



EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

**HUMANITARIAN RELIEF
FUNDING GUIDANCE
FISCAL YEAR 2023
(Continuing Resolution
\$75 Million)**

APPLICATION AND FUNDING GUIDANCE

This document provides information and guidance for those participating, and interested in participating, in the Emergency Food and Shelter National Board Program, with Fiscal Year 2023 funding made available under the Continuing Appropriations and Ukraine Supplemental Appropriations Act, 2023, Pub. L. No. 117-180, referencing Department of Homeland Security Appropriations Act, 2022, Pub. L. No. 117-103, for the purposes of providing shelter and other services to families and individuals encountered by the U.S. Department of Homeland Security.

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FOREWORD

The Emergency Food and Shelter Program (EFSP) National Board (hereafter, National Board) is pleased to announce this guidance for FY 2023 humanitarian relief funding made available under the *Continuing Appropriations and Ukraine Supplemental Appropriations Act, 2023, referencing Department of Homeland Security Appropriations Act, 2022*, for the purposes of providing shelter and other services to families and individuals encountered by the U.S. Department of Homeland Security (DHS). Unless directed otherwise, these funds are solely intended for migrants crossing the Southwest Border and encountered by DHS. To allow more opportunities for agencies to submit applications for funding, there will be multiple open application periods (see Key Program Dates). The first open application period will begin January 2, 2023 and will be for eligible expenditures incurred on **October 1, 2022 through December 31, 2022**. Additionally, a funding method called a Humanitarian Advanced Funding Request (HAFR) (previously known as a Special Funding Request) is available for Local Boards and State Set-Aside (SSA) Committees to request funding directly of the National Board on behalf of service agencies in their communities. The portal for submitting HAFRs is open and will be available until further notice (see page 6).

Applicant agencies must be nonprofit, faith-based, or governmental and provide eligible services to families and individuals encountered by DHS. All agencies must have a Federal Employer Identification Number (FEIN) and a Unique Entity Identifier (UEI) number to apply for funding. For agencies that already had a Data Universal Number System (DUNS) number, an UEI number would have automatically been assigned. Those agencies that have not had a DUNS number must apply for, and have, an UEI number, as part of their application. The National Board cannot make a subaward to an applicant agency unless the agency has obtained and provided the National Board an UEI number. The Humanitarian Funding Relief Application consists of five categories of service. All expenditures made by agencies must fall within one of the 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.

Food Banks – are eligible entities for reimbursement. They may request reimbursement for food and other eligible items that are not reimbursed or paid for through other programs.

Local Board Advertisement of Funding Availability – Local Boards may advertise each open application period to the community. Additional promotion of the funding may be shared via other networks and social media (e.g., Facebook, Instagram).

Documentation – Expenditures must be supported with proof of payment (e.g., cancelled check, credit card statement, etc.) or a receipt reflecting the purchase. Only one of these may be required. A copy of the payment to an agency's credit card company is not necessary for expenditures made with an agency's credit card.

Equipment and Assets Services – This category allows agencies to submit requests for purchases, leases, repairs, or modifications that may have been necessary to continue providing services for families and individuals encountered by DHS (e.g., a congregate meal site repairs a refrigerator, or a shelter repairs a washer or dryer).

Transportation Services – This category allows agencies to submit requests for all costs incurred to provide both local and long-distance travel for families and individuals encountered by DHS (e.g., taxi, air, train, bus). Transportation services required to transport families and individuals from DHS facilities to local community shelters, other places providing life sustaining services, or to their destination in another city or state are eligible expenses. Transportation services for agency staff that may be required to assist families or individuals while traveling may also be eligible for reimbursement.

Fiscal Agent – Local Boards may use a Fiscal Agent to request funding for agencies in a jurisdiction. The Fiscal

Agent will pay vendors or subrecipient organizations for services provided to individuals. A Fiscal Agent must be an existing EFSP recipient organization or a member of the Local Board. Additionally, the Fiscal Agent must be approved by the Local Board and National Board Secretariat, United Way Worldwide. A Fiscal Agent may only be used in support of an HAFR request.

Humanitarian Advanced Funding Request (HAFR) – A request prepared by the chair or contact for a SSA Committee (acting as a Local Board) or Local Board seeking funding from the National Board to reimburse or provide funds to local service organizations for eligible expenses based on program guidelines. Only the chair or contact for SSA Committees or Local Boards may submit HAFRs to the National Board. **Service organizations cannot submit HAFRs.**

Technical Assistance

Pre-recorded trainings and Help Desk assistance are available to guide Local Boards, SSA Committees acting as Local Boards, and applicant agencies through the process. The pre-recorded trainings are available on the EFSP website, www.efsp.unitedway.org. Select **Humanitarian Funding Info** tab on the homepage for access to the list. Questions related to the funding may be directed to EFSP staff at suppfund@uww.unitedway.org or 703-706-9660, option 6.

PREAMBLE

The Federal Emergency Management Agency’s (FEMA) Emergency Food and Shelter Program (EFSP) has made available \$75 million to help defray the costs that state and local service agencies (non-profit, faith-based, and governmental) have incurred, or may incur, in providing shelter and other services to families and individuals who are seeking asylum and who have been recently encountered by the Department of Homeland Security (DHS).

The National Board is composed of representatives from 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, United Way Worldwide, and FEMA, with FEMA serving as the board chair. Congress chose the EFSP to disburse these humanitarian funds for providing relief to families and individuals because of the program’s established mission in supplementing and expanding the ongoing work of local social service organizations, both non-profit and governmental, to provide shelter, food, and supportive services to those who are, or who are at risk of becoming, homeless and/or hungry. The program’s existing grant funds delivery-structure and public-private partnership made it a viable means for providing funds quickly to organizations providing humanitarian relief to families and individuals encountered by DHS.

The National Board strongly encourages collaboration among nonprofit and government agencies to ensure a whole community approach in assisting these families and individuals crossing the Southwest Border and encountered by DHS.

OVERVIEW

Eligible organizations providing shelter, food, transportation, basic health and first aid (including COVID-19 testing) and other supportive services may apply for funding. Funding is prioritized for those service organizations in the Southwest Border states where the greatest emergency needs are expected to be met. Prioritization also will be given to organizations outside of the Southern Border states nationwide, if they are receiving migrants directly from border locations and are providing extensive humanitarian services to migrants in need during their most critical, transitional state. Current or former EFSP participation is not a requisite for participation.

Only eligible nonprofit, faith-based, or government service organizations may apply for funds. To receive an award for eligible services already provided, or projected to be provided, agencies must document their expenditures.

Any agency that did not provide services in response to families and individuals encountered by DHS will not be considered to receive funds.

KEY PROGRAM DATES

On December 5, 2022, the National Board notified Local Boards and SSAs acting as Local Boards by email of the pending application periods and guidance availability for Fiscal Year 2023 funding. The application schedule is, as follows:

Humanitarian Relief Application Schedule (pending funding availability):

Quarter	Application Available	Eligible Reimbursement Period*	LRO App Submission Deadline To LB	LB Submission of LRO App Deadline To NB
1	01/02/2023-02/17/2023	10/1/2022-12/31/2022	02/17/2023	02/24/2023
2	04/03/2023 – 05/15/2023	1/1/2023 - 3/31/2023	05/15/2023	05/22/2023
3	07/01/2023 – 08/11/2023	4/1/2023 - 6/30/2023	08/11/2023	08/18/2023
4	10/01/2023 – 11/10/2023	7/1/2023 - 9/30/2023	11/10/2023	11/17/2023

App – Application
LRO – Local Recipient Organization
LB – Local Board
NB – National Board

***Note:** Agencies may submit applications during the Application Available periods for expenses incurred during the Eligible Reimbursement Periods only. Expenses incurred outside of the Eligible Reimbursement Periods will not be accepted. Unlike with prior humanitarian relief funding, the National Board will not allow the submission of expenses from past periods to be submitted with applications. *Example:* Applications submitted in Quarter 3 may only include expenses from the period of 4/1/2023 – 6/30/2023; expenses dated before or after that period will be considered ineligible and will not be reimbursed.

Humanitarian Relief Advanced Funding Request (HAFR) Schedule

The HAFR Portal is continually available for submission of HAFRs. Local Boards/SSA Committees submit HAFRs to the National Board. The National Board sends notices of award to Local Boards and SSA Committees as it reviews and approves the HAFRs.

Local service agencies, nonprofit, faith-based and governmental, interested in receiving funds must ensure their supporting documentation (spreadsheets, daily logs/schedules, proof of purchase, as necessary) are prepared and submitted to their Local Boards or SSA Committees acting as Local Boards by the deadline. The deadline for agencies to submit applications to the Local Boards or SSA Committees acting as Local Boards will be displayed on the agency application.

The deadline for Local Boards and SSAs acting as Local Boards to review and submit the agencies' applications with recommendations to the National Board will be 5 business days after the application period close date. Deadline dates are available on the EFSP website in the **Key Dates** document under the **Humanitarian Funding Info** tab. Local Boards and SSAs acting as Local Boards may review agencies' applications and submit them to the National Board prior to the deadline, via the EFSP website at www.efsp.unitedway.org, during the application period. Applications do not have to be submitted to the National Board together; Local Boards may submit them individually after review and approval.

The National Board will conclude its review and award determination of the submitted applications and HAFRs on an ongoing basis upon receipt of applications and HAFRs. If there are any questions or concerns about the applications and HAFRs, National Board staff at United Way Worldwide will seek clarification and/or revisions from the Local Boards or SSA Committees acting as Local Boards. All questions and concerns must be addressed promptly or the applications and HAFRs may not qualify for funding. The National Board will set a due date for responses and the Local Boards and SSA Committees acting as Local Boards will be notified. Any questions regarding supporting documentation submitted with applications will be sent to the Local Board and applicant agency. EFSP staff will work with Local Boards and applicant agencies to get resolution to questions, as expeditiously as possible.

IMPORTANT: The National Board has made a significant change in the review of applications and HAFRs submitted for funding. **Unlike previous application periods, Local Boards and LROs will not be given multiple opportunities to resolve concerns or to submit documentation to support their expense reimbursement requests. Local Boards and LROs will be allowed no more than 10 business days to respond to EFSP staff requests for all required information.** Local Boards and LROs will be given one opportunity to provide missing documentation or answer questions related to application submissions. The National Board will review and make award decisions based on the information provided to support agency application submissions for eligible expense reimbursement. Expenses that are not completely documented will not be reimbursed.

The National Board anticipates funding award notifications will be sent to Local Boards and SSA Committees acting as Local Boards not later than 5 business days after decisions are made.

IMPORTANT: Failure to meet any program deadlines will cause applications and HAFRs to not qualify for funding, and documentation not received in support of awarded funds may cause significant delays in the receipt of agencies' payments.

NATIONAL BOARD EXPECTATIONS OF LOCAL BOARDS & STATE SET-ASIDE COMMITTEES

Local Boards

Local Boards should broadly share information with non-profit, faith-based, and governmental service agencies in their communities via their networks, coalitions, organizational websites, and social media (e.g., Facebook, Instagram), as appropriate, regarding this funding opportunity. Information is intended to reach **all agencies** regardless of whether they have participated in EFSP in the past. Local Boards must use every opportunity possible to advertise the funding availability to the agencies in their community. They may advertise in a local newspaper to notify agencies prior to the application period. If Local Boards choose to submit HAFRs for funding consideration, agencies must be advised of the decision so that they may submit information for consideration in the requests. Costs incurred for advertisement of the funding opportunity may be reimbursed under the **Administrative Services** category.

A Local Board mirrors the composition of the National Board and 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 service agencies for completeness and eligibility and submit the applications for each agency to the National Board for review and award determination. Applications may be reviewed and submitted to the National Board individually during the application period. HAFRs may be submitted at any time by Fiscal Agents representing interested agencies in the community.

State Set-Aside Committees

Each SSA Committee is to contact the governor's office of their state to advise of the funding opportunity. The SSA Committee, which mirrors the composition of the National Board, functions as a Local Board for any state-wide agency application for humanitarian relief funding. The SSA Committee represents state-wide interests. SSA Committees will review all applications received and submit them to the National Board for review and award determination. Applications may be reviewed and submitted individually to the National Board, via the EFSP website at www.efsp.unitedway.org, during the application period. If SSA Committees acting as a Local Board choose to submit HAFRs for funding consideration, agencies must be advised of the decision so that they may submit information for consideration in the requests.

APPLICATION PROCESS

The application portal to apply for these humanitarian relief funds will be available on the EFSP website, www.efsp.unitedway.org, under the **Humanitarian Funding Info** tab. The National Board will notify Local Boards and SSA Committees acting as Local Boards, via email, when the application portal is available for each application period. Service organizations, including governmental service agencies, will apply through their Local Board. Funding requests from service organizations will be submitted to the Local Board for the jurisdiction (city or county) in which the applicant agencies provide services. If an agency is seeking funds in more than one jurisdiction, a separate application must be submitted to the Local Board of the respective jurisdictions. State-wide organizations that provided eligible services may apply through their SSA Committee. Organizations may access Local Board and SSA Committee contact information by clicking on **Humanitarian Funding Info** tab, via the EFSP **website**. On the EFSP website, service agencies complete their applications and electronically submit them to their Local Board or SSA Committee acting as a Local Board for review. Local Boards and SSA Committees acting as Local Boards submit the applications on the website to the National Board for review and award determination.

Agencies may inquire with the Local Boards and SSA Committees acting as Local Boards regarding the ability to request funds for services in advance via the Advanced Funding Request (HAFR) process (see Advanced Funding Request section below). The HAFR portal to apply for these humanitarian relief funds is available on the EFSP website, www.efsp.unitedway.org. To submit an HAFR, Local Boards and SSA Committees acting as Local Boards will log-in with their user ID and password, click on **Humanitarian Advanced Funding Request** from the menu on the left to access the portal. The SSA Committee acting as a Local Board will similarly review requests from applicant agencies and will include all appropriate cost information with the HAFR submitted to the National Board for review and award decision.

This is a competitive grant process, so no application or HAFR is guaranteed an award. Priority will be given to communities deemed to have been most impacted by these humanitarian relief needs and their non-profit, faith-based, and governmental organizations providing direct services to families and individuals encountered by DHS. Based on the level of demand, an award may be less than the full dollar amount requested, although the full amount is for eligible expenses.

