



# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

## Preliminary Funding Notification of Awards Phase 42 (FY 2024) and Important Program Changes

In FY 2024, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board \$117 million made available under the Further Consolidated Appropriations Act, 2024, (Pub. L. No. 118-47). The FY 2024 \$117 million in annual funding is Phase 42 of the program.

This notification is to advise that awards have been made to qualifying jurisdictions (counties and cities) and State Set-Aside (SSA) Committees across the country and have been posted on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org), under [FY2021/ARPAR/2022/2023/2024 Funding](#), then select [Phase 42 \(FY2024\) Allocations](#). Required National Board processes are underway for completion prior to the actual announcement of awards. Once the processes have been completed and National Board staff have finished updating materials to account for new program policies and procedures, including within the EFSP Responsibilities and Requirements Manual (EFSP Manual), official award announcements will be made to each chair and point of contact (POC) for qualifying Local Boards and SSA Committees.

It is important that all documents are updated to reflect all changes that will be implemented in the program. Reminders of recent changes to program guidance are identified under the Reminders section below. This notification will be provided on the EFSP website under [FY2021/ARPAR/2022/2023/2024 Funding](#) on the homepage. Additionally, staff will schedule Question & Answer Webinars to provide further opportunities for obtaining information and clarity. Registration information for the sessions will be shared with SSA Committees, Local Boards and LROs via email and posted on the EFSP website in January 2025.

The National Board understands that agencies require time to thoughtfully identify services and spend funds in their local communities. Consequently, the Phase 42 spending period begin and end dates for all funded jurisdictions will be provided in the Phase 42 award materials when Local Board Plans are made available. Phase 42 spending period end dates will be selected when Local Board Plans are submitted to the National Board by the Local Board.

For your convenience, a schedule for implementing Phase 42 will be developed and it will be made available on the EFSP website under [FY2021/ARPAR/2022/2023/2024 Funding](#).

### **IMPORTANT CHANGE REGARDING BOARD PLAN SUBMISSION DEADLINE**

The National Board determines the deadline for Local Boards to submit their Local Board Plans (LBPs) and SSA Committees to submit their plans after they are made available on the EFSP website. An email notification will be sent to both the chair and point of contact for each funded jurisdiction and SSA Committee.

In an effort to release funds to communities quickly so that agencies may provide food and shelter services, beginning with Phase 42, the National Board will require that Local Boards and SSA Committees submit their Local Board Plans and SSA Committee plans to the National Board by the published deadline. The process that will be used is as follows:

- Local Boards and SSA Committees will be given 90 days to convene and submit their plans to the National Board via the EFSP website to claim their awards.
- Sixty (60) days before the deadline, an email reminder to submit plans will be sent to the chair and point of contact for all Local Boards and SSA Committees that have not submitted their plans to the National Board.
- Thirty (30) days before the deadline, staff will reach out via email to all Local Boards and SSA Committees that have not submitted their plans to remind them of the deadline to submit their board plans to the National Board. A second thirty (30) day reminder will be sent to the chair and point of contact for the Local Boards and SSA Committees to submit the plans to the National Board by the deadline. A written response will be required from Local Boards and SSA Committees to advise if the award will be claimed.

- After the second thirty (30) day reminder, staff will share the list of jurisdictions and SSA Committees, along with award amounts, that did not submit plans to claim awards with the National Board. The National Board will determine the next step, either allow more time beyond the initial deadline for the Local Boards and SSA Committees to respond and accept the awards or reclaim and reallocate the funds.
  - If a favorable response is received to the second thirty (30) day reminder, Local Boards and SSA Committees may appeal to the National Board to claim an award by submitting a written explanation why the award was not claimed by the deadline. Upon receipt and review of a request, the National Board may allow the Local Board sixty (60) days to convene, make funding decisions and submit the plans to the National Board to claim the awards.
  - If Local Boards and SSA Committees do not respond to the second thirty (30) day reminder, staff will send notification to the full board membership to advise that funding was awarded but the required plan to claim the award was not submitted to the National Board by the deadline. The notification will advise that the award will be reclaimed by the National Board because the plan to claim the funds was not received. Local Boards will be advised that the National Board will reclaim the awards and reallocate the funds. A reallocation does not necessarily mean the funds will be awarded to the SSA Committees or jurisdictions in the same state.

Throughout the process, EFSP staff will provide consultation and technical assistance to Local Boards and SSA Committees as needed. Staff will offer webinar training sessions to provide additional information regarding this important change to the program guidance.

### **ACTIONS REQUIRED**

1. To prepare for the receipt of Phase 42 award notifications and to ensure there is no delay in receipt of notifications from the National Board, Local Board and SSA Committee chairs or points of contact should sign into the EFSP website as soon as possible using their user ID and password to verify and update:
  - a. **Local Board Members' Information** – After signing into the website, select **Manage LB Members** to make any necessary changes.
  - b. **Email Addresses** – Verify and update, as needed, email addresses for both the Local Board chair and point of contact for the Local Board or SSA Committee.
  - c. **LROs' Contact Information** – Update contact information for agencies participating in the program in the jurisdiction.
2. After reviewing **Program Guidance Reminders** on page 4, consider if you would like to participate in one of the Question & Answer Webinars that will be offered. If so, please register for the session you choose once the Question & Answer Webinar schedule with registration links is provided on the EFSP website. An email notification will be sent to Local Boards, SSA Committees and Local Recipient Organizations (LROs) when the schedule is made available on the EFSP website.

