



UPDATE NOTICE

SUPPLEMENTAL APPROPRIATIONS FOR HUMANITARIAN ASSISTANCE

August 1, 2019

(This is an update to the preliminary notice sent on July 2, 2019. The information herein is subject to change should new information become available regarding the Supplemental Appropriations Humanitarian Assistance grant to the Emergency Food and Shelter Program.)

OVERVIEW

The Emergency Supplemental Appropriations for Humanitarian Assistance and Security at the Southern Border Act was signed into law on July 1, 2019. The Act provides humanitarian aid to the southern border, including \$30 million for the Federal Emergency Management Agency's (FEMA) Emergency Food and Shelter Program (EFSP). The \$30 million funding is to assist local communities that have been helping a significant influx of southern border migrants released from DHS custody. Specifically, funds shall be used to reimburse eligible nonprofit and government agencies that have expended funds on or after January 1, 2019 through September 30, 2020.

The National Board has determined that, initially, reimbursements will be made for direct food and shelter expenses. Any nonprofit or government agency may apply for funds, current or former EFSP participation is not a requisite for participation. Only agencies who can document expenditures made to deliver direct services to southern border migrants released from DHS custody will be considered to receive reimbursement for eligible services provided. **Any agency that did not provide direct services from January 1, 2019 – June 30, 2019 in response to an influx of southern border migrants in their community who were released from DHS custody will not be considered to receive initial funds.**

It is anticipated funds will be awarded by FEMA to the National Board in August 2019. Once the funds for the Supplemental Appropriations Humanitarian Assistance grant have been awarded to the National Board, it is expected they will be disbursed expeditiously. To expedite processes and to inform all State Set-Aside (SSA) Committees and Local Boards of the funding, the National Board is sending this update notice to advise of the potential funding opportunity and so that interested nonprofit and government agencies may begin preparing their requests to the National Board.

EFSP SUMMARY

The Supplemental Appropriations Humanitarian Assistance grant provides funding to local social service organizations, both nonprofit and governmental, in support of their efforts in assisting southern border migrants who have been released from DHS custody. The assistance provided shall be for feeding, sheltering and other supportive services. Congress selected the EFSP to disburse these supplemental funds because of its existing grant structure and the public-private coordination fostered by the program's National Board. The EFSP consists of the four following entities:

- **National Board** – The National Board 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. The National Board is responsible for administering the supplemental program and will make all final award determinations.
- **State Set-Aside (SSA) Committee** – The SSA Committees, which mirror the composition of the National Board, shall review Local Board requests and prioritize those jurisdictions most in need and will send recommendations to the National Board for award determination. SSAs will function as a Local Board for any state agency application for funding under the supplemental program. SSAs represent statewide interests.
- **Local Board** – The Local Boards also mirror 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 and make recommendations to SSAs for funding of the LRO applicants.

- **Local Recipient Organization (LRO)** – Eligible local social service organizations, both non-profit and governmental, may apply for these supplemental funds through the Local Board.

ALLOCATION OF FUNDS

Based on federal data, FEMA determined that \$25 million of the total funds appropriated will be allocated by the National Board for the reimbursement of eligible services provided by jurisdictions and LROs to southern border migrants released from DHS custody within the states of Arizona, California, New Mexico, and Texas. The remaining \$5 million supplemental funds will be allocated for the reimbursement of eligible services provided by jurisdictions and LROs to southern border migrants in all states nationwide (including southern border states).

\$25 Million Allocation (available for the states of Arizona, California, New Mexico, and Texas) – Awards from the \$25 million allocation will be made to eligible jurisdictions and LROs within those states. FEMA shall coordinate with the National Board and cooperatively agree to several considerations that would prioritize funds to the most impacted areas.

\$5 Million Allocation – For the remaining \$5 million, jurisdictions and LROs in all U.S. states, including jurisdictions and agencies who have received funding from the \$25 million allocation, will be eligible to apply for the funding. As with the \$25 million allocation, FEMA will coordinate with the National Board and cooperatively agree to several considerations that would prioritize funds to the most impacted areas.

To prioritize funding decisions, consideration will include the following:

- All eligible applicants must demonstrate a significant influx of aliens, the volume of services they are providing, types of eligible services, etc.
- All applications shall be evaluated competitively, and not on a rolling basis.
- Initial reimbursements will be prioritized to food and shelter expenses, since these are the most life sustaining.
- After all food and shelter expenses are reimbursed, the next tier of services (e.g. toiletries, diapers, etc.) can be reimbursed (if there are any of the \$5 million funds remaining).
- Completeness of the information or guidance provided to the National Board in their requests;
- Justifications provided by the Local Boards on the impact of the influx of migrants on their jurisdictions;
- Any information or guidance that may be provided by the National Board; and
- Any other factors employed by the SSAs used as a basis for their determinations, such as state or local data, news and other reporting.

APPLICATION PROCESSES: To participate in the program, all eligible non-profit and governmental agencies shall complete an application and forward it with all other required documents to the Local Board for review. Local Boards shall then submit recommendations for funding to SSA Committees. After reviewing the submissions from the Local Boards, the SSAs shall make recommendations for funding to the National Board. The National Board will make final award decisions based on recommendations from SSA Committees in conjunction with their Local Boards, and other data provided by FEMA, and will rely on its subject matter expertise and discretion and any other information and guidance that may be applicable to determining awards.