In making award determinations, the National Board will use several factors to prioritize awards, including:

- Migrant release data received from Immigration Customs Enforcement (ICE)/Customs and Border Protection (CBP)
- Proximity to ICE and CBP facilities performing releases
- Whether the organization is a nonprofit, faith based, or governmental organization
- Number of migrants served
- Information that organizations provided on the direct 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

Organizations performing humanitarian services at the Southwest Border are considered a priority, but U.S. agencies outside of the Southwest Border states that receive migrants directly from the border or from DHS, and provide direct services to migrants, will also be prioritized since they are providing emergency assistance. After the National Board makes its funding decisions, Local Boards and SSA Committees acting as Local Boards will be notified of their Local Recipient Organizations' (LRO) award amounts. Payment disbursement to the LROs will be made not later than 5 business days of the notifications, given all required documentation has been received by the National Board. Prior to the release of funds, LROs must submit a completed and signed LRO Certification and, if \$100,000 or more is awarded, a completed and signed Lobbying Certification. Both certifications will be available to LROs in the application process. Direct bank deposits will be made to the LROs' accounts.

HUMANITARIAN ADVANCED FUNDING REQUEST

The National Board has implemented a funds-delivery method based on the submission of Advanced Funding Requests (HAFRs) to expedite the release of funds for eligible prospective or advance costs by nonprofit, faith-based, and governmental organizations providing shelter and other services to families and individuals encountered by DHS.

What Is A Humanitarian Advanced Funding Request?

A HAFR is a request prepared by the chair or contact for a Local Board or an SSA Committee acting as a Local Board seeking prospective or advanced funding from the National Board to provide funds to local social service organizations for eligible expenses based on program guidelines. Only the chair or contact for Local Boards or SSA Committees acting as Local Boards may submit HAFRs to the National Board. Service providers cannot submit HAFRs.

What Are the Benefits of a Humanitarian Advanced Funding Request?

- HAFRs allow Local Boards and SSA Committees acting as Local Boards to seek funding for eligible organizations providing services collectively, in a single request.

- The organizations benefitting from the funding do not submit requests to the National Board; they provide necessary information to the Local Board or SSA Committee acting as a Local Board to make a request on their behalf for anticipated expenditures of all eligible services.
- HAFR requests may help to expedite funding to local communities because local service providers are not permitted to submit individual requests for consideration to the National Board.

How Many Humanitarian Advanced Funding Requests May Be Submitted?

There is no limit on the number of HAFRs a Local Board or SSA Committee acting as a Local Board may submit to the National Board. Each HAFR must be fully supported with documentation for expenses to be covered. HAFRs are reviewed and considered for funding based on their individual merit. Funding is not guaranteed.

How Are Humanitarian Advanced Funding Requests Submitted to the National Board?

- HAFRs are submitted to the National Board via the EFSP website, www.efsp.unitedway.org.
- To submit the requests to the National Board, the chair or contact of the Local Board or SSA Committee acting as a Local Board will need to sign into the website with their user ID and password.
- After signing in, the chair or contact will select **Humanitarian Funding Advanced Funding Request** from the menu on the left of the screen.

Below is additional information regarding the use of the HAFR method for award consideration of the humanitarian relief funds.

- Prior EFSP participation is not a requisite.
- To participate, eligible organizations must provide, or must have provided, humanitarian relief to families and individuals encountered by DHS.
- Local Boards and SSA Committees acting as Local Boards may submit HAFRs via the EFSP website, www.efsp.unitedway.org.
- To submit the requests to the National Board, the chair or contact will need to sign into the website with their user ID and password. After signing in, the chair or contact will select **Humanitarian Funding Advanced Funding Request** from the menu on the left of the screen.
- The chair or contact will enter all information to complete the request.
- After completing the HAFRs, Local Boards and SSA Committees acting as Local Boards must submit them via the website to the National Board for funding consideration.

National Board HAFR Review Process

The National Board will review all HAFRs upon receipt to determine eligibility. Local Boards and SSA Committees acting as Local Boards will be notified of the National Board's award decisions. HAFRs may be submitted on an ongoing basis and are evaluated for award as they are received by the National Board.

Local Boards or SSA Committees, as appropriate, will be informed by the National Board of the applications' approval and the award amounts.

HAFR Payment Release

Payment disbursement for all HAFRs will be made directly to the Fiscal Agent/Fiscal Conduit (see Fiscal Agent/Fiscal Conduit – Humanitarian Funding Responsibility section below) based upon instructions in the request and if approved by the National Board.

FISCAL AGENT/FISCAL CONDUIT – HUMANITARIAN FUNDING RESPONSIBILITY

The Fiscal Agent/Fiscal Conduit is the agency responsible for the receipt of funds, disbursement of funds to recipient agencies and vendors, documentation of funds received, and maintenance of documentation. The Fiscal Agent/Fiscal Conduit must meet all requirements of an LRO and be a member of the Local Board. The Fiscal Agent/Fiscal Conduit may reimburse subrecipient organizations for expenses incurred, if requested and approved by the National Board.

Local Boards may wish to use a Fiscal Agent/Fiscal Conduit when they desire to fund an agency that does not have an adequate accounting system but still meets all other criteria.

The Fiscal Agent/Fiscal Conduit arrangement must be determined and arranged prior to submission of

Advanced Funding Requests (HAFRs). Fiscal Agents/Fiscal Conduits will be held accountable for compliance with program requirements. Fiscal Agent/Fiscal Conduits must provide a list of the agencies supported through Special Funding Requests.

Fiscal Agents and subrecipient organizations must be approved by the Local Board or SSA Committee acting as a Local Board and the National Board Secretariat.

Subrecipient Requirements

Any agency supported through a Fiscal Agent/Fiscal Conduit must have its own Federal Employee Identification Number (FEIN). (This IRS form [SS-4] may be obtained on the IRS website, [Link for FEIN - www.irs.gov](http://www.irs.gov).) FEIN numbers are issued by the Internal Revenue Service (IRS) at no cost.

Agencies funded under a Fiscal Agent/Fiscal Conduit must also have or obtain a Unique Entity Identifier (UEI) number issued by SAM.gov. (Instructions may be obtained from, [Link to apply for UEI - https://sam.gov](https://sam.gov).) The UEI number and other relevant information must be provided to the Fiscal Agent.

ELIGIBLE APPLICANTS

Service agencies that wish to be considered for an award must:

- Be a nonprofit, faith-based, or governmental entity that provided, or will provide, humanitarian relief in the form of shelter and other direct services to families and individuals encountered by DHS.
- Submit completed applications with required documentation.
- Provide the agency's Unique Entity Identifier (UEI) number. All agencies applying for this funding opportunity must have a UEI number. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov). If an agency already had a DUNS number, the transition to the UEI number has been done automatically. For more information, visit SAM.gov or the Federal Service Desk, FSD.gov.
- Provide the agency's 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 <http://www.irs.gov>
- Apply on or before the deadline for each application period; please see page 5. The deadline will also appear on the application. The application will be available via the EFSP website, www.efsp.unitedway.org, under the **Humanitarian Funding Info** tab.

If an agency does not have a UEI or FEIN number, it must be obtained before the application is submitted to the National Board. Applications cannot be submitted without a UEI or FEIN number. **Not having these numbers will prevent an agency from receiving funds.**

Any agency that participated in the EFSP in the past and has outstanding compliance exceptions must resolve them prior to the release of funds. For questions about compliance status, see the Compliance Resolution section of this document.

INELIGIBLE SERVICES

The services/expenditures that are not eligible for FY 2023 Humanitarian Relief Funding include, but are not limited to, the following:

- Humanitarian relief provided to families and individuals encountered by DHS but provided outside of an eligible timeframe. Services are intended to assist migrants with their initial emergency needs upon entering the United States.
- Expenditures incurred outside of the eligible spending periods (see Key Dates).
- 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 outside of the United States.
- Services provided to families and individuals 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.

ELIGIBLE SERVICES AND REQUIRED DOCUMENTATION

There are five service categories of expenditures: **Primary Services**, (e.g., food, shelter), **Secondary Services** (e.g., health/medical services), **Administrative Services** (e.g., staff time, postage), **Equipment and Assets Services** (e.g., necessary renovations to agency-owned facilities such as bathrooms and showers), and **Transportation Services** (e.g., taxi, bus, air, train). All expenditures made by agencies must fall within one of these categories. Primary Services will be considered for reimbursement first. Should funds remain, Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services will be considered. Agencies will be able to apply for funding in each category.

Service organizations must request bids from a minimum of 3 vendors for any contract valued at \$10,000 or more, or they must follow their own agency's procurement guidelines, whichever is the most restrictive. The lowest bid received should be accepted to provide services.

NOTE: The National Board has determined that funding will be made to defray shelter, food, and other related expenses incurred, or that will be incurred, in providing services within the eligible timeframes (see Key Dates). Local Boards and SSA Committees acting as Local Boards may submit administrative expenses incurred up to 15 calendar days after the closing of the application period for work involved in the completion and submission of the application to the National Board.

PRIMARY SERVICES

Primary Services of food and shelter provided by **nonprofit and faith-based organizations** that provided food and shelter to migrants will be reimbursed using either the per capita rate or the per meal rate or per diem shelter rate. Meals for staff are not an eligible expense. All agencies may request funding for hotel/motel nights of shelter based on actual costs. If actual costs for any type of service are requested for reimbursement, the expenditures must be documented with proof of payment (cancelled check, credit card statement, etc.) or itemized receipt that substantiates the service provided. Only nonprofit and faith-based organizations may use the per capita rate or per meal rate or per diem shelter rate. Government agencies may only be reimbursed or awarded funds based on actual expenditures. Services such as the provision of meals are not permitted for agency staff who are assisting migrant families and individuals.

Primary Services provided by nonprofit and faith-based organizations that are for eligible indirect services other than for food and/or shelter will be reimbursed based on actual expenditures. To receive reimbursement, daily logs of individuals served, and documentation of proof of payment (cancelled check, credit card statement, etc.) or receipts substantiating services provided, must be submitted. Please reference *Primary Services Expenditures - Government Agencies and Non-Governmental/Faith-Based Agencies That Are Providing Indirect Services* on page 14 for detail.

PER CAPITA RATE: A per capita rate will be used to allow applicant agencies to request reimbursement for eligible expenditures to provide humanitarian relief to families and individuals encountered by DHS, without requiring the submission of documentation (spreadsheets, proof of payment, or receipts, etc.) with the application. The per capita rate may not cover all expenses incurred, but the substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per capita rate:

- A per capita rate (i.e., per person rate) of \$28.50 is allowed for each unique migrant that was provided Primary Services (both food and shelter) and Secondary Services (support items).

- Only nonprofit and faith-based organizations that provided Primary Services (both food and shelter) and Secondary Services (support items) for each unique migrant is eligible to use the per capita (per person) rate on a one-time only basis, regardless of the number of meals or nights of shelter provided.
- The per capita rate is inclusive of all services provided; reimbursement will be made to agencies based on the number of unique migrants multiplied by the rate (*e.g.*, $100 \text{ unique migrants} \times \$28.50 \text{ per capita} = \$2,850$).

Documentation Required:

- A log of unique migrants served must be provided with the application. Please reference the Spreadsheet Guidance on page 34 for detail.
- Local Boards must support the request from agencies to use the per capita rate for reimbursement. The local government may also send a letter to the Local Board stating support for agencies asking for reimbursement using the per capita rate.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 55 for detail.

IMPORTANT: 1) If an agency provided only food or only shelter under Primary Services or only Secondary Services (support items), the agency is not eligible to use the per capita rate. The agency must use the per meal rate for food services, the per diem shelter rate for shelter services, or both rates. 2) Expenses made in the Equipment and Assets Services category and Transportation Services category are not included in the per capita rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

PER MEAL RATE: The per meal rate will be used to allow organizations to request reimbursement for eligible food service expenditures made to provide food or meals to families and individuals encountered by DHS, without requiring the submission of documentation (spreadsheets, proof of payment, or receipts) with the application. The per meal rate may not cover all expenses incurred but having to provide substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per meal rate:

- A per meal rate of \$3.00 will be used for each meal provided.
- Only nonprofit organizations and faith-based organizations that provided food services for families and individuals encountered by DHS are eligible to use the per meal rate.
- All food expenses will be reimbursed using the per meal rate; reimbursement will be made to agencies based on the number of meals provided multiplied by the rate (*e.g.*, $100 \text{ meals} \times \$3.00 \text{ per meal rate} = \300).

Documentation Required:

- A daily log of meals served must be provided with the application. Please reference the *Spreadsheet Guidance* on page 34 for detail.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 55 for detail.
- If the log and supporting documentation received do not support the request, the National Board reserves the right to move the request to the per capita rate option if it is deemed more beneficial to the agency.

IMPORTANT: Expenses in the Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services are not included in the per meal rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

PER DIEM SHELTER RATE: The per diem shelter rate will allow organizations to request reimbursement for eligible expenditures made to provide shelter services to migrants, without requiring the submission of documentation (spreadsheets, proof of payments, receipts, etc.) with the application. The per diem shelter rate may not cover all expenses incurred, but substantiating expenditure documentation with the application will be waived. However, it is critical to know that all expenditures are subject to audit, regardless of documentation submission. Documentation must be maintained and may be requested at any time by the National Board or program auditors.

Please read the following for more detail about the per diem shelter rate:

- A per diem shelter rate of \$12.50 will be used for each night of shelter provided.
- Only nonprofit organizations that provided shelter services for migrants are eligible to use the per diem shelter rate.
- All shelter expenses will be reimbursed using the per diem shelter rate; reimbursement will be made to agencies based on the number of shelter nights provided multiplied by the rate (e.g., 50 shelter nights x \$12.50 per diem shelter rate = \$625).

Documentation Required:

- A daily log of shelter nights provided must be submitted with the application. Please reference the *Spreadsheet Guidance* on page 34 for detail.
- While supporting documentation is not required with the application, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference the *Grant Agreement Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* on page 55 for detail.
- If the log and documentation received do not support the request, the National Board reserves the right to move the request to the per capita rate option if it is deemed more beneficial to an agency.

IMPORTANT: Expenses in the Secondary Services, Administrative Services, Equipment and Assets Services, and Transportation Services are not included in the per diem shelter rate. Agencies must apply for these expenses separately in the application. The services must be documented based on actual costs.

HOTEL/MOTEL ACTUAL COSTS: Agencies may request reimbursement based on actual costs for hotel/motel nights of shelter provided for migrants. The actual costs include each hotel/motel night of shelter provided. Hotel/motel room costs used to provide service may not exceed the rate set by the [U.S. General Services Administration](#) (GSA) for the location.

