

Emergency Food and Shelter Program Humanitarian Relief

Applicant Webinar

March 2023



FEMA



Agenda

- ✓ Welcome & Introductions
- ✓ What is EFSP-H?
- ✓ FY 2023 EFSP-H Funding Amounts
- ✓ Key Terms, Program Dates, & Changes
- ✓ Service Organization Eligibility
- ✓ FY 2023 EFSP-H Eligible Expenses
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What is EFSP Humanitarian Relief?

- The Emergency Food and Shelter Program (EFSP) is authorized by the McKinney-Vento Homeless Assistance Act of 1987.
- In 2019, Congress began appropriating funds to the EFSP for humanitarian relief; thereby creating the EFSP-H.
- EFSP-H funding is made available from the EFSP National Board (National Board) to assist local service organizations in providing eligible services for families and individuals encountered by DHS at the southern border.
- The National Board consists of FEMA, which serves as Chair, and 6 non-profit partners.
- Eligible services include sheltering, feeding, basic health and first aid, and others as outlined in the National Board's Guidance.

2023 EFSP-H Funding Amounts

- As directed by the Consolidated Appropriations Act, 2023 ("the Omnibus"), U.S. Customs and Border Protection (CBP) must transfer \$800 million to FEMA for sheltering and related activities in support of relieving overcrowding in CBP holding facilities.
- This legislation establishes a new Shelter and Services Program (SSP).
- Until the SSP is established, humanitarian relief funding will continue to be provided through EFSP-H.
- EFSP-H is intended to sunset upon establishment of SSP.
- On March 1, 2023 FEMA awarded \$350 million of the \$800 million to the EFSP National Board.
- In addition, \$75 million was awarded to the EFSP National Board during the Continuing Resolution in late 2022.
- The remaining funds will support SSP.

Key Terms

- **Local Boards (LB)**

- A Local Board embodies the same composition of the National Board, represents the interests of communities and is the governing body for the local EFSP. The Local Board submits eligible applications for each agency to the National Board.

- **State Set-Aside Committees (SSA)**

- The SSA Committee embodies the same composition of the National Board, represents state-wide interests and functions as a Local Board for any state-wide agency application for humanitarian relief funding. SSAs submit all eligible applications to the National Board.

- **Humanitarian Advance Funding Request (HAFR)**

- A HAFR is a request prepared by the approved Fiscal Agent of the SSA Committee or Local Board seeking funding from the National Board to reimburse or provide funds to local service organizations for eligible expenses.

Key Terms (continued)

- **Fiscal Agent/Fiscal Conduit**

- The Fiscal Agent/Conduit is responsible for the receipt of funds, disbursement of funds to vendors, documentation of funds received and maintenance of documentation on behalf of one or more subrecipient organizations.
- Fiscal Agents/Conduits and subrecipient organizations must be approved by the Local Board or SSA Committee acting as a Local Board and the National Board Secretariat. Only Fiscal Agents can submit HAFRs.

- **DHS Encounter:** An interaction with DHS that results in a non-citizen receiving an Alien Identification Number (“A” number).

- **Southern Border:** The entire southern international border of the United States (California, Arizona, New Mexico, Texas) to include the maritime borders of Texas, Louisiana, Mississippi, Alabama and Florida.

FY 2023 Key Program Dates

LRO – Local Recipient Organization
FA – Fiscal Agent
LB – Local Board
SSA – State Set-Aside Committee
NB – National Board