- **Applicant Agencies** – Any nonprofit or government agency who can document direct service expenditures made during the period of January 1, 2019 – June 30, 2019 to serve southern border migrants released from DHS custody may submit an application and supporting documentation of eligible expenditures (see next section). The full application submission shall be sent to the Local Board contact for the jurisdiction in which the services were provided by the specified deadline, as set forth in the guidelines.
- **Local Boards** – Local Boards shall review all applications and spreadsheets received to ensure the agencies meet the criteria to receive a reimbursement for services provided. All applications must be treated the same and judged on their own merits. After the review process is completed, Local Boards shall rank the applications according to greatest need and submit their recommendations to the SSAs for further review by the specified deadline, as set forth in the guidelines. (Note: The Local Boards shall be required to provide written explanation of the process they used in making their determinations and

attach any supportive documentation they may have relied upon in making their determinations, such as relevant data, research, reporting.)

- **SSA Committees** – SSA Committees shall review the application submissions received from each jurisdiction in the state to ensure the jurisdictions meet the criteria to receive a reimbursement. Additionally, SSA Committees shall receive and review applications from state government agencies requesting reimbursement for direct services provided to the southern border migrant population released by DHS. The applications received from state government agencies must meet the same criteria as other local organizations applying through their Local Boards. As part of the review process, SSAs shall rank Local Boards' submissions according to greatest need and submit their recommendations to the National Board by the specified deadline as set forth in the guidelines. (Note: The SSAs shall be required to provide written explanation about the process they used in making their determinations and attach any supportive documentation they may have relied upon, such as relevant data, research, reporting.)
- **National Board** – After all eligible applications have been received, the National Board will review them in their entirety, and will determine those to be awarded funds. In making these determinations, the National Board will review all applications for completeness and adherence to programmatic guidelines, and the recommendations of the SSAs. Priority shall be made to reimburse food and shelter services costs in jurisdictions that are determined to be most impacted by the influx of southern border migrants released from DHS custody. The National Board will prioritize all SSA applications from highest to lowest until available funding has been exhausted. **In its determinations, the National Board may choose to reimburse for only a portion of the total costs requested so that more communities having significant impact and need to defray their costs may be assisted.**

APPLICATION PROCESS FOR LROs

To be considered for an award, agencies must meet the following criteria:

- Be a nonprofit or government agency that provided direct services between January 1, 2019 - June 30, 2019 to southern border migrants released from DHS custody. (Note: Organizations that have only passed down funds to other local social service agencies that provide direct services are not eligible to participate in this program.)
- Submit a complete application that includes:
 - Supporting documentation, i.e. proof of payment and receipts/invoices of expenditures
 - Spreadsheets of expenditures
 - Per Diem Schedules reflecting the number of individuals served

Other Requirements:

Data Universal Number System (DUNS)

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 to Apply for DUNS - https://www.dnb.com/duns-number/get-a-duns.html](https://www.dnb.com/duns-number/get-a-duns.html)

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 - www.irs.gov](http://www.irs.gov)

ELIGIBLE EXPENDITURES: Priority shall be given to food and shelter expenditures made to provide direct services for southern border migrants released from DHS custody. Eligible expenditures include the items listed below, with the two latter bulleted expenditures receiving secondary priority:

- Food (congregate meals or bags of groceries), itemized receipts and proof of payment required
- Shelter/Lodging (mass shelter or hotel/motel nights of stay)
- Other Supportive Services (toiletries, diapers, feminine hygiene products, etc.)
- Transportation costs (local transport of migrants to food, shelter, and other local services)

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.

AWARD NOTIFICATION: Jurisdictions selected to receive funds will be notified and must submit a spending plan to the National Board. LROs shall sign an electronic LRO Certification form via DocuSign.

PAYMENTS: Payments will be made to agencies approved to receive reimbursement. Past participants in the EFSP that are awarded funds will receive payment via direct deposit. Therefore, past participants should make sure that their bank information is current in the EFSP database. Newly funded agencies will receive payment in the form of a mailed check.

The National Board understands the urgency in releasing the funds; however, if an LRO is awarded funds and has any outstanding compliance exceptions, the LRO shall resolve the outstanding compliance exceptions before funds can be released by the deadline, as set forth in the guidance.

For questions about payments and compliance status, contact the EFSP office at suppfund@www.unitedway.org or 703-706-9660.

REPORTING: As part of the application process, agencies shall be required to complete a **Supplemental Funding Reimbursement Form** and submit spreadsheets and supporting documentation for review, prior to the release of funds.

TRAININGS/GUIDANCE: Supportive materials will be provided to assist with the application and all aspects of the implementation of this program, e.g., Program Guidelines, Frequently Ask Questions (FAQs), Spreadsheet Templates, and Key Deadlines. The National Board will produce a series of pre-recorded Web conference-based trainings to assist with the application process and administration of the funds. All training and guidance materials will be available on the EFSP website.

ACTIONS REQUIRED:

- **Agencies** – To prepare for the application process, agencies should begin gathering and organizing the necessary documentation (e.g., spreadsheets of direct costs, per diem or per meal schedules of persons served, and proof of payment and receipts/invoices of purchases) for eligible services rendered during the **January 1, 2019 – June 30, 2019 timeframe**.
- **Local Boards** – Local Boards should broadly share information with agencies (nonprofit and governmental) in their communities via their networks and coalitions—including social media, as appropriate—regarding potential funding. This notification is intended to reach all agencies whether they have participated in EFSP in the past. Local Boards are encouraged to communicate with SSAs regarding their communities' intentions to participate.
- **SSA Committees** – The National Board asks each SSA Committee to contact the Governor's office of their state to advise of the funding opportunity, and strongly encourages SSAs to reach out to the Local Boards in their states to gather information that may be useful to making funding recommendations.

Time is of the essence in the distribution of these funds, therefore SSAs and Local Boards should be prepared for an accelerated application process.

For all questions regarding this update notice, please contact the EFSP staff at suppfund@www.unitedway.org or 703.706.9660.