Hotel/motel service provided for non-COVID related shelter is limited to 5 days per individual or family, or 30 days if the individual or family has no sponsor.

Acceptable documentation to support **hotel/motel** actual costs for nights of shelter provided includes the following:

- Daily count of persons provided nights of shelter.
- Spreadsheet reflecting expenses incurred. Please reference the *Spreadsheet Guidance* on page 34 for detail.
- Receipts from vendors reflecting nights of shelter provided, date and costs (e.g., hotel portfolio).
- Proofs of payment to vendors for nights of shelter provided.

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

GOVERNMENT AGENCIES: Primary Services of food, shelter and related expenses will be paid to government agencies based on actual expenditures incurred.

Nonprofit and faith-based organizations that provided eligible indirect services other than for food and/or shelter will be reimbursed based on actual expenditures. To receive reimbursement, daily logs of migrants served, and documentation of proof of payment (cancelled check, credit card statement, etc.) or itemized receipts substantiating services provided must be submitted.

FOOD BANKS: Food banks may request reimbursement for food and other eligible items that were indirectly provided to support migrants. To receive reimbursement, food banks must meet the following criteria:

- Have made eligible expenditures within the allowable spending periods (see Key Dates) and have not received reimbursement for any of those expenses (*e.g., agencies receiving the items did not pay the food bank or indirect provider*).
- Have incurred expenses that can be documented.

Food banks will be reimbursed for either direct eligible expenditures which were not reimbursed by other organizations or by the total pounds of food provided to agencies for the indirect support of migrant services. Any expenses that were covered under the maintenance fee required of member organizations are not eligible for reimbursement. Please note the following requirements in support of reimbursements to food banks:

- Reimbursement for direct eligible expenditures must include receipts or proof of payment to vendors.
- Reimbursement for eligible expenditures without itemized receipts or proof of payment will be made based on the pounds of eligible items provided to other organizations at a set rate to be determined by the National Board.

Agencies that provided supportive services but did not directly serve migrants may receive reimbursement for eligible expenditures. Purchases of eligible items given to other organizations that provided the direct services to migrants may be reimbursed. Indirect providers may be reimbursed for the replacement costs of items (*e.g., cots, blankets, hygiene kits, health/medical supplies*) given to agencies that provided the direct services. Because there is limited funding and local community agencies have been prioritized, indirect services provided by state agencies are not eligible.

To receive reimbursement, food banks as indirect providers must meet the following criteria:

- Have incurred expenses that can be documented.
- Have made eligible expenditures within the allowable spending period (see Key Dates)
- Must not have received reimbursement for the expenditures (*e.g., agencies receiving the items did not pay the indirect provider*).

Below are eligible expenditures for Primary Services related to congregate meals or food services:

- Food Items
- Food Banks (direct food/meal-supportive purchases for migrants)
- Food Banks (indirect support of migrants by giving food/meal supportive items to other agencies that provide the direct services)
- Contracted Meals (rate cannot exceed \$15 per meal)
- T-shirt Bags
- Storage containers to separate bulk food purchases
- Utensils (*e.g., plates, forks, knives*)
- Cookware (*e.g., pots, pans*)

- Basic First Aid/Over-The-Counter Medication (e.g., band-aids, aspirin)
- Hygiene Items (e.g., baby wipes, diapers, toiletries, feminine hygiene products, undergarments)
- Facility Utilities (electricity, gas, water)
- Maintenance & Housekeeping (e.g., repair and cleaning supplies)
- Personal Protective Equipment (PPE)
- Contracted Services (e.g., security, trash pickup)

Below are eligible expenditures for Primary Services related to mass shelter services:

- Hotel/motel service provided for non-COVID related shelter is limited to 5 days per individual or family, or 30 days if the individual or family has no sponsor.
- Basic First Aid/Over-The-Counter Medication (e.g., band-aids, aspirin)
- Hygiene Items (e.g., baby wipes, diapers, toiletries, feminine hygiene products, undergarments)
- Cots and Beds, including pillows
- Equipment Purchased/Rented (e.g., washer/dryer)
- Linens (e.g., sheets, towels, wash cloths)
- Shelter Utilities (electricity, gas, water)
- Maintenance & Housekeeping (e.g., repair and cleaning supplies)
- Personal Protective Equipment (PPE)
- Contracted Services (e.g., security, laundry, trash pickup)

Documentation Required:

- A daily log of the number of served meals or shelter nights provided must be submitted with the application. Please reference the *Spreadsheet Guidance* on page 34 for detail.
- Spreadsheet reflecting expenses incurred. Please reference the *Spreadsheet Guidance* on page 34 for detail.
- Itemized receipts from vendors reflecting services rendered, date and costs (e.g., hotel portfolio).
- Proofs of payment to vendors for services rendered

Primary Services Expenditures, including Per Capita Rate or Per Meal and Per Diem Rates - Documentation Retention Requirements

Required documentation must be available to support all expenses made with humanitarian relief funding, including those requested using the per capita rate and the per meal and per diem rates. Documentation must include proof of payment and itemized receipts from vendors for services provided.

Primary Services expenses must be documented with a daily log of unique persons served. If a log is not created, agencies must use the forms developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 34 for sample logs.

Required documentation must be available to support all expenses made with humanitarian relief funding. Documentation must include proof of payment and receipts from vendors for services provided. Agencies must provide logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 34 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 55 for details. The Local Board or National Board may request supporting documentation from applicant agencies, if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Indirect Providers expenses must be documented based on actual costs. The following must be provided with the application for all Indirect Providers' expenditures:

- **Direct Expenditures:**
 - Daily logs of migrants served.
 - Spreadsheet reflecting expenses incurred.
 - Receipts from vendors for purchases (if purchases were made with cash, copies of itemized receipts must be provided).
 - Proofs of payment to vendors for services.
- **Indirect Expenditures:**
 - Spreadsheet or report reflecting items provided to each benefitting organization (e.g., local food pantry), with explanation regarding distribution.

SECONDARY SERVICES

Non-profit, faith-based, and government agencies are eligible to receive funding for Secondary Services. Funding will be based on actual expenditures. To receive funds, logs of migrants served and proof of payment documentation (such as an itemized receipt, cancelled check, credit card statement, etc.) substantiating services provided must be submitted.

Below are eligible Secondary Services at actual costs.

- Clothing
- Shoes/Shoelaces
- Backpacks
- Belts
- Health/Medical, including Health Screenings (basic first aid, health screenings, medical care limited to assessment and stabilization for onward travel)
- COVID-19 testing, and limited care related to quarantining and isolation
- Mental Health
- Legal Aid (Legal services limited to “know your rights” presentations and the completion of forms necessary for onward travel.)
- Translation Services

Secondary Services Expenditures - Required Documentation

Health/Medical Treatment: Agencies that request reimbursement for health/medical screenings provided to migrants must document all treatment for a single individual as one expenditure. Each expenditure must include the cost of all supplies (e.g., bandages, swabs) used to provide the treatment. The cost of supplies to provide services must be supported with itemized receipts and proofs of payment. If the health/medical service was provided by a third party, itemized receipts, and proofs of payment reflecting services received must be provided. A log reflecting the number of migrants served must be included with the application. Health/Medical treatment is limited to basic first-aid, health screenings, medical care limited to assessment and stabilization for onward travel, including ground-based ambulance transport. COVID-19 testing and limited care related to quarantining and isolation is eligible with humanitarian relief funding.

Required documentation must be available to support all reimbursements made with humanitarian relief funding. Documentation must include proofs of payment or itemized receipts from vendors for services provided. Agencies must provide daily logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the Spreadsheet Guidance section for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 55 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Secondary Services expenses must be documented based on actual costs. A log of persons served must be provided. If a daily log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the Spreadsheet Guidance section for sample logs.

The following must be provided with the application for all Secondary Services expenditures:

- Daily logs of migrants served.
- Spreadsheet reflecting expenses incurred.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of itemized receipts must be provided), or
 - Itemized receipts showing purchases were rendered for health, legal, or translation services.
 - Itemized receipts showing services were paid.
- Proofs of payment to vendors for services rendered.
- Mileage logs using the Federal rate of 62.5 cents per mile for local transportation if receipts for actual fuel costs are not provided. Please reference the *Spreadsheet Guidance* section on page 34 for a sample mileage log.

ADMINISTRATIVE SERVICES

Documented administrative costs for Local Boards, SSA Committees acting as Local Boards, and service agencies will be considered for reimbursement. Reimbursement is limited to:

- Costs for humanitarian relief provided within the eligible timeframes (see Key Dates) to families and individuals encountered by DHS; and
- Costs associated with administration, including advertising in a local paper, and applying for this funding opportunity. The administrative allowance does not cover the reimbursement of program or administrative costs of a social service agency's national organization (its state or regional offices).

Applicant Agency - Eligible Administrative Expenditures

Service agencies may seek reimbursement for administrative costs incurred. These administrative expenses must be for humanitarian relief provided within the eligible timeframes (see Key Dates) to families and individuals encountered by DHS. These expenses may include the following:

- staff time, contracted or otherwise, to provide services directly or to support migrant needs. These may include services providing meal preparation, shelter management, translation, casework, sanitation, maintenance, etc.
- staff time for the service agency to gather materials and prepare/complete application.
- postage to send/mail documentation, as necessary, to the Local Board as part of the application process.
- expenses to purchase supplies (e.g., printing paper) to complete the application process.

Applicant Agency Administrative Expenditures - Required Documentation

- Documentation of appropriate vendor receipts.
- Proofs of payment for all expenditures made.
- Spreadsheets documenting the administrative allowance must also be submitted. Please reference the *Spreadsheet Guidance* on page 34 for more detail.
- Spreadsheets reflecting staff time and payroll registers to support any staff time listed on the spreadsheets.
- Staff time includes core hours (e.g., straight time) and overtime, but only the percentage of actual time expended to directly support eligible activities may be claimed.

Local Boards - Eligible Administrative Expenditures

Local Boards may seek reimbursement for administrative expenditures incurred within the eligible timeframes (see Key Dates) of actual costs in administering this grant opportunity. Local Boards may seek reimbursement for administrative expenses up to 15 days after the application close date. Allowable expenses include:

- Advertisement of funding opportunity in local newspaper.

- Staff time necessary to assist service agencies in the application process.
- Staff time necessary to coordinate Local Board meetings to review applications received from service agencies.
- Postage to send/mail documentation, as necessary, to the National Board.
- Expenses to purchase supplies (e.g., printing paper) to complete the application process.

Local Board Administrative Expenditures - Required Documentation

- Documentation of appropriate vendor receipts.
- Proof of payments for all expenditures made.
Spreadsheets documenting administrative expenditures must also be submitted. Please reference the Spreadsheet Guidance for more detail.
- Spreadsheets reflecting staff time and payroll registers to support any staff time listed in the spreadsheets.

EQUIPMENT AND ASSETS SERVICES

Leases, purchases, repairs, and modifications made within the eligible timeframes (see Key Dates) in support of assisting migrants *may* be eligible for reimbursement. Below are examples of expenses that may be eligible for reimbursement.

- Purchase of vehicle or other equipment (e.g., air conditioning unit or HVAC system) with a fair market value of up to \$5,000.00 at the time of purchase.
- Purchasing multiple, identical items that are individually below \$5,000.00 but exceed the cap collectively could be considered ineligible, so seeking guidance from the EFSP Local Board, applicant's fiscal agent or the National Board Secretariat is advised to ensure eligibility.
- Repairs to facility to provide services (e.g., update bathroom/renovate kitchen) to make it safe and sanitary or compliant with local codes). To ensure program eligibility, guidance should be sought from your EFSP Local Board, fiscal agent, or the National Board's Secretariat before making facility improvements.
- Any equipment purchased will have to be justified, based on practical usage and critically necessary to perform humanitarian relief functions. The ability to deliver services, capacity and number of staff on-hand, are important factors.
- Equipment purchased or repairs performed when no services to migrants are provided or items purchased in excess of need, may not be approved for reimbursement or considered as an eligible expense.

Equipment and Assets Services Expenditures - Required Documentation

Required documentation must be available to support all reimbursements made with humanitarian relief funding. Documentation must include proof of payment and itemized receipts from vendors for services provided. Agencies must provide daily logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 34 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 55 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for application clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Equipment and Assets Services expenses must be documented based on actual costs. A daily log of persons served must be provided. If a log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 34 for sample logs. This log is necessary

to ensure and substantiate the items in this category were procured to directly assist or support migrants.

The following must be provided with the application for all Equipment and Assets Services expenditures:

- Daily logs of migrants served.
- Spreadsheets reflecting expenses incurred.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of receipts must be provided).
 - Receipts showing repairs were paid.
 - Receipts showing purchases were paid.
- Proofs of payment to vendors for services.

TRANSPORTATION SERVICES

Non-profit, faith-based, and government agencies may seek reimbursement for transportation expenses (local and long-distance) incurred for services provided within the eligible timeframes (see Key Dates). Reimbursement will be based on actual expenditures or mileage traveled at the federal rate of 62.5 cents per mile. Eligible local transportation expenses include charter bus, rideshare (e.g., Uber, Lyft), taxi, mileage, etc. Long distance transportation includes air, bus, or train expenses to move migrants to another city or state. All fares must be coach class on a commercial airline; any form of “luxury” transportation is not eligible (e.g., limousine services). International transportation is not eligible to provide services for migrants, only services provided within the United States may be allowed. Expenses for long distance transportation will be prioritized for up to 30% of the migrant population served (unless otherwise permitted by the National Board). Local organizations should work with the sponsors of individuals and families to ensure funding is provided for migrants to reach their destination. Only coach class fares are eligible when providing long-distance transportation. If tickets are purchased for individuals, airfare cannot exceed \$700 per ticket.

Any form of contracted transportation services must meet the program’s procurement policies. Additionally, contracting transportation services that result in inefficient utilization will not be an eligible expense, unless approved by the National Board. Charter bus and other forms of grouped transportation should be operating at a minimum of 75% capacity or only a pro-rated value may be reimbursed.

Notice regarding Title 42 or any other policy that limits or restricts the number of migrants travelling through a specific geographic area: In the event these policies are relaxed, removed or altered, which may substantially increase the number of migrants that non-profits and local jurisdictions receive, the program will allow greater flexibility to the travel cap of 30%. An announcement will be made by the National Board notifying applicants of this change and any applicable guidance regarding the temporary expansion of travel.