- **Funds awarded to the EFSP National Board:** March 1, 2023
- **Application Period:** March 3, 2023 – April 2, 2023
- **Eligible Reimbursement Period:** January 1, 2023 – February 28, 2023*
 - Reimbursements are based on actual eligible expenses incurred during the eligible period, and require detailed documentation, such as receipts, upfront before any funds are disbursed.
 - The reimbursement option is available for organizations who may not be able to apply via a fiscal agent.
 - The eligible reimbursement period is significantly shorter than the eligible advance funding period due to the requirement that detailed documentation must be submitted upfront. The National Board determined February 28 is the latest reasonable date that entities could provide services, gather all documentation, and still meet the April 2 deadline.
- **Eligible Advanced Funding Period:** January 1, 2023 – December 31, 2023*
 - Advanced funding is based on anticipated costs for the eligible period. Detailed documentation is collected at the end of the funding period by the fiscal agent.
 - Advanced funding is only available to organizations who have received “fiscal agent” status or are served by an approved fiscal agent.
 - Deadline for LRO/FA submission to LB/SSA: April 2, 2023
 - Deadline for LB/SSA submission to National Board: April 7, 2023
- **National Board Notification of Award to Recipients:** No later than May 31, 2023

*Some eligible applicants may be able to apply for reimbursements for eligible expenses incurred July 1, 2022 – December 31, 2022. Criteria for this exception is described on the next slide and in the National Board’s Humanitarian Relief Funding Guidance for Fiscal Year 2023.

Exception for Lengthened Reimbursement Eligible Period

Some applicants may be eligible to submit for reimbursement from **July 1, 2022 - December 31, 2022** if they meet the following criteria:

- Fulfill all requirements to be an eligible applicant;
- Provided eligible services to individuals and families encountered by DHS for the reimbursement period from July 1, 2022 - December 31, 2022 or any part thereof;
- Did **NOT** receive reimbursement or HAFR funding from EFSP for at least one quarter of the eligible period (July 1, 2022 - December 31, 2022) either as a direct LRO, a Fiscal Agent, or a subrecipient;
- Only submit costs for reimbursement that were not funded through other EFSP funding;
- Have the required documentation and records required of LROs to be eligible for reimbursement requests and maintain sufficient documentation for audit purposes.

To apply for the exception, applicants must provide written responses to the above criteria and documentation that proves that the applicant is qualified in addition to the full reimbursement application via www.efsp.unitedway.org.

Key Guidance Changes

- **Application Period**

- There will be one application period for all applications (reimbursements and advanced funding requests) – March 3, 2023 to April 2, 2023. No applications will be accepted after the deadline.

- **Southern Border vs Southwestern Border**

- Amended the language to state “Southern Border” which includes maritime borders. This refers to borders in the States of California, Arizona, New Mexico, Texas, Louisiana, Mississippi, Alabama, and Florida.

- **Humanitarian Advanced Funding Requests (HAFR)**

- Templates for HAFRs are posted on the UWW EFSP website to provide guidance; HAFRs must be submitted by April 2, 2023 and will be reviewed after the deadline.

- **Documentation Requirements**

- Clarification that LROs should maintain, for audit purposes, a log of individuals' first and last names as well as their “A” number.

Service Organization Eligibility

To be considered for EFSP-H funding, service organizations must:

- Be a nonprofit, faith-based, or governmental entity that provides humanitarian relief (in the form of food, sheltering, or other direct services) to families and individuals encountered by DHS.
- Provide the agency's Unique Entity Identifier (UEI). [SAM.gov | Duns - Sam UEI](#)
 - This was formerly known as the Data Universal Numbering System (DUNS) Number.
- Provide the agency's Federal Employer Identification Number (FEIN).
- Submit a complete application (with all required documentation).
- Apply at www.efsp.unitedway.org on or before the deadline for the application period.

Eligible Expenses under EFSP-H

All expenditures under EFSP-H must fall within one of these service categories:

- **Primary** - includes only food and shelter.
- **Secondary** – includes, but is not limited to, health/medical services.
- **Administrative** – includes, but is not limited to, permanent and temporary staff overtime, and postage.
- **Equipment and Assets** – includes purchases and leases, and necessary renovations to make facilities safe, sanitary, and compliant with local codes and the Americans with Disabilities Act (ADA).
- **Transportation** – includes local and long-distance travel (e.g., taxi, bus, air, train) for families and individuals encountered by DHS and for agency staff that may be required to assist them while traveling.

