

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.

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 National Board has updated the Supplemental Funding Guidance and other support materials, which may be found at [Supplemental Funding Information](#) on the EFSP website. Please reference **Significant Changes - Brief Description** listed on pages 2-3 of the *Round 2 Supplemental Funding Guidance* for detail.

The Round 2 Application Period began February 17, 2020. The awards will be made to defray shelter, food, and related expenses incurred on or after **January 1, 2019 through January 31, 2020**. Prior EFSP participation is not required to apply. Only eligible nonprofits, faith-based, or government (state or local) 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 southern border migrants released from DHS custody.

Applicants must submit their applications to the Local Board or State Set-Aside (SSA) Committee by the deadline of **11:59 pm Eastern Standard Time on Monday, March 16, 2020**. The complete application packet will include the Supplemental Funding Reimbursement Report and the appropriate logs (per capita/per meal/per diem or daily logs of migrants served). Spreadsheets of eligible expenditures made, daily logs of migrants served and documentation – proof of payment or receipts/invoices, as necessary may be required based on the funding category selected for reimbursement by the applicant agency. **No applications received after the deadline will be considered for an award.**

The following instructions are designed to guide applicants 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, faith-based 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 on pages 9-19 of the *Round 2 Supplemental Funding Guidance*.
- Agencies that participated in the *Round 1 Application Period* may submit requests in *Round 2* for reimbursement of newly identified, eligible expenditures or any eligible expenditures that were not previously reimbursed in the Round 1 Application Period.
- Must use the Local Provider Application for *Round 2* of the 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 funds may be released. For assistance in resolving compliance exceptions, please reference page 20 of the *Round 2 Supplemental Funding Guidance* found 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 meals served

- count of shelter nights provided
- count of migrants served in the primary and secondary eligible reimbursement categories, if appropriate
- itemized eligible reimbursement in the primary and secondary eligible reimbursement categories, if appropriate
- administrative expenditures
- equipment and assets expenditures
- per capita/per meal/per diem schedules, spreadsheets and daily logs of migrants served on or after January 1, 2019 through January 31, 2020

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

- 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.

For a glossary of terms related to the grant, reference page 21 of the *Round 2 Supplemental Funding Guidance*. To assist with the application process, there are materials, including the Supplemental Funding Guidance 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, option 6.

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. The agencies 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 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 services may apply through their EFSP State Set-Aside (SSA) Committee. The agencies 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 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 reimbursement option, category or categories that apply to the expenditures made by the organization when services were provided.

PRIMARY ELIGIBLE REIMBURSEMENTS

PER CAPITA RATE:

- Only nonprofit and faith-based organizations that provided both food and shelter services are qualified to use the per capita rate.
- The per capita rate is \$28.50 per person on a one-time only basis, regardless of length of stay.
- Provide the total number of unique migrants served.
- The total request amount will populate.
- The per capita rate is inclusive of all services provided, except for the expenses made in the Equipment and Assets Services category. Agencies must apply for these expenses separately in the application based on actual costs.

PER MEAL RATE/PER DIEM SHELTER RATE:

- Only nonprofit and faith-based organizations that provided food and/or shelter services are qualified to use the per meal rate/per diem shelter rate.
- Provide the total number of meals served. The per meal rate is \$3.00 per meal served.
- Provide the total shelter nights provided. The per diem shelter rate is \$12.50 per shelter night provided.
- The total request amount will populate.
- Actual costs are reimbursable for hotel/motel nights of stay.
 - Provide hotel/motel nights of shelter provided
 - Eligible Reimbursement - enter the amount of funds spent providing the service
 - Spreadsheet, daily log, receipts or proof of payments are required to support expenditures
- Expenses in the Secondary, Administrative, and Equipment and Assets services categories are not included in the per meal/per diem shelter rate. Agencies must apply for these expenses separately in the application based on actual costs.

PRIMARY SERVICES EXPENDITURES - GOVERNMENT AGENCIES and NONGOVERNMENTAL/FAITH BASED AGENCIES THAT ARE PROVIDING INDIRECT SERVICES

FOOD:

- Provide the total number of migrants served
- Provide 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 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.
 - For Food Banks as indirect providers, provide the pounds of eligible items provided to other organizations at a historical rate, and the costs of food will populate.

SHELTER (mass/local shelter facilities or motels):

- Provide total migrant nights (duplicated)
- Provide total migrants unduplicated served in shelter
- Provide average length of stay before departing – average nights of stay
- 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)
 - Hotel/Motel Stay (for migrants)

SECONDARY ELIGIBLE REIMBURSEMENTS (based on funding availability)

- Provide total migrant clients receiving services
- Itemized Eligible Reimbursements – select all that apply
 - Local Transportation
 - Long-Distance Transportation (bus tickets, airline tickets, and train tickets to get to sponsor)
 - Mileage – using 57.5 cents per mile in lieu of actual fuel costs.
 - Parking
 - Health/Medical, including Health Screenings
 - Mental Health
 - Legal Aid
 - Translation Services
 - Clothing, Shoes/Shoelaces, Belts

ADMINISTRATIVE REIMBURSEMENTS (based on funding availability)

- Provide total administrative costs

EQUIPMENT AND ASSETS (based on funding availability)

- Provide total equipment and assets costs

COMMENTS TEXT BOX

The Comments Text Box was added to the application to provide any comments that may be beneficial to support the agency's request for reimbursement of expenditure made in the application.

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 or 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, if required. Local Boards and SSA Committees will send documentation, as necessary, 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 (e.g., application, Supplemental Funding Reimbursement Report, logs and other items attached to the application). 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 11:59 pm Eastern Standard Time on Monday, March 16, 2020. 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 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.
- Funds will not be released to agencies with outstanding compliance exceptions until they have resolved them.
- To prevent delay, any LRO selected to receive funds that has participated in the EFSP in the past, including in the *Round 1 Application Period* of the SAHA grant, should ensure their bank information is accurate/updated to receive a direct deposit. Please reference the pre-recorded presentation for **Electronic Funds Transfer (EFT) Automatic 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.