CHARTERED OR CONTRACTED INTERSTATE BUS, PLANE OR OTHER VEHICLE TRAVEL

Interstate bus chartering is defined as the contracting of transportation, typically a bus, travelling from one state to another state. While this resource has the potential to be used effectively, interstate bus chartering can present severe humanitarian challenges for migrants if implemented improperly and may result in migrants being transported to other states with no information or support, severe medical challenges, or misinformation about available resources at their destination. The chartering of aircraft, watercraft or other vehicle not specifically stated in this guidance is ineligible.

For interstate bus chartering to be considered an eligible expense:

- There must be documented coordination and acknowledged communication (per charter / trip) with a receiving jurisdiction or organization.
 - Coordination includes, but is not limited to, a minimum of 48-hour (distance permitting) notice before arrival
 - An identified arrival time and location (that is suitable to the receiving jurisdiction)

- Manifest passengers that include their demographic and family composition
- The identification of any critical unmet needs

If a migrant presents themselves or is observed to have acute or severe medical issues, those must be addressed before engaging in long-distance travel or the associated charter will be considered ineligible. Procurement of the transportation contract must be compliant with this FY 2023 Humanitarian Relief Funding Guidance, which includes policies related to contract procurement, transport utilization, and long-distance travel sponsorship.

Please be aware that EFSP funded agencies that facilitate migrant travel or refer individuals to interstate-chartered transportation (even if the transportation is funded by a third party), are also responsible for ensuring that coordination is conducted and migrant data is shared with the receiving jurisdiction, or risk EFSP ineligibility. The coordination of interstate busing (or other vehicle) that consist primarily of migrants, whether contracted as a whole or ticketed individually, will be subject to this policy, including if it appears that there is any intention to obfuscate or bypass this policy.

To receive reimbursement, daily logs of migrants served and proofs of payment documentation (such as an itemized receipt, cancelled check, credit card statement, etc.) substantiating services provided must be submitted.

Required documentation must be available to support all expenses made with humanitarian relief funding. Documentation must include proofs of payment or itemized receipts from vendors for services provided. Agencies must provide logs of migrants served and spreadsheets reflecting expenses incurred. Please reference the *Spreadsheet Guidance* section on page 34 for details.

Furthermore, agencies must maintain the documentation for a period of 3 years after the application has been approved and payment released. Please reference *Grant Articles, Financial Terms and Conditions, Retention and Custodial Requirements for Records* section on page 55 for details. The Local Board or National Board may request supporting documentation from applicant agencies if it is necessary for clarity. The National Board or program auditors may request supporting documentation at any time during the 3-year retention period.

Transportation Services expenses must be documented based on actual costs or mileage rate. A daily log of persons served must be provided. If a log is not created, agencies must use the spreadsheets developed by the National Board. Please reference the *Spreadsheet Guidance* section on page 34 for sample logs.

The following must be provided with the request for all Transportation Services expenditures:

- Daily logs of migrants served.
- Spreadsheets reflecting expenses incurred.
- Contracts from vendors for all contracted services.
- Itemized receipts from vendors for purchases/services provided (if purchases were made with cash, copies of receipts must be provided).
- Receipts showing purchases were paid.
- Proofs of payment to vendors for services.
- Mileage log reflecting travel at the Federal rate of 62.5 cents per mile for local transportation

Below are eligible reimbursements for Transportation Services.

- Local Transportation (including contracted services, vehicle rental, gas, insurance, drivers) for direct and indirect services that support migrant needs
- Mileage reimbursement using the Federal rate of 62.5 cents per mile for local transportation maybe used, in lieu of actual fuel costs
- Long-Distance Transportation Costs (transportation costs to move migrants to another city or state)
 - Bus tickets
 - Airline tickets
 - Train tickets
- Parking (e.g., local street, airport)

PAYMENT METHOD

Payment for all eligible program expenses must have been made directly to the vendor by the service agency, or the Fiscal Agent on behalf of the service agency, with an approved method of payment. Approved service agency payment methods are:

- Check.
- Debit card.
- Credit card - vendor issued (e.g., Sam's Club, other store vendor issued credit card).
- Credit card - third party (i.e., American Express, Visa).
- Electronic payment from bank account.
- Cash payments made by, or on behalf of, the agency with accompanying receipt (may be subject to additional review by the National Board).

Proofs of payment made directly to the vendors must be provided.

Service agencies may not act as a vendor for themselves or other agencies. Purchases may not be made from or payments made to other agencies except for the shared maintenance fee of food banks or reimbursement from the fiscal agents.

QUICK REFERENCE CHART OF REIMBURSEMENT OPTIONS

This chart is a quick reference for applicants so they may decide how to prepare and submit applications for expenditure reimbursement provided for humanitarian relief to families and individuals encountered by the Department of Homeland Security. Eligible expenditures must have been made within the eligible timeframes (see Key Dates). Local Boards may submit administrative expenses in support of the application processes that were incurred during the same time, up to 15 days after the application close date. Detail listed in this chart regarding the reimbursement options and required documentation for each may also be found in the Eligible Services and Required Documentation section of this guidance.

Local Boards and applicant agencies are encouraged to read this guidance in its entirety to fully understand requirements and expectations for participation.

AGENCY / SERVICE TYPE	EXPENSES (ITEMIZED)	PRIMARY SERVICES PER CAPITA RATE	PRIMARY SERVICES PER MEAL RATE / PER DIEM SHELTER RATE / HOTEL/MOTEL COSTS	SECONDARY SERVICES	ADMINISTRATIVE SERVICES	EQUIPMENT AND ASSETS SERVICES	TRANSPORTATION
NON-PROFIT & FAITH-BASED ORGANIZATIONS PROVIDING: FOOD AND SHELTER	Not Applicable. Must use Per Capita Rate or Per Meal Rate / Per Diem Shelter Rate	\$28.50 per person (regardless of length of stay) AND actual Transportation, Equipment and Assets Services OR	\$3.00 Per Meal Rate, \$12.50 Per Diem Shelter Rate and/or actual costs for Hotel/Motel nights AND	Actual costs AND	Actual expenses or staff time/payroll AND	Actual expenses for lease, repairs modifications of assets; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
NON-PROFIT & FAITH-BASED ORGANIZATIONS PROVIDING: ONLY FOOD OR ONLY SHELTER	Not Applicable. Must use Per Meal Rate / Per Diem Shelter Rate	Not Applicable	\$3.00 Per Meal Rate, \$12.50 Per Diem Shelter Rate and/or actual costs for Hotel/Motel nights AND	Actual expenses AND	Actual expenses or staff time/payroll AND	Actual expenses for lease, repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
NON-PROFIT & FAITH-BASED FOOD BANKS	Actual expenses for food purchased and per lbs. maintenance fee (based on LRO historical pricing) AND	Not Applicable	Not Applicable unless prepared meals were served. If so, per diem of \$3.00 would be applied.	Actual expenses AND	Actual expenses or staff time/payroll AND	Actual expenses for lease, repairs modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
NON-PROFIT & FAITH-BASED AGENCIES PROVIDING: INDIRECT SERVICES	Actual expenses AND	Not Applicable	Not Applicable	Actual expenses AND	Actual expenses AND	Actual expenses for lease, repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)
GOVERNMENT AGENCIES PROVIDING: DIRECT & INDIRECT SERVICES	Actual expenses AND	Not Applicable	Actual expense AND	Actual expenses AND	Actual expenses AND	Actual expenses for repairs, modifications of assets; purchase of eligible vehicles or other equipment	Actual expenses for lease; purchase of eligible vehicles (open to both Per Capita Rate and Per Diem Shelter Rate awards)

PER CAPITA RATE	<p>\$28.50 per person, regardless of length of stay. An agency must have provided both food and shelter services to qualify for the per capita rate.</p> <p>Documentation Required: Daily log/count of unique migrants served letter of support from Local board or local government representative</p>
PER MEAL RATE / PER DIEM SHELTER RATE	<p>Food will be reimbursed at \$3.00 per meal; Shelter nights will be reimbursed at \$12.50 each night Hotel/Motel stays may be reimbursed for actual costs.</p> <p>Documentation Required:</p> <ul style="list-style-type: none"> • Food: daily log of meals served at \$3.00 each • Shelter: daily log of shelter nights provided at \$12.50 each • Hotel/Motel: If reimbursed at actual costs, log of clients served, spreadsheet reflecting expenses, proofs of payment or portfolio from hotel reflecting client's name, nights of stay, dates, and cost.
PRIMARY SERVICES	<p>Actual expenses are not required for Per Capita Rate and/or Per Meal Rate / Per Diem Shelter Rate awardees. This category should only be used by nonprofit/faith based indirect providers & government agency direct providers, if applicable.</p>
SECONDARY SERVICES	<p>Actual Expenses Reimbursed</p> <p>Documentation Required: Daily logs of individuals served, spreadsheets reflecting expenses, proofs of payment or receipt</p>
ADMINISTRATIVE SERVICES	<p>Actual expenses or staff time/payroll reimbursed</p> <p>Documentation Required: Spreadsheets reflecting expenses, proofs of payment or receipt</p> <p>Staff Time/Payroll: Payroll register, spreadsheet</p>
EQUIPMENT AND ASSETS SERVICES	<p>Actual expenses reimbursed; purchase of vehicles under \$5,000 Fair Market Value.</p> <p>Documentation Required: Daily logs of individuals served, spreadsheets reflecting expenses, copy of lease for leased property, invoice reflecting service work performed, proofs of payment or receipts</p>
TRANSPORTATION SERVICES	<p>Actual expenses are not required for mileage rate awardees.</p> <p>Documentation Required: Mileage log reflecting travel, logs of individuals served, spreadsheets reflecting expenses, proofs of payment or receipts</p>

REPORTING

As part of the application process, funded agencies will be required to complete and submit a **Humanitarian Relief Funding Reimbursement Report** reflecting expenditures made within the eligible timeframes (see Key Dates), with the application. Agencies may be required to submit copies of spreadsheets and supporting documentation (proofs of payment or receipts) of eligible expenditures to the Local Board. Please reference the *Eligible Services and Required Documentation* section on page 11. The Local Board will forward all documentation, as necessary, of all applying agencies to the National Board for consideration with their application. Prior to the release of funds, all required information must be filed with the National Board for all agencies. No agency will receive funds that has not submitted the required information by the established deadlines.

Daily log documentation, if necessary, and the **Humanitarian Relief Funding Reimbursement Report** must be submitted with the application. Please see the *Required Forms* section on page 27 for forms that will be used by applicant agencies.

Fiscal agents must report their expenditures quarterly and their long-distance travel data monthly through the EFSP website.

COMPLIANCE RESOLUTION

Local Recipient Organizations (LROs) and State facility recipients must ensure they do not have any compliance exceptions with the National Board. All outstanding compliance exceptions must be resolved before payment can be released to agencies.

If an awarded agency has any outstanding compliance exceptions from previous EFSP participation, they will be required to resolve those exceptions before funds may be released.

For any questions about compliance resolution, please contact the:

- Local Board for assistance.
- EFSP website, www.efsp.unitedway.org (existing LROs will need to log in with their user ID and password. After signing in, select Reports from the menu on the left side of the page, then select Compliance from the dropdown menu and the correct spending cycle or phase.). or
- National Board staff at suppfund@uww.unitedway.org or 703.706.9660, option 6.

PAYMENT RELEASE

After the National Board makes its funding decisions, Local Boards and SSA Committees acting as Local Boards will be notified of each LRO award amount. A direct payment will be made to each LRO approved to receive a funding award. To prevent delay, any LRO selected to receive funds that has participated in the EFSP in the past should ensure their bank information is accurate/updated to receive a direct deposit.

If an applying agency has any outstanding compliance exceptions from previous EFSP participation, they will be required to resolve those exceptions before payment may be released.

For any questions about compliance resolution, please contact the

- Local Board for assistance.
- EFSP website, www.efsp.unitedway.org (existing LROs will need to log in with their user ID and password. After signing in, select Reports from the menu on the left side of the page, then select Compliance from the dropdown menu and the correct spending cycle or phase.). or
- National Board staff at suppfund@uww.unitedway.org or 703.706.9660, option 6

GLOSSARY

Application Period – The period held for applications to be submitted for the award of humanitarian relief funding to reimburse service agency expenditures in providing humanitarian relief to families and individuals encountered by DHS.

Award – the dollar amount granted to an individual LRO.

Documentation – proofs of payment, invoices/receipts, per diem and per meal logs, vouchers, letters of support from Local Board or local government representative as needed, mileage logs, etc. to support expenditures.

DocuSign – an e-signature and workflow solution. All applications, Local Board Plans, LRO Certifications, and Lobbying Certifications must be electronically signed using DocuSign.

Eligible Costs – expenditures that the National Board determines to be allowable in accordance with this guidance and any other humanitarian relief funding guidelines.

Fiscal Agent/Fiscal Conduit – an agency 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. The Fiscal Agent/Fiscal Conduit must meet all requirements of an LRO.

Humanitarian Advanced Funding Request – A request prepared by the chair or contact for a SSA Committee (acting as a Local Board) or Local Board seeking funding from the National Board to reimburse or provide funds to local service organizations for eligible expenses based on program guidelines.

Indirect Providers – an organization that contributed indirectly to a collaborative effort to provide services.

Ineligible Costs – expenditures that the National Board determines to be unallowable in accordance with this guidance and any other humanitarian relief funding guidelines.

Jurisdiction – city, county or combination receiving funds through EFSP.

Local Recipient Organization (LRO) – any local non-profit, faith-based, or governmental entity that has been awarded EFSP funds, regardless of current or former EFSP participation.

LRO ID Number – the unique 9-digit number that identifies each LRO within a jurisdiction.

Local Board – A Local Board mirrors 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, work with applicant agencies to ensure completeness of applications, and submit the applications for the agencies to the National Board. A directory of Local Boards can be found under the [Humanitarian Funding Info tab at www.efspunitedway.org](http://www.efspunitedway.org).

Local Board ID Number – the unique 6-digit number assigned by EFSP that identifies each Local Board.

Mass Feeding (Congregate Meals) - A facility that prepares and serves congregate meals for clients in a program operated by an LRO.

Mass Shelter – A facility that has the capacity to provide accommodations for at least 5 clients per night at a single site operated by an LRO.

National Board – the governing body responsible for the administration of the EFSP, composed of representatives of 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, United Way Worldwide, and the Federal Emergency Management Agency (FEMA), which chairs the Board.