Ineligible Expenses under EFSP-H

Ineligible expenditures under the FY 2023 EFSP-H include, but are not limited to:

- Humanitarian relief provided to families and individuals encountered by DHS outside of an eligible timeframe;
- Contracts for services improperly procured (e.g., not in alignment with program guidance or not authorized by the Local Board and National Board);
- Expenditures made (and services provided) outside of the United States;
- Expenditures incurred outside of the eligible spending periods; and
- Fraudulent applications/expenditures.

Application / Reimbursement Request Process

- Eligible organizations complete and submit their applications for funding through their Local Boards or State Set-Aside Committees (SSAs).
- Local Boards and SSAs submit the applications on the EFSP website to the National Board for review and award determination.
- Applications must include the following*:
 - Application Form;
 - Humanitarian Relief Funding Reimbursement report reflecting expenditures made within the eligible timeframe (if applicable);
 - Documentation to support all expenses made with humanitarian relief funding, which must include proof of payment or itemized receipts from vendors for services provided; and
 - All required certifications; including a Lobbying Certification (if \$100,000 or more is awarded).

*Although not required to be submitted with the application, all recipients must maintain logs of individuals served (with first and last names, as well as their “A” number) and spreadsheets reflecting incurred expenses.

Application Review Process

- The National Board considers several factors to prioritize awards, including:
 - Service organizations at the Southern Border (to include maritime entrances) where the highest emergency needs are expected to be met;
 - Organizations outside of the Southern Border that provide humanitarian services to families and individuals encountered by DHS traveling to their destinations may also be eligible for funding;
 - Release data received from Immigration Customs Enforcement (ICE)/CBP;
 - Proximity to ICE and CBP facilities performing releases;
 - Type of organization (e.g. nonprofit, faith based, or governmental);
 - Number of families and individuals served who have been encountered by DHS;
 - Information that organizations provide on the direct costs incurred while serving families and individuals encountered by DHS;
 - “Subject matter expertise” and discretion of the National Board;
 - Sufficiency of available funding; and
 - Any other information and applicable guidance.

Funding Methods

- Historically, the EFSP National Board has offered two options:
 - **Reimbursement:** Reimbursement for actual costs incurred.
 - **Advance Funding Request (HAFR):** Requires an organization on the Local Board to act as a Fiscal Agent.

Funding Methods (continued)

One EFSP funding method is reimbursement.

- **Reimbursement:**

- This method is reimbursement for actual costs incurred.
- The National Board will accept applications for reimbursement of expenses incurred from January 1, 2023 through February 28, 2023*.
- Applications will be accepted until April 2, 2023.
- Organizations (through their Local Board/SSA) can apply on the [EFSP website](#).

*Some eligible applicants may be able to apply for reimbursements for eligible expenses incurred July 1, 2022 – December 31, 2022. This exception is described in the National Board’s Humanitarian Relief Funding Guidance for Fiscal Year 2023.

Funding Methods (continued)

Only approved Fiscal Agents can request EFSP-H advanced funding.

- **Humanitarian Advanced Funding Request:**
 - Is based on expected costs for the eligible advanced funding period: January 1, 2023 – December 31, 2023
 - Requires an organization on the Local Board to act as a Fiscal Agent / Conduit;
 - Must be fully supported with documentation of prospective expenses;
 - May also be used to request reimbursement;
 - Can help expedite funding; and
 - Must include all required certifications.

- The National Board has included in its guidance on the EFSP website a template for advance funding requests that can be used by Fiscal Agents.
 - This template does not preclude a Fiscal Agent from including additional information.

Technical Assistance

- Contact information for Local Boards and SSAs is available:
 - On the National Board's website at www.efsp.unitedway.org;
 - By sending an email request to suppfund@uww.unitedway.org; or
 - By calling 703-706-9660 and selecting option 6.
- The National Board's Humanitarian Relief Funding Guidance Fiscal Year 2023 is located on the National Board's website at www.efsp.unitedway.org.