As processes are completed and materials are finalized, the National Board will share updates via the EFSP website. Please continue to check *Latest News* on the EFSP website homepage for the most recent program information.

### **REMINDERS**

There are a few reminders the National Board wish to share regarding the Phases 39, ARPAN, 40 and 41 Local Board Plans and Final Reports while Phase 42 award materials are being finalized.

1. **Phases 39, ARPAN, 40 and 41 Local Board Plans** – Phases 39 and ARPAN Local Board Plans were due to the National Board on March 11, 2022, Phase 40 Local Board Plans were due March 13, 2023 and Phase 41 Local Board Plans were due April 30, 2024. If your jurisdiction was funded in any of these phases and you have not submitted the Local Board Plans to claim the awards, please submit them to prevent the loss of funding to your community. The Local Board Plan training is available on the EFSP website for guidance to complete and submit the Local Board Plan to the National Board. Please be sure to reference the available trainings and EFSP Website Guide to ensure a proper submission. Training and guidance to complete and submit Local Board Plans to the National Board are available on the EFSP website in the [Training Workshops section](#) after logging in with your user ID and password.

2. **Phases 37, 38 and CARES Final Reports** – Phases 37, 38 and CARES Final Reports were due to the National Board on January 31, 2022. If your jurisdiction received funds in any of these phases but the Local Board has not submitted the Final Reports, please submit them to the National Board immediately. Funding cannot be released to agencies if the Final Reports from previous phases have not been submitted to the National Board for review and approval. Training and guidance to complete and submit Final Reports to the National Board are available on the EFSP website in the [Training Workshops section](#) after logging in with your user ID and password

It is important to note that agencies with outstanding compliance exceptions in any past phases cannot be paid funds until those exceptions have been resolved. If an agency needs to submit documentation to the National Board to address outstanding compliance exceptions, they can send it via email to [documentstoefsp@uww.unitedway.org](mailto:documentstoefsp@uww.unitedway.org) or faxed to 703.706.9677. Please use only one of the options to prevent the submission of duplicate material, which will require additional time to review and possible delays in staff response.

If you have questions regarding this notice, please reach out to EFSP staff via email at [efsp@uww.unitedway.org](mailto:efsp@uww.unitedway.org) or phone at 703.706.9660.



## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

### PROGRAM GUIDANCE REMINDERS

PROGRAM REQUIREMENT	REMINDER OF CHANGES / NEW GUIDANCE (implemented with Phase 40)
<b>Unique Entity Identifier</b>	<p>The National Board required all agencies receiving funds to have a Data Universal Number (DUNS) issued by DUN &amp; Bradstreet because it was a requirement to receive Federal funds. The DUNS number is no longer used by the Federal Government; it is now obsolete. <u>The DUNS number was replaced with a Unique Entity Identifier (UEI).</u></p> <p>Agencies may obtain a UEI via the <a href="http://Sam.gov">Sam.gov</a> website. Instructions are provided for agencies who may need to get a UEI on the <a href="http://Sam.gov">Sam.gov</a> homepage. Agencies may view a video for guidance on the website. All agencies participating in the EFSP must have a UEI registered with <a href="http://Sam.gov">Sam.gov</a>.</p> <p>The National Board staff will provide guidance to agencies and Local Boards to provide their UEI to the National Board.</p>
PROGRAM REQUIREMENTS	REMINDERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAP)
<b>Electronic Funds Transfer (EFT) Enrollment</b>	The National Board will now accept Electronic Funds Transfer (EFT) enrollment information from LROs via email and fax. If preferred, LROs may still send the enrollment information to the National Board via U.S. Mail.
<b>Payments</b>	All payments will be made to LROs via EFT. Newly funded agencies should submit bank information as quickly as possible to the National Board for processing to prevent delays in the release of funding. <i>Variances may be considered for agencies to participate in the program that are unable to provide bank information.</i>
ELIGIBILITY ITEMS	REMINDERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAP)
<b>Per Meal Allowance</b>	The per meal allowance increased to \$3 per meal for agencies using the per meal rate when providing congregate meals.
<b>Per Diem Allowance</b>	Only the \$12.50 per night rate will be allowed for agencies using the per diem rate when providing mass shelter services.
<b>Utilities</b>	Local Recipient Organizations (LROs) may pay more than one-month utility assistance. LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to prevent disconnection of services. The Local Board may approve the payments, but no additional approval is required by the National Board.
<b>Rent/Mortgage</b>	LROs may pay more than one-month rental or mortgage assistance. LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. The Local Board may approve the payments, but no additional approval is required by the National Board.
<b>Other Shelter (Hotel/Motel)</b>	LROs may pay more than one-month hotel/motel assistance. LROs may provide up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness. The Local Board may approve the payments, but no additional approval is required by the National Board.