Per Capita Rate – the rate that determines the dollar amount that may be awarded to each agency based on the number of unique individuals served, on a one-time only basis, by nonprofit and faith-based agencies that provided food, shelter, and secondary services.

Per Diem Shelter Rate – the rate that determines the dollar amount that may be awarded to each agency based on the number of shelter nights provided by nonprofit and faith-based agencies.

Per Meal Rate – the rate that determines the dollar amount that may be awarded to each agency based on the number of meals provided by nonprofit and faith-based agencies.

Proof of Payment – documentation of expenses paid, including cancelled check, bank statement or credit card statement.

State Set-Aside (SSA) Committee – A committee that represents state-wide interests under the EFSP for humanitarian relief funding. SSA Committees mirror the composition of the National Board member agencies and function as Local Boards for any state-wide service agency application for funding under humanitarian relief funding. A directory of SSA Committees can be found at [Humanitarian Funding Info](#).

Subrecipient – Any agency (i.e., LRO), having been supported by the Local Board or Fiscal Agent/Fiscal Conduit, and awarded funds by the National Board.

**EMERGENCY FOOD AND SHELTER PROGRAM
LOCAL PROVIDER APPLICATION FOR
FY 2023 HUMANITARIAN RELIEF FUNDING**

SAMPLE

This application must be completed in its entirety. Any missing information may cause an application to be disqualified. The funds may only be used to reimburse for food and shelter services provided **in the eligible timeframe (see FY 2023 Humanitarian Relief Funding Guidance)** for families and individuals encountered by the U.S. Department of Homeland Security (DHS). Daily logs are required to be submitted to the applicable Local Board along with this application. Documentation (proofs of payment, e.g., canceled check, agency debit or credit card and receipts/invoices) or expenditure spreadsheets may also be required with this application.

DEADLINE FOR SUBMISSION OF APPLICATION: Friday, February 10, 2023 (11:59 PM)

This application will be submitted to the Local Board point of contact.

No application received after the deadline will be considered for an award.

JURISDICTION ID AND NAME: Sample County (0977000)

LRO ID AND NAME: Sample Applicant Agency

REQUEST AMOUNT: \$50,000.00

APPLICANT INFORMATION

Point of Contact Information (Name/Title/Phone/Fax/Email):

Name/Title: John S. Tester, Chief Executive Officer

Applicant Phone/Fax/Email:

Phone: 555-555-5555

Fax: 555-555-5555

Email: jstester.org

Applicant's Physical Address: 123 Sample Street, Sample City, DC 12432

Congressional District Where Applicant is Physically Located: 04th District (house.gov)

Applicant's Mailing Address: 123 Sample Street, Sample City, DC 12432

Applicant's Federal Employer Identification Number (FEIN): 123456789

Applicant's Unique Entity Identifier (UEI) Number: 987654321ABC

Agency's Website: testhelpagency.org

**Is the applicant debarred or suspended from receiving funds or doing business with the Federal government?
Please check appropriately.**

YES

NO

(An applicant debarred or suspended from receiving federal funds, may not apply for this funding opportunity.)

FUNDING REQUEST

Total Eligible Unduplicated/Unique Migrant Clients Served (best of knowledge): _____

Total Amount of Reimbursement Funds Requested (must be itemized below): \$ _____

Period When Services Were Provided: Begin Date: _____ End Date: _____

To be considered for reimbursement, applicants must itemize all expenses below.

PER CAPITA RATE: All expenses will be reimbursed at the per capita rate of **\$28.50** per person on a one-time only basis. Please include the daily log of unique migrants served with this application.

Total Number of Unique Migrants Served: _____ Request Amount: _____

PER MEAL/PER DIEM RATES: All food expenses will be reimbursed at the per meal rate of **\$3.00** per meal and all mass shelter expenses will be reimbursed at the per diem shelter rate of **\$12.50** per night of shelter. Please include the daily meal log of meals provided and daily shelter log of shelter nights provided to migrants with this application.

Total Number of Meals Served: _____ Request Amount: \$ _____

Total Shelter Nights Provided: _____ Request Amount: \$ _____

If hotel/motel shelter nights were provided and your organization requests reimbursement based on actual costs, please indicate below. Daily logs, spreadsheets, proofs of payment or receipts must be provided with this application to support these services.

Hotel/Motel Nights of Shelter Provided (for migrants): _____ Request Amount: \$ _____

Number of Migrants served: _____

PRIMARY ELIGIBLE REIMBURSEMENTS: All Primary Services expenses will be reimbursed based on actual costs, please indicate below. Daily log, spreadsheet, and proofs of payment or receipts must be provided with this application for these services.

FOOD AND SHELTER:

- FOOD (served/congregate meals or bags/boxes of groceries) TOTAL REQUEST: \$ _____

Total Number of Migrant Clients Served in Food Services: _____

Total Meals Served: _____

ITEMIZED ELIGIBLE REIMBURSEMENTS \$:

Total Amount for Served/Congregate Meals: \$ _____

Total Amount for Bags/Boxes of Foods: \$ _____

Food Bank - Cost of Food Purchased: \$ _____

Food Bank as Indirect Provider:

Total Pounds of Food Given to Other Agencies: _____ Maintenance Fee: \$ _____ Cost of Food: \$ _____

Total Amount for Food Storage Containers, Cookware, Utensils, T-Shirt Bags: \$ _____

Basic First Aid/ Over-The-Counter Medication (e.g., band-aids, aspirin): \$ _____

Hygiene Items (e.g., baby wipes, diapers, toiletries, undergarments): \$ _____

Facility Utilities (electricity, gas, water): \$ _____

Maintenance & Housekeeping (e.g., repair and cleaning supplies): \$ _____

Contracted Services (e.g., security, laundry, trash pickup): \$ _____

Personal Protective Equipment (PPE): \$ _____

SHELTER (mass/local shelter facilities or motels)

Total Migrant Nights (duplicated): _____ TOTAL REQUEST: \$ _____

Total Migrants Unduplicated Served in Shelter: _____ Avg Length of Stay Before Departing: _____

ITEMIZED ELIGIBLE REIMBURSEMENTS \$:

Basic First Aid/ Over-The-Counter Medication (e.g., band-aids, aspirin): \$ _____

Hygiene items (baby wipes, diapers, toiletries, undergarments): \$ _____

Cots and Beds, including pillows: \$ _____

Linens (e.g., sheets, towels, wash cloths, etc.) \$ _____

Shelter Utilities (electricity, gas, water): \$ _____

Maintenance & Housekeeping (e.g., repair and cleaning supplies): \$ _____

Contracted Services (i.e., security, laundry, trash pickup): \$ _____

Personal Protective Equipment (PPE): \$ _____

Hotel/Motel Stay (for migrants): \$ _____ Number of Migrants Served: _____

SECONDARY ELIGIBLE REIMBURSEMENTS (based on funding availability): All Secondary Services expenses will be reimbursed based on actual costs. Please fill in the information below. Daily log, spreadsheets, and proofs of payment or receipts must be provided with this application for these services.

Total Migrant Clients Receiving the Following Services: _____ TOTAL REQUEST: \$ _____

ITEMIZED ELIGIBLE REIMBURSEMENTS \$:

Health/Medical, including Health Screenings: \$ _____

COVID-19 Testing: \$ _____

Associated Care for quarantining and Isolation: \$ _____

Mental Health \$ _____

Legal Aid: \$ _____

Translation Services: \$ _____

Clothing, Shoes/Shoelaces, Belts: \$ _____

TRANSPORTATION (based on funding availability): All Transportation Services expenses will be reimbursed based on actual costs or mileage rate. Please fill in the information below. Daily logs, spreadsheets and proofs of payment or receipts must be provided with this application for these services.

ITEMIZED ELIGIBLE REIMBURSEMENTS \$:

Local Transportation (including contracted and/or vehicle rental, gas, insurance, drivers): \$ _____

Long-Distance Transportation to Sponsors (bus tickets, airline tickets, and train tickets): \$ _____

Number of Migrants Received Long Distance Services: _____

Mileage using the Federal rate of 62.5 cents per mile for local transportation, in lieu of actual fuel

costs Total Miles Traveled _____ \$ _____

Parking (e.g., local street, airport): \$ _____ Contracted Services (e.g., charter bus): \$ _____

EQUIPMENT AND ASSETS (based on funding availability):

Equipment and Assets Costs: \$ _____

ADMINISTRATIVE REIMBURSEMENTS (based on funding availability):

Administrative Costs: \$ _____

Please use this space to provide any comments that may be beneficial to support your organization's request for reimbursement of expenditures made in this application.

I hereby certify that the information provided in this application and all supporting documentation complies with all requirements for an award. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing these emergency supplemental funds. All appropriate staff and volunteers have been informed of the requirements for these funds. The Local Board has been provided, and we have retained, a copy of this application for our records.

I certify that the information provided in this application and all supporting documentation that will be submitted to the Local Board for consideration of a grant/award under the U.S. Department of Homeland Security's Federal Emergency Management Agency's Emergency Food and Shelter Program is accurate.

Authorized Official Name and Title of the Agency: _____

Signature: _____

Date: _____

FY 2023 HUMANITARIAN RELIEF FUNDING REIMBURSEMENT REPORT

0123-00 Sample Jurisdiction

0123-00-001
 Jane J. Doe
 Sample Agency
 123 Sample Street
 Sample City, State 12304

This **Humanitarian Relief Funding Reimbursement Report** must be completed to report on the funds your agency spent to provide humanitarian relief to families and individuals encountered by the U.S. Department of Homeland Security (DHS). This information is required prior to the release of funds to reimburse your agency for any expenditures made. **Please be sure to complete the form in its entirety.**

In addition to completing and submitting this report, your agency will need to provide daily logs. Also, as necessary, spreadsheets, and documentation (proofs of payment or receipts) must be submitted in support of expenditures reported for provided assistance. **Your request for reimbursement cannot be submitted if this report and required daily logs, spreadsheets, and other documentation, as necessary, are not included.**

After the required information has been submitted to the Emergency Food and Shelter Program (EFSP) National Board, it will be reviewed as expeditiously as possible so that payment may be released to your agency, if awarded funds. If you have any questions regarding this report, or the required information that must accompany it, please reference the **Humanitarian Relief Funding Guidance** or **pre-recorded presentation** on the EFSP website, **Humanitarian Funding Information**. You may also contact EFSP staff at supfund@uww.unitedway.org or 703.706.9660, option 6.

REPORT ON THE AMOUNT SPENT BY YOUR AGENCY

	Amount
A. Primary Services, Per Capita Rate	\$ _____
B. Primary Services, Per Meal Rate	\$ _____
C. Primary Services, Per Diem Shelter Rate	\$ _____
D. Congregate Meals	\$ _____
E. Bags/Boxes of Food	\$ _____
F. Food Bank - Cost of Food Purchased	\$ _____
G. Food Bank - Indirect Provider (food by poundage)	\$ _____
H. Basic First Aid/Over the Counter (OTC) Medications	\$ _____
I. Food Storage Containers/Cookware/Utensils/T-Shirt bags	\$ _____
J. Hygiene Items	\$ _____
K. Cots and Beds	\$ _____
L. Linen	\$ _____
M. Agency/Facility Utilities	\$ _____
N. Local Transportation	\$ _____
O. Mileage at Federal rate of 62.5 cents per mile	\$ _____
P. Parking (local street, airport)	\$ _____
Q. Maintenance/Housekeeping	\$ _____
R. Personal Protective Equipment (PPE)	\$ _____
S. Clothing, Shoes/Shoelaces	\$ _____
T. Contracted Services	\$ _____
U. Equipment and Assets Services	\$ _____
V. Hotel/Motel Stay	\$ _____
W. Long Distance Transportation	\$ _____
X. Health/Medical, including Health Screenings	\$ _____
Y. COVID-19 Testing	\$ _____
Z. COVID-19 Associated Medical Care During Quarantine/Isolation	\$ _____
AA. Mental Health	\$ _____
AB. Legal Aid	\$ _____
AC. Translation Services	\$ _____
AD. Administrative Services	\$ _____
Total Reported:	\$ _____

I hereby certify that the information provided in this report and all supporting documentation complies with all funding requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing these emergency supplemental funds. All appropriate staff and volunteers have been informed of EFSP requirements for these funds. The Local Board has been provided, and we have retained, a copy of this report for our records.

I certify that the information provided in this report and all required logs, spreadsheets and other supporting documentation, as necessary, that will be submitted to the Local Board for consideration of a grant/award under the U.S. Department of Homeland Security's Federal Emergency Management Agency's Emergency Food and Shelter Program is accurate.

Signature/Title of Agency Official: _____

Date: _____

CERTIFICATIONS:

Local Recipient Organization Certification

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

HUMANITARIAN RELIEF FY23 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Humanitarian Relief Funding Guidance, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. All appropriate staff and volunteers have been informed of EFSP requirements. We have retained a copy of this form for our records.

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system and will pay all vendors by an approved method of payment.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in humanitarian funds and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- **Has not received an adverse or no opinion audit.**
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- Has provided a Unique Entity Identification (UEI) number and required associated information to EFSP. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov).
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proofs of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by the end-of-program date and return any unused funds to the National Board.
- Will provide complete, accurate documentation of expenses, if requested, following the end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

PLEASE ENSURE THIS INFORMATION IS ACCURATE BEFORE SIGNING.

LRO ID #: [Insert]

FEIN #: [Insert]

UEI#: [Insert]

LRO Legal Name: [Insert]

Address: [Insert Street, City, State Zip Code]

Phone #: [Insert]

Fax #: [Insert]

Email: [Insert]

LRO Contact: [Insert]

Signature: _____

Date: [Insert]

Certification Regarding Lobbying

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM HUMANITARIAN RELIEF FY23 CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, contribution, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Title 31 U.S.C. §1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

This form must be completed in its entirety. Please do not alter this form; any questions regarding the form should be directed to EFSP staff.

LRO Name

LRO ID Number (9 digits)

Representative Name

Representative Signature

Date (month/day/year)

NOTE: Standard Form LLL and instructions are available at www.grants.gov

Humanitarian Relief Funding Spreadsheet Guidance

Spreadsheets provide an overview of how the Humanitarian Relief funds were spent and serve as a checklist with which documentation can be compared. A separate spreadsheet is required for Secondary, Administrative, Equipment and Assets, and Transportation services categories and must be submitted with applicant agencies' applications. Agencies that choose to document hotel/motel expenditures based on actual costs will have to provide a spreadsheet. Note within the spreadsheets, a description column is provided for agencies to clarify items that are not detailed on receipts. Daily logs are also required to account for the number of meals and nights of shelter provided for families and individuals encountered by DHS.

