



# EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

## Preliminary Notification of Funding Awards Phase 40 (FY 2022)

In FY 2022, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board the \$130 million made available under the Department of Homeland Security Appropriations Act, 2022 (Pub. L. No. 117-103). The FY 2022 \$130 million in annual funding is Phase 40 of the program and not the supplemental humanitarian relief funding.

This notification is to advise that awards are anticipated to be made to qualifying jurisdictions (counties and cities) and State Set-Aside (SSA) Committees across the country and posted on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org), not later than Friday, October 21, 2022. Required National Board processes are underway for completion prior to the actual announcement of awards. Once the processes have been completed and National Board staff has finished updating materials to account for any new program policies and procedures, including within the EFSP Responsibilities and Requirements Manual (EFSP Manual), official award announcements will be made to each chair and point of contact for qualifying Local Boards and State Set-Aside Committees.

It is important that all documents are updated to reflect any changes that will be implemented in the program. Changes and new guidance to the program are identified under the Reminders section below. This notification will be provided on the EFSP website under **FY2021/ARP/2022 Funding** on the homepage. Additionally, staff will schedule several Question & Answer Sessions to provide further opportunities for obtaining information. Registration information for the sessions will be shared with State Set-Aside Committees, Local Boards and LROs via email and posted on the EFSP website.

The National Board understands that agencies require time to thoughtfully identify services and spend funds in their local communities. Consequently, Phