily logs and spreadsheets, as necessary
- Documentation (e.g., proof of payment or receipts/invoices) from applicant agencies as necessary

If any of the required items noted above are missing from a Local Provider application packet, the agency's application is considered incomplete. SSAs and Local Boards must reach out to the agency to receive the information so it may be reviewed. If an agency must submit documents to the Local Board to address concerns or missing information, it must be received before the deadline to submit the Local Board application to the National Board.

To review the completed application packet submitted by each agency, the following must be performed by the Local Board.

- **Application for Reimbursement** – ensure the application is completed, listing the number of migrants served and the funding by category for which the agency is requesting reimbursement. The application must be signed by an authorized official of the organization.
- **Supplemental Funding Reimbursement Report** – ensure the report reflects the same dollar amounts in the same categories as the application. The report must be signed by an authorized official of the organization.
- **Spreadsheets of Eligible Costs** – review the required spreadsheets, as necessary, for each of the categories to ensure the expenditures reported are eligible and incurred within the period of January 1, 2019 through January 31, 2020.
- **Daily Logs/Schedules of Migrants Served** – review the logs to ensure daily listings of migrants served and reflecting a total count.
- **Documentation (e.g., proof of payment or receipts/invoices)** – review the documentation to ensure it correlates with the information in the spreadsheets, that the expenditures are eligible, and that the expenditures incurred are within the period of January 1, 2019 through January 31, 2020.

If follow-up information is required from an agency, it must be received in time to be reviewed by the SSA Committee or Local Board. The follow-up information must be included in the Local Board application package to the National Board by the deadline if it is necessary to support the request for reimbursement.

Review of the Local Board Application

After reviewing the agency application packets, the Local Board will need to review its application. The Local Board application auto-populates with the following:

Page 1:

- Jurisdiction ID Name and Number
- Total Request Amount for the jurisdiction (This is the total of all requests from the Local Provider applications.)
- Local Board Contact Information
- List of All Local Providers and the Reimbursement Amount for each (There should be an application for each Local Provider listed.)

Pages 2 & 3:

- Total Eligible Unduplicated Migrant Clients Served (from all applicants)
- Total Amount of Reimbursement Funds Requested (from all applicants)
- Total Amount of Reimbursement Funds Requested Per Capita (from all applicants)
- Total Amount of Reimbursement Funds Requested Per Meal (from all applicants)
- Total Amount of Reimbursement Funds Requested Per Diem (from all applicants)
- Total Amount of Reimbursement Funds Requested Primary (from all applicants)
- Total Amount of Reimbursement Funds Requested Secondary (from all applicants)
- Total Amount of Reimbursement Funds Requested Administrative (from all applicants)
- Total Amount of Reimbursement Funds Requested Equipment & Assets (from all applicants)

Please note that the detail for the Per Capita, Per Meal, Per Diem, Primary, Secondary, Administrative, and Equipment and Assets categories will also auto-populate in the Local Board application, based on the information from the Local Provider applications.

Page 4:

The **Additional Required Information** section of the application is provided for Local Boards to describe the impact of the migrant influx on the jurisdiction. Please share the strain (financially and organizationally) the community or state has undergone, due to the influx, to provide services to the migrant population. Local Boards are encouraged to also provide other information that is believed to be important and beneficial to the jurisdiction's request, including details about individual Local Provider applications.

SIGNING AND SUBMITTING APPLICATION

To submit the Local Board Application, click the **Submit LB Application** button and a DocuSign Application will be sent to the Local Board contact via email. A pop-up message that reads "Email for Completing and Signing of the Supplemental Funding LB Application has been successfully sent to (the email address on file)". The Local Board application must be signed electronically via DocuSign. The Local Board contact should open the email and review the message from the sender. The Local Board contact should click **REVIEW DOCUMENT** to begin the application and e-signing process.

After signing the application, any additional information that agencies may have provided to the Local Board to clarify their submissions must be included with the Local Board's application. Applicant agency documentation (e.g., proof of payment or receipts/invoices) may be submitted with the application as necessary, depending upon file size. If the file is too large, the documentation must be sent to the National Board via U.S. Postal Mail to complete the Local Board application process.

If documentation must be mailed, please ensure it is organized and separated by applicant agency; do not combine documentation from different agencies. Ensure the documentation is separated by categories (Primary, Secondary, Administrative, and Equipment and Assets) for each agency. Documentation sent to the Emergency Food and Shelter Program office via U.S. Postal Mail should preferably be sent Certified Mail Receipt, to the address below. Please indicate it is for the Supplemental Appropriations for Humanitarian Assistance funding.

Emergency Food and Shelter Program
"Documentation - Supplemental Appropriations for Humanitarian Assistance Funding"
701 North Fairfax Street
Alexandria, Virginia 22314

After all the required documents have been attached to the Local Board application, the application may be submitted to the National Board. To submit the application, click on the **Finish** button at the top of the screen, upper right corner. An email will be sent to the Local Board contact that will include a copy of the Local Board application and any attachments that may have been added during the process. **Both the Local Board application and agency applications will remain available via the dashboard on the EFSP website.**

This will end the process for Local Boards to submit applications for supplemental funding. **Remember the deadline to submit applications is Monday, April 6, 2020 by 11:59:59 pm, EST. No application received after the deadline will be considered for funding.**

ADDITIONAL INFORMATION

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 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. Payments cannot be released until the compliance exceptions are resolved.

March 17, 2020