Spreadsheets and daily logs alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must also be submitted to the Local Board.

- If spreadsheets and daily logs are not completed accurately, it will result in the possibility of delay or disqualification to receive funds. Blank spaces are not acceptable, except the description column if not needed. The description column was added to the spreadsheets so that any item on a receipt that is not identified may be noted. N/A is allowed only for the Invoice/Receipt Number column.
- All spreadsheets and daily logs must include:
 - Jurisdiction Name and 6-digit Local Board ID
 - LRO Name and 9-digit LRO ID
 - LRO Address

Required Elements for Spreadsheets (sample spreadsheets are available on the EFSP website at [Humanitarian Funding Info](#))

1. **Payment/Check Number:** preprinted number on check, used to pay vendors for service; if an agency's credit/debit card is used, indicate credit card or debit card in the spreadsheet (do not include the card number); for electronic transactions, indicate EFT. The approved payment methods are LRO checks, LRO debit card, LRO credit card, cash, and electronic payments from LRO bank accounts. All spreadsheets must be sorted by the payment/check number.
2. **Payment/Check Date (MM/DD/YY):** date the payment/check is issued (date printed on the check) to pay vendors; if an agency's credit/debit card or cash is used, indicate the date of the purchase (invoice/receipt).
3. **Invoice/Receipt Date (MM/DD/YY):** date the vendor prints on the invoice or receipt; invoice/receipt date must be dated within eligible timeframes (see Key Dates).
4. **Invoice/Receipt Number:** preprinted number on the invoice/receipt from vendors; if there is no invoice number, indicate not applicable (N/A) on the spreadsheet.
5. **Description Column:** This column should be used to provide a description of an item purchased if it is not clearly identified on the receipt.
6. **Vendor Name:** company or individual that provided services for agency or migrants.
7. **Total Check/Payment Amount:** cost paid to vendors for services provided for agency or migrants; **total face amount** of check/payment is required. When multiple invoices were paid by one check, all invoices must be listed as separate line items; check information should be repeated as needed.
8. **Invoice/Receipt Amount:** total cost of purchase.
9. **EFSP Portion of Invoice Amount:** portion of the purchase paid with EFSP funds; the EFSP portion should not exceed the total check/payment amount and invoice amount. The column must be totaled on each page if multiple pages are required for the category. The total amount must be provided for the category on the last page if multiple pages are required.

Required Elements for Administrative Expenditures Spreadsheets – Payroll

1. **Employee Name:** Name of employee(s) who provided direct services, and name of employee(s) who administered/prepared/completed the funding request process after the period of services for migrants.
2. **Payroll Date (MM/DD/YY):** The date that compensation was paid to employees (date printed on the payroll register).
3. **Percentage:** Percentage of time charged to EFSP.
4. **Payroll Amount:** Amount printed on the payroll register.
5. **EFSP Portion of Payroll Amount:** The payroll amount charged to EFSP. The EFSP portion of the payroll amount should equal to multiplying the payroll amount by the percentage of time charged to EFSP.

Example of Primary Expenditures Spreadsheet for Hotel/Motel Shelter

Emergency Food and Shelter Program

FY 2023 Humanitarian Relief Funding

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State, Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

PRIMARY ELIGIBLE REIMBURSEMENTS SPREADSHEET – HOTEL/MOTEL SHELTER NIGHTS

Payment /Check Number	Payment/ Check Date (MM/DD/YY)	Invoice/ Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/ Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
87364	3/15/23	3/12/23	842086	Value Motel		250.00	250.00	250.00
Credit Card	1/01/23	1/01/23	789134	Local City Motel		50.00	50.00	50.00
							Total	300.00

Sample Spreadsheets and Guidance are available on EFSP website under the Humanitarian Funding Info tab.

Example of Secondary Expenditures Spreadsheet for Supportive Services

Emergency Food and Shelter Program

FY 2023 Humanitarian Relief Funding

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State, Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

SECONDARY ELIGIBLE REIMBURSEMENTS SPREADSHEET

Payment /Check Number	Payment/ Check Date (MM/DD/YY)	Invoice/ Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/ Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12395	02/26/23	01/15/23	6501	Community Drugstore	COVID-19 Tests	250.00	250.00	250.00
Debit Card	03/10/23	03/10/23	LS-555-05	Legal Services Corporation		50.00	50.00	50.00
EFT	03/25/23	03/25/23	CH54321-20	Sample Translation Company		200.00	200.00	200.00
Cash	03/10/23	03/10/23	5430-09	Local Grocery Mart		53.00	53.00	\$50.00
							Total	550.00

Sample Spreadsheets and Guidance are available on EFSP website under the Humanitarian Funding Info tab.

Example of Administrative Expenditures Spreadsheet – Direct Costs

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

ADMINISTRATION EXPENDITURES - DIRECT COST

Payment/Check Number	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12315	02/15/23	02/15/23	12-7788935	USPS	Postage	50.00	50.00	50.00
Total								50.00

Sample Spreadsheets are available on EFSP website under the Humanitarian Funding Info tab.

Example of Administrative Expenditures Spreadsheet – Payroll

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Payroll Registers must be provided. *If required, copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must also be submitted to the **Local Board**.* Documentation may also be sent electronically in the application process if volume is not too large.

ADMINISTRATION EXPENDITURES - PAYROLL

Employee Name	Payroll Date (MM/DD/YY)	Percentage	Payroll Amount	EFSP Portion of Payroll Amount
Smith, Tester	2/28/23	25.00%	\$1,500.00	\$375.00
Smith, Tester	3/15/23	30.00%	\$1,500.00	\$450.00
Smith, Tester	3/31/23	20.00%	\$1,500.00	\$300.00
Total				1,125.00

Sample Spreadsheets are available on EFSP website under the Humanitarian Funding Info tab.

Example of Transportation Spreadsheet

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

TRANSPORTATION SERVICES ELIGIBLE REIMBURSEMENT SPREADSHEET

Payment/Check Number	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
1358	02/18/23	02/15/23	SW123-23	Charter Bus Depot		1,200.00	1,200.00	1,200.00
Credit Card	03/20/23	03/20/23	6543-21	USA Airlines	Airfare for 4 migrants	1,000.00	1,000.00	1,000.00
Credit Card	05/03/2023	05/03/2023	9900-1	Bus Line	Bus tickets 10 migrants	625.00	625.00	625.00
							Total	2,825.00

Sample Spreadsheets are available on the EFSP website under the Humanitarian Funding Info tab.

Example of Equipment and Assets Expenditures Spreadsheet

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

Jurisdiction ID and Name	0123-00 Sample Jurisdiction
LRO ID and Name	0123-00-001 Sample Agency
LRO Address City/State/Zip	123 Sample Street, City, State Zip

Spreadsheets and daily logs must be submitted electronically in the application process on the EFSP website. Spreadsheets alone are not enough. Copies of supporting documentation (proofs of payment or receipts) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process if volume is not too large.

EQUIPMENT AND ASSETS ELIGIBLE REIMBURSEMENT SPREADSHEET

Payment/Check Number	Payment/Check Date (MM/DD/YY)	Invoice/Receipt Date (MM/DD/YY)	Invoice/Receipt Number (If no number, enter N/A)	Vendor Name	Description (describe item purchased, if not identified on receipt)	Invoice/Receipt Amount	Total Check Amount	EFSP Portion of Invoice Amount
12318	02/17/23	02/16/23	N/A	Handy Repairs	Refrigerator Repair	250.00	250.00	250.00
Credit Card	03/20/23	03/20/23	6543-21	Appliance Depot		650.00	650.00	300.00
							Total	550.00

Sample Spreadsheets are available on the EFSP website under the Humanitarian Funding Info tab.

Required Elements for Per Capita Rate Log (sample logs are available on the EFSP website under the [Humanitarian Funding Info tab](#))

1. **Date (MM/DD/YY):** date that agency provided service (food, shelter, and other supportive services) to migrants. The log must be sorted in date order and show a daily count. Date must be within the eligible timeframes (see Key Dates).
2. **Number of Unique Migrants Served:** number of unduplicated migrants served
3. **Total Number of Unduplicated Migrants Served:** total number of unique migrant clients served.

EXAMPLE OF PER CAPITA LOG

FY 2023 Humanitarian Relief Funding Per Capita Schedule (Reimbursement will be made at the rate of \$28.50 per unique migrant for food, shelter and other supportive services provided)	
Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address, City, State, Zip	123 Sample Street, City, State Zip
Date (MM/DD/YY)	Number of Unique Migrants Served
01/21/23	50
01/23/23	25
01/25/23	100
02/28/23	35
03/31/23	150

Total Migrants Served: 360
Total Reimbursement Request: \$10,260.00

The per capita log must show a count of unique migrants. Sample per capita log is available on the EFSP website under the Humanitarian Funding Info tab. Per capita logs must be submitted electronically in the application process on the EFSP website for agencies using the per capita rate. Written support from the Local Board must be provided with the per capita log. A local government representative may provide written support, if necessary.

Required Elements for Daily Per Meal Log (sample daily logs are available on the EFSP website under the Humanitarian Funding Info tab)

1. *Date (MM/DD/YY)*: date that agency provided service (e.g., food) to migrants. The daily logs must be sorted in date order and show a daily count. Date must be within eligible timeframes (see Key Dates).
2. *Number of Meals served*: number of meals served to migrants. For agencies that provided bags/boxes of food items, provide the best estimate of number of meals included in the bags/boxes.
3. *Total Number of Meals Served*: total number of meals served

EXAMPLE OF PER MEAL LOG

Emergency Food and Shelter Program FY 2023 Humanitarian Relief Funding Daily Per Meal Log (Reimbursement will be made at the rate of \$3.00 per meal)	
Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address, City, State, Zip	123 Sample Street, City, State Zip
Date (MM/DD/YY)	Number of Meals Served
01/12/23	100
01/16/23	150
02/17/23	125
02/20/23	100
02/25/23	50

Total Meals Provided: 525
Total Reimbursement Request: \$1,575.00

The per meal log must show a **daily** count. Sample per meal log and guidance are available on the EFSP website under the Humanitarian Funding Info tab. The per meal log must be submitted electronically in the application process on the EFSP website for agencies using the per meal rate.

Required Elements for Daily Per Diem Shelter Log (sample daily logs are available on the EFSP website under the [Humanitarian Funding Info tab](#))

1. *Date (MM/DD/YY)*: date that agency provided shelter to migrants. The logs must be sorted in date order and show a daily count. Date must be from within the eligible timeframes (see Key Dates).
2. *Number of Migrants Sheltered*: number of migrants sheltered per day
3. *Total Number of Shelter Days Provided*: total number of shelter days provided

EXAMPLE OF DAILY SHELTER LOG

Emergency Food and Shelter Program FY 2023 Humanitarian Relief Funding Daily Per Diem Log (Reimbursement will be made at the rate of \$12.50 per individual served)	
Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address, City, State, Zip	123 Sample Street, City, State Zip
Date (MM/DD/YY)	Number of Migrants Sheltered
1/23/23	50
1/30/23	30
2/4/23	25
2/13/23	50
2/23/23	10

Total Shelter Days: 165 Total Reimbursement Request: \$2,062.50
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The per diem shelter log must show a **daily** count. Sample per diem shelter log is available on the EFSP website under the Humanitarian Funding Info tab. The per diem shelter log must be submitted electronically in the application process on the EFSP website for agencies using the per diem shelter rate.

Required Elements for Mileage Log (sample mileage log is available on the EFSP website under the [Humanitarian Funding Info tab](#))

1. **Date (MM/DD/YY):** date that agency provided transportation service for migrants. Date must be within the eligible timeframes (see Key Dates).
2. **Trip Detail:** mileage log must be sorted in date order and show the departure, destination, and purpose of the trip.
3. **Number of Miles Traveled:** number of miles traveled per trip.

EXAMPLE OF MILEAGE LOG

Emergency Food and Shelter Program FY 2023 Humanitarian Relief Funding Mileage Log (Reimbursement will be made at the rate of 62.5 cents per mile traveled)		
Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction	
LRO ID (9 digits) and Name	0123-00-001 Sample Agency	
LRO Street Address, City, State, Zip	123 Sample Street, City, State Zip	
Date (MM/DD/YY)	Departure, Destination, Purpose of Trip (roundtrip)	Number of Miles Traveled
02/12/23	Travel from agency to airport to take migrants and return	25
02/15/23	Travel from agency to bus station to take migrants	15
03/12/23	Travel from agency to grocery store	5

Total Miles: 45
Total Reimbursement Request: \$28.13

Mileage logs must be submitted electronically in the application process on the EFSP website. They must show the date, departure, destination, purpose, and number of miles traveled for each trip. Sample mileage log and guidance are available on the EFSP website under the Humanitarian Funding Info tab.

Required Elements for Daily Meal Log and Daily Shelter Log (sample daily logs are available on the EFSP website under the [Humanitarian Funding Info tab](#).)

1. **Date (MM/DD/YY):** date that agency provided service (food, shelter, and other services) to migrants. The daily logs must be sorted in date order and show a daily count. Date must be within the eligible timeframes (see Key Dates).
2. **Number of Meals served:** number of meals served to migrants. For agencies that provided bags/boxes of food items, provide the best estimate of number of meals included in the bag/box.
3. **Number of Migrants Served:** number of migrants served per day.
4. **Total Number of Unduplicated Migrants Served:** total number of unique migrant clients served.

Example of Daily Meal Log

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

DAILY MEAL LOG

Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address	123 Sample Street, Sample City, State Zip

Date (MM/DD/YY)	Number of Meals Served	Number of Migrants Served
02/01/23	100	50
02/02/23	70	35
02/03/23	80	40
02/04/23	90	45
Total Number Served	340	170

Total Number of Unduplicated Migrants Served	150
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Daily meal log must show a **daily** count. Sample daily logs and guidance are available on EFSP website at Supplemental Funding Information. Spreadsheets and daily logs must be submitted electronically in the application process on EFSP website. Spreadsheets and daily logs alone are not sufficient. Copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process, if volume is not too large.

Example of Daily Shelter Log

**Emergency Food and Shelter Program
FY 2023 Humanitarian Relief Funding**

DAILY SHELTER LOG

Jurisdiction ID (6 digits) and Name	0123-00 Sample Jurisdiction
LRO ID (9 digits) and Name	0123-00-001 Sample Agency
LRO Street Address	123 Sample Street, Sample City, State Zip

Date (MM/DD/YY)	Number of Migrants Served
02/01/23	25
02/02/23	24
02/03/23	24
02/04/23	25
Total Number Served	98
Total Number of Unduplicated Migrants Served	65

Daily shelter log must show a **daily** count. Sample daily logs and guidance are available on EFSP website at Supplemental Funding Information. Spreadsheets and daily logs must be submitted electronically in the application process on EFSP website. Spreadsheets and daily logs alone are not sufficient. Copies of supporting documentation (proof of payment and receipts/invoices) of eligible expenditures must be submitted to the **Local Board**. Documentation may also be sent electronically in the application process, if volume is not too large.

HELP DESK TECHNICAL ASSISTANCE

Supportive materials have been provided to assist with the application and implementation of these funds including, but not limited to, this FY 2023 Humanitarian Relief Funding Guidance, Spreadsheet Templates, and Key Program Dates. The National Board has produced a pre-recorded training to assist with the application process and administration of the funds. All training and guidance materials are available on the EFSP website under the [Humanitarian Funding info tab](#).

Potential applicants may seek assistance about the FY 2023 humanitarian relief funding by contacting the:

- Local Board
- SSA Committee (for state-wide agencies)
- EFSP website by clicking [Humanitarian Funding Info](#)
- National Board staff at suppfund@uww.unitedway.org or 703.706.9660, option 6

GRANT AGREEMENT ARTICLES, FINANCIAL TERMS AND CONDITIONS AND OTHER TERMS AND CONDITIONS

The humanitarian relief funding received in FY23 (Phase HR23; “HR” stands for Humanitarian Relief and “23” stands for Fiscal Year 2023) is a restricted federal grant. All federal grants have terms and conditions that apply to **ALL** parties participating in the grant. For the Phase HR23, all parties mean the National Board, which is considered the *Recipient*, State Set-Aside Committees (SSAs), Local Boards, and Local Recipient Organizations (LROs) which are considered the *Sub-Recipients*. This section of the FY 2023 Humanitarian Relief Funding Guidance (HRFG) provides guidance related to the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions of the grant. The Phase HR23 Certification Forms for all parties contain statements that incorporate the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions. All parties must ensure their understanding of this section of the FY 2023 Humanitarian Relief Funding Guidance (HRFG) and the statements on the Certification Forms being signed, as they are agreeing to specific program requirements mandated by the Federal government, including those that may not appear to apply to the types of programs and activities eligible under the Phase HR23. While some of the articles do not appear to be consistent with the types of programs and activities funded under the Phase HR23, and some address recipients but not sub-recipients, all Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions must be passed on to all participating parties. **All parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in this HRFG.**

Participating SSAs and Local Boards have responsibility for ensuring compliance in their selection of service agencies for funding and adhering to all Phase HR23 requirements, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions. SSAs, Local Boards, and LROs should familiarize themselves with all specific citations noted in the Guidance.

Article I - DHS Standard Terms and Conditions Generally

The Fiscal Year (FY) 2022 DHS Standard Terms and Conditions apply to all new federal financial assistance awards funded in FY 2022. These terms and conditions flow down to subrecipients unless an award term or condition specifically indicates otherwise. The United States has the right to seek judicial enforcement of these obligations.

All legislation and digital resources are referenced with no digital links. The FY 2022 DHS Standard Terms and Conditions will be housed on dhs.gov at www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions.

HR23 Applicability: This article **applies** to all State Set-Aside Committees, Local Boards and LROs.

Article II - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

I. DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency.

II. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200 and adopted by DHS at 2 C.F.R. Part 3002.

III. By accepting this agreement, recipients, and their executives, as defined in 2 C.F.R. section 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” – as well as those regarding accounting systems, audits, and other financial matters and the Financial Terms and Conditions and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article III - General Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with

applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

I. Recipients must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.

II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.

III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

V. Recipients (as defined in 2 C.F.R. Part 200 and including recipients acting as pass-through entities) of federal financial assistance from DHS or one of its awarding component agencies must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receipt of the Notice of Award for the first award under which this term applies. Recipients of multiple awards of DHS financial assistance should only submit one completed tool for their organization, not per award.

After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>.

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. Item 5 of the article applies to the National Board. The Financial Terms and Conditions of the HRFG speak to this Grant Agreement Article.

Article IV - Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. For the purposes described in this article, State Set-Aside Committees, Local Boards and LROs must make sure that they comply with the Acknowledgement of Federal Funding from DHS.

Article V - Activities Conducted Abroad

Recipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” – and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article VI - Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the HRFG speak to this Grant Agreement Article.

Article VII - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, Pub. L. No.

101-336 (1990) (codified as amended at 42 U.S.C. sections 12101- 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds] – in the HRFG speak to this Grant Agreement Article.

Article VIII - Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

HR23 Applicability: This applies to all State Set-Aside Committees, Local Boards and LROs. To meet the documentation requirements of the HR23 in certain program categories, it is necessary to obtain, retain, and provide, if requested, PII for clients served with humanitarian funding. The National Board does not require and does not expect to receive PII beyond what is noted in the HRFG Documentation Requirements as stated in the HRFG. Items that should not be submitted to EFSP as documentation include, but are not limited, to driver’s licenses, Social Security Numbers or cards, pay stubs, etc.

Article IX - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the HRFG speak to this Grant Agreement Article.

Article X - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units - i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators) - be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the HRFG speak to this Grant Agreement Article.

Article XI - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. There are no allowable activities that can be funded regarding materials that would be copyrighted with HR23 funds. Any necessary materials for use in the HR23 would not generally be copyrighted. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” – and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XII - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Is not debarred or suspended from receiving Federal funds” – and the Financial Terms and Conditions sections in the HRFG speak to this requirement.

Article XIII - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. sections 8101-8106).

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs.

Article XIV - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

HR23 Applicability: This applies to all State Set-Aside Committees, Local Boards and LROs. Expenditures paid with HR23 funding cannot be charged to other awards/grants. See statement contained in the Certification Forms – “Will expend monies only on EFSP eligible costs” – as well as the Eligible Expenditures section of the HRFG for further explanation of this requirement.

Article XV - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the HRFG speak to this Grant Agreement Article.

Article XVI - Energy Policy and Conservation Act

Recipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. With the exception of supplies and equipment purchases to address emergency rehabilitation costs/building code citations for mass shelter and mass feeding sites, there are no other allowable activities that can be funded with HR23 funds. See the statement in the Certification Forms – “Will expend monies only on eligible costs” – and the Eligible Expenditures section of the HRFG for further explanation of this Grant Agreement Article.

Article XVII - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the False Claims Act, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

HR23 Applicability: This applies to all State Set-Aside Committees, Local Boards and LROs. Generally, this act provides for criminal penalties if false claims are filed.

Article XVIII - Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs.

Article XIX - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

HR23 Applicability: This article applies to the EFSP National Board as the recipient, all State Set-Aside Committees, Local Boards and LROs as subrecipients of funds.

Article XX - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. Domestic air travel for long distance transportation to move migrants to another city may be an allowable activity. However, international air transportation of people and property are not allowable activities that can be funded with HR23 funds. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” – and the Eligible Expenditures section of the HRFG provide additional guidance on complying with this Grant Agreement Article.

Article XXI - Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. section 2225a.

HR32 Applicability: This applies to all State Set-Aside Committees, Local Boards and LROs. Should SSAs, Local Boards, or LROs conduct conferences, meetings, or trainings for HR23, they must comply with this requirement.

Article XXII - John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. sections 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute - as it applies to DHS recipients, subrecipients, and their contractors and subcontractors - prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by EFSP, the article still applies. The statement contained in the Certification Form – “Will expend monies only on EFSP eligible costs” and the Costs Eligibility sections of the HRFG speak to this Grant Agreement Article.

Article XXIII - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the *Civil Rights Act of 1964*, (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited-and-additional-resources> on <http://www.lep.gov>.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” – in the HRFG speak to this Grant Agreement Article.

Article XXIV - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Will not use HR23 funding for any lobbying activities and if receiving \$100,000, or more, will provide the “Certification Regarding Lobbying” and, if applicable, will complete Standard Form LLL, “Disclosure Form to Report Lobbying”, – in advance with its instructions – speak to this Grant Agreement Article. The “Lobbying Prohibition and Reporting Requirements” section in the HRFG also speak to this Grant Agreement Article.

Article XXV - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act of 1969, (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 et seq.) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies.

Article XXVI - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. HR23 guidelines prohibit discrimination based on age, race, sex, religion, national origin, disability, economic status, or sexual orientation.

Article XXVII - Non-Supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

HR23 Applicability: This applies to all State Set-Aside Committees, Local Boards and LROs. HR23 is not intended to make up for budget shortfalls or to be considered a line item in an annual budget. HR23 funds cannot replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXVIII - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

HR23 Applicability: The requirements stated in this article applies to the recipient, the EFSP National Board. The NOFO and guidance is made available to the National Board via the ND Grants System. All terms and conditions of the award are agreed to when the National Board accepts the award in the ND Grants System.

Article XXIX - Patents and Intellectual Property Rights

Recipients are subject to the Bayh-Dole Act, 35 U.S.C. section 200 et seq, unless otherwise provided by law. Recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent

rights clause located at 37 C.F.R. section 401.14.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. Any necessary materials for use under the HR23 would not generally be patented. The statement contained in the Certification Forms – “Will expend monies only on HR23 eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XXX - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on HR23 eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XXXI - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. section 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Practices non-discrimination [those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds]” - and the Client Eligibility sections in the HRFG speak to this Grant Agreement Article.

Article XXXII - Reporting of Matters Related to Recipient Integrity and Performance

General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

HR23 Applicability: The reporting in this article applies to the recipient, the EFSP National Board. The EFSP is registered in the SAMS system. Any necessary updates to EFSP information in the system or required reporting related to the grant will be made appropriately.

Article XXXIII - Reporting Subawards and Executive Compensation

Reporting of first tier subawards: Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

HR23 Applicability: This article applies to the Recipient (National Board) and all Sub-recipients (State Set-Aside Committees, Local Boards and LROs). As information received from State Set-Aside Committees, Local Boards and LROs are necessary components of the required reports, the statements contained in the Certification Forms regarding the Unique Entity Identifier (UEI) number, Federal Employer Identification Number (FEIN), and reporting requirements speak to this Grant Agreement Article.

Article XXXIV - Required Use of American Iron, Steel, Manufactured Products, and Construction Materials

Recipients and subrecipients must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers. See also Office of Management and Budget (OMB), Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure.

Recipients and subrecipients of federal financial assistance programs for infrastructure are hereby notified that none of

the funds provided under this award may be used for a project for infrastructure unless:

(1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and

(3) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements.

(a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:

- (1) applying the domestic content procurement preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the OMB Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described. For awards by the Federal Emergency Management Agency (FEMA), existing waivers are available, and the waiver process is described at "[Buy America](#)" Preference in FEMA Financial Assistance Programs for Infrastructure | [FEMA.gov](#). For awards by other DHS components, please contact the applicable DHS FAO.

To see whether a particular DHS federal financial assistance program is considered an infrastructure program and thus required to include a Buy America preference, please either contact the applicable DHS FAO, or for FEMA awards, please see [Programs and Definitions: Build America, Buy America Act | FEMA.gov](#).

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by EFSP, the article still applies. The statement contained in the Certification Form –“Will expend monies only on eligible costs” and the Costs Eligibility sections of the HRFG speak to this Grant Agreement Article.

Article XXXV - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. There are no allowable activities that can be funded regarding communication equipment. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XXXVI - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources

and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XXXVII - Trafficking Victims Protection Act of 2000 (TVPA)

Trafficking in Persons: Recipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XXXVIII - Universal Identifier and System of Award Management

Requirements for System for Award Management and Unique Entity Identifier: Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

HR23 Applicability: System for Award Management (SAM) registration in this article applies to the recipient, the EFSP National Board. Any necessary updates to EFSP information in the system will be made yearly. The unique identifier statement applies to all State Set-Aside Committees, Local Boards and LROs. All funded LROs are required to provide their Unique Entity Identifier (UEI) number to EFSP before payments can be released. The statement contained in the Certification Forms – “Has provided a Unique Entity Identifier (UEI) number and required associated information to EFSP” - speak to this Grant Agreement Article.

Article XXXIX - USA PATRIOT Act of 2001

Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. sections 175-175c.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XL - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. The use of any organization’s marks, including those of DHS, must be approved through proper channels. EFSP does not approve the use of the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials including those of the Federal Emergency Management Agency (FEMA) or those of any other National Board member agency. SSAs, Local Boards or LROs wishing to use the marks of any of these organizations must secure the individual agency’s permission. Bank accounts used by agencies funded under the EFSP should be set up in the individual agency’s name, not as FEMA.

Article XLI - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. The article speaks to employees and contractors with the Department

of Defense and disallowed costs with funding. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG speak to this Grant Agreement Article.

Article XLII - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. To access the FEMA EHP screening form and instructions, go to the DHS/FEMA website. In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

HR23 Applicability: While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by EFSP, the article still applies.

Article XLIII - Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

HR23 Applicability: This article *applies* to all State Set-Aside Committees, Local Boards and LROs.

Article XLIV - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov if you have any questions.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. Should there be changes to the award, the EFSP National Board will communicate changes (as necessary) to State Set-Aside Committees, Local Boards and LROs. Item 2 (Amendments) under Financial Terms and Conditions also speaks to this Grant Agreement Article.

Article XLV - Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. While it may appear the types of programs and activities referenced in this article would not be consistent with the types of programs and activities funded by HR23, the article still applies. LROs may purchase eligible equipment with EFSP funds. The statement contained in the Certification Forms – “Will expend monies only on eligible costs” - and the Eligible Expenditures section of the HRFG provide additional guidance regarding this Grant Agreement Article.

Article XLVI - Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section 200.308.

For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved.

For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work.

You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

HR23 Applicability: This article applies to the EFSP National Board. The budget submitted with the application in the ND Grants system generally remains the same. The scope and purpose of the program does not change. The guidelines are in the HRFG.

Article XLVII - Indirect Cost Rate

2 C.F.R. section 200.210(a)(15) requires the terms of the award to include the indirect cost rate for the federal award. If applicable, the indirect cost rate for this award is stated in the budget documents or other materials approved by FEMA and included in the award file.

HR23 Applicability: This article applies to all State Set-Aside Committees, Local Boards and LROs. EFSP does not allow the use of indirect cost rates. All EFSP eligible costs are identified in the Costs Eligibility sections of the Humanitarian Guidance.

Article XLVIII – Performance Metric

FEMA will measure the recipient’s performance of the grant by receipt and review of quarterly and final performance reports described in the Notice of Funding Opportunity for the Emergency Food and Shelter Program (EFSP) grant made available under the *Continuing Appropriations and Ukraine Supplemental Appropriations Act, 2023 (Pub. L. No. 117-180)*, referencing *Department of Homeland Security Appropriations Act, 2022 (Pub. L. No. 117-103)*. The submission of the data elements within these reports will reflect the recipient’s accomplishments to award funding to local social service organizations, both nonprofit and public, for the purposes of providing shelter and other services to families and individuals encountered by the Department of Homeland Security. Due to the COVID-19 pandemic, allowable services may also include COVID-19 testing and associated medical care needed during quarantine and isolation. All expenditures must be for eligible purposes, delivered in adherence to program requirements, and thoroughly documented and reported.

HR23 Applicability: This article applies to the EFSP National Board. Quarterly reports reflecting payment activity related to the award will be provided to FEMA as described in the Notice of Funding Opportunity for EFSP. The final performance report will be provided when the grant is closed. Reports must reflect recipient’s accomplishments to award funds to participating agencies to provide shelter and other eligible services to families and individuals encountered by the DHS.

FINANCIAL TERMS AND CONDITIONS

The National Board requires all participants to meet the requirements stated in this FY 2023 Humanitarian Relief Funding Guidance regarding program compliance, reporting, documentation, and submission of documentation.

1. Definitions

- a. “Jurisdiction” refers to the city, county or combination receiving funds through EFSP.
- b. “Local Recipient Organization” or “LRO” refers to the local private or public (local or state) agency that will receive any award of funds from the National Board.
- c. “Award” refers to the award of funds made by the National Board to a local private or public (local or state) agency.
- d. “End-of-program” refers to the jurisdiction’s end date, as agreed upon by the Local Board and National Board, by which all monies must be expended or returned to the National Board.
- e. “Begin Date” is the date LROs may begin expending funds.
- f. “End date” is the date by which all funds must be expended or returned to the National Board.

2. Amendments

An award may be amended at any time by a written modification. Amendments, which reflect the rights and obligations of either party, shall be executed by both the National Board and the LRO.

3. Local Board Authority Related to Local Recipient Organizations

The Local Board is responsible for monitoring expenditures of LROs receiving HR23 funds.

Local Boards may not alter or change National Board cost eligibility or approve expenditures outside of the National Board's criteria without National Board permission. Local Boards may not alter or change the National Board's documentation requirements.

In the event the National Board discovers ineligible expenditures of EFSP funds by an LRO, the National Board will send a written request to the LRO for recoupment of the ineligible amount, copying the Local Board. If the LRO is unwilling or unable to reimburse the National Board for the ineligible expenditure, the National Board may refer the matter to FEMA.

If the Local Board suspects that fraud has been committed by an LRO, the Local Board must contact the DHS Office of Inspector General (OIG) with details of the suspected fraud or misuse of Federal funds. The OIG's preferred method for reporting fraud is to fill out and submit their online allegation form from their website www.oig.dhs.gov. The address for mailing information is **DHS Office of Inspector General/MAIL STOP 0305, Attention: Office of Integrity & Quality Oversight – Hotline, Murray Lane SW, Washington, DC 20528-0305**.

If an LRO received an award under previous phases (Public Laws 98-8, 98-151, 98-181, 98-396, 99-88, 99-160, 99-500, 100-6, 100-71, 100-120, 100-404, 101-45, 101-100, 101-467, 102-139, 102-389, 103-124, 103-327, 104-91, 104-134, 104-204, 105-65, 105-276, 106-74, 106-377, 107-73, 107-294, 108-7, 108-90, 108-334, 109-90, 109-295, 110-161, 110-329, 111-5, 111-83, 112-10, 112-74, 113-6, 113-76, 114-4, 114-113, 115-31, 115-141, 116-6, 116-26, 116-93, 116-136, 116-260, 117-2, & 117-103), it must not include those funds in any reporting for the current award. Reports should be confined to the amount granted by the National Board under the new appropriations legislation (Public Law 117-180 reference to 117-103).

4. Cash Depositories

- a. Any money advanced to the LRO under the terms of this award must be deposited in a checking account in a bank with Federal Deposit Insurance Corporation (FDIC) or Federal Savings & Loan Insurance Corporation (FSLIC) insurance coverage (whose responsibility has been taken over by FDIC), and the balance exceeding the FDIC or FSLIC coverage must be collaterally secured.
- b. LROs are encouraged to use minority-owned banks (a bank that is owned at least 51 percent by minority group members). This is consistent with the national goal of expanding the opportunities for minority business enterprises. A list of minority-owned banks can be obtained at the addresses below.

I. <https://www.federalreserve.gov/supervisionreg/minority-depository-institutions.htm>

II. www.fdic.gov/regulations/resources/minority/MDI.html

5. Retention and Custodial Requirements for Records

- a. Financial records, supporting documentation, statistical records, and all other records pertinent to the award shall be retained by the LROs, Local Boards, and SSA Committees for a period of three years from the end-of-program date with the following exceptions:
 - i. If any litigation, claim, program compliance review, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, program compliance problems, or audit findings involving the records have been resolved.
 - ii. Records for non-expendable property, if any, acquired in part with HR23 funds shall be retained for three years from the submission of the Local Board Plan to the National Board. Non-expendable property is defined as tangible

property having a useful life of more than one year and an acquisition cost of more than \$300 per unit.

- b. The retention period shall start from the approval of the LRO application by the National Board.
- c. The National Board may request transfer of certain records to its custody from LROs, Local Boards, and SSA Committees when it determines that the records possess long-term retention value. The LROs, Local Boards, and SSA Committees shall make such transfers as requested.
- d. The FEMA Administrator, the Comptroller General of the United States, and the National Board, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of LROs, Local Boards, and SSA Committees, to make audits, examinations, excerpts, and transcripts.

6. Financial Management Systems

The LRO shall maintain a financial management system that provides for the following:

- a. Accurate, current, and complete disclosures of the financial results of this program.
- b. Records that identify adequately the source and application of funds for federally supported activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, non-obligated balances, assets, outlays, and incomes.
- c. Effective control over and accountability for all funds, property, and other assets.
- d. Procedures for determining eligibility of costs in accordance with this guidance.
- e. Accounting records that are supported by source documentation. The LRO must maintain and retain a register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks or documentation for other acceptable payment methods, sign-in logs and any other documentation that is necessary to support their costs under the program.
- f. A systematic method to assure timely and appropriate resolution of audit findings and recommendations.
- g. In cases where more than one civil jurisdiction (e.g., a city and a balance of county, or several counties) recommends awards to the same LRO, the LRO can combine these funds in a single account. However, separate program records for each civil jurisdiction award must be kept.

7. Audit Requirements

An original copy of an LRO's audit or review will be provided to the National Board, State Set-Aside Committee or Local Board upon request.

A webinar providing information on audit requirements is available on the EFSP website under Pre-recorded Presentations under the Humanitarian Funding Info tab.

All HR23 funded LROs (both governmental and not-for-profit) that expend \$750,000 or more in Federal funds must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance), Audits of States, Local Government, and Nonprofit Organizations, which requires a single organization-wide audit. This \$750,000 could be exclusively HR23 funds or a combination of HR23 and other Federal funds that an agency might be receiving. **Note: A copy of the audit report must be forwarded to the National Board annually along with the regular audit. HR23 funds must be clearly identified by ID number in the audit/review and Schedule of Federal Awards.**

Audits of units of government shall be made annually unless the state or local government had, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. **LROs** receiving funds

in a single or in multiple jurisdictions must identify each award individually by their LRO ID number in each jurisdiction under the Pass-Through Grantors Number on the Schedule of Expenditures of Federal Awards.

8. Payment

A direct payment shall be made to the LRO upon recommendation of the Local Board and approval by the National Board. All LROs will have to be in compliance with HR23 guidelines. Any LRO with an outstanding compliance exception will have to resolve the exception, prior to the release of funds.

9. Financial Reporting Requirements

The National Board shall provide LROs with the necessary reporting requirements in advance of report deadlines.

LROs shall submit Humanitarian Relief Funding Reimbursement Reports to the National Board by the application deadline designated by the National Board.

10. Closeout

The following definitions shall apply:

- a. "Closeout" is the process by which the National Board determines that all applicable administrative actions and all required work of the award have been completed.
- b. "Disallowed costs" are those charges that the National Board determined to be unallowable in accordance with the legislation, National Board requirements and applicable Federal cost principles or other conditions contained in the award. The applicable cost principles are contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance.). If you are unsure of where to find the Uniform Guidance, check with your local Congressional Representative, contact the National Board staff, or visit the Office of Management and Budget's website: www.omb.gov.

11. Suspension and Termination Procedures The following definitions shall apply:

- a. Termination – termination of this award means the cancellation of HR23 assistance, in whole or in part, under the award at any time prior to the date of completion.
- b. Suspension – the suspension of this award is an action by the Local Board or National Board that temporarily suspends HR23 assistance under the award pending corrective action by the LRO or pending a decision by the National Board to terminate the award.

12. Lobbying

Pursuant to 31 U.S.C. §1352, an LRO is prohibited from using federally appropriated grant funds for lobbying activities. This condition bars the use of Federal money for political activities but does not in any way restrict lobbying or political activities paid for with non-Federal funds. This condition prohibits the use of Federal grant funds for the following activities:

- Federal, state or local electioneering and support of such service agencies as campaign organizations and political action committees;
- Direct lobbying of Congress and State Legislatures to influence legislation;
- Grassroots lobbying concerning either Federal or state legislation;
- Lobbying of the Executive Branch in connection with decisions to sign or veto enrolled legislation; and,
- Efforts to utilize state or local officials to lobby the Congressional or State Legislatures.

Any LRO that will receive more than \$100,000 in HR23 funds is required to submit:

- a certification form that HR23 funds will not be used for lobbying activities; and,
- a disclosure of lobbying activities (if applicable).

This certification and disclosure must be submitted prior to grant payment.

13. Debarment and Suspension Regarding Funding

Pursuant to Executive Order 12549, Debarment and Suspension, all LROs benefiting from HR23 funding must certify that they have not been debarred or suspended from receiving funds from or doing business with the Federal government. Each LRO will make this certification by signing the LRO Certification Form which states the requirement. Each Local Board must certify they have received the LRO Certification Form from the LRO which state the requirements.

OTHER TERMS AND CONDITIONS

Duplication of Benefits

There may not be a duplication of any Federal assistance by governmental service agencies, per 2 CFR Part §225 (Uniform Guidance), basic Guidelines Section C.(c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude governmental units from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non- governmental service agencies are also subject to this prohibition per 2 CFR Parts §220 and §230 and 48 CFR Part §31.2 (Uniform Guidance.)

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards, and LROs. HR23 is not intended to make up for budget shortfalls or to be considered a line item in an annual budget Expenditures charged in full to the HR23 grant may not also be charged to other awards/grants; nor may expenditures paid for with HR23 funding be charged to other awards/grants. The statements contained in the Certification Forms – “Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services” and “Will expend monies only on eligible costs” - as well as the Eligible Expenditures section of the HRFG speak to this requirement.*

Non-Supplanting Requirement

Grant funds will not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Applicants or grantees may be required to demonstrate and document that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards and LROs. HR23 is not intended to make up for budget shortfalls or to be considered a line item in an annual budget The Preamble and the statement contained in the Certification Forms – “Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services” - speak to this requirement.*

Hatch Act

The Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies and who work in connection with programs financed in whole or in part by Federal loans or grants. All recipients of financial assistance will comply with the regulations, as applicable, to States and Local Governments, of the Hatch Act, 5 U.S.C. § 1501 – 1508, as amended.

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards, and LROs (both governmental and non-profit). These service agencies are responsible for determining the applicability of this requirement to the employees of their agency/organization as this requirement is fact-dependent and needs to be compared to the work of the individual employee.*

False Claims Act and Program Fraud Civil Remedies

All recipients of financial assistance will comply with the requirements of 31 U.S.C. § 3729 which sets forth that no recipient of Federal payments shall submit a false claim for payment. Further, 38 U.S.C. § 3801 – 3812 contains administrative remedies for false claims and statements made.

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards and LROs. Generally,*

this act provides for criminal penalties if false claims are filed.

Debarment and Suspension

Executive Orders 12549 and 12689 provide protection against waste, fraud and abuse by debarment or suspending those persons/agencies deemed irresponsible in their dealings with the Federal government. The recipient agency must certify that they are not debarred or suspended from receiving Federal assistance. For additional information, see 2 CFR Part §3000 (Uniform Guidance.) *See also Appendix B. Certifications and Assurances*

HR23 Applicability: *This article applies to all State Set-Aside Committees, Local Boards and LROs. The statement contained in the Certification Forms – “Is not debarred or suspended from receiving Federal funds” – and the Financial Terms and Conditions sections in the HRFG speak to this requirement.*

Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. §2225(a), the recipient agrees to ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, 15 U.S.C. §2225.

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards, and LROs. Should SSAs, Local Boards, or LROs conduct conferences, meetings, or trainings for HR23, they must comply with this requirement.*

Best Practices for Collection and Use of Personally Identifiable Information (PII)

DHS recommends that all grantees who collect PII have a publicly-available privacy policy that describes what PII they collect, how they use the PII, whether they share the PII with third parties, and how individuals may have their PII corrected where appropriate. Grantees may also find as a useful resource the DHS Privacy Impact Assessments: The Privacy Office Official Guidance and the Privacy Impact Assessment Template (available on the DHS Privacy Office website at:

http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_guidance_june2010.pdf and
http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_template.pdf.

HR23 Applicability: *This applies to all State Set-Aside Committees, Local Boards and LROs. In order to meet the documentation requirements of the HR23 in certain program categories, it is necessary to obtain, retain, and provide, if requested, PII for clients served with HR23 funding. The National Board does not require and does not expect to receive PII beyond what is noted in the HR23 Documentation Requirements as stated in the HRFG. Items that should not be submitted to EFSP as documentation include, but are not limited to, driver's licenses, Social Security Numbers or cards, pay stubs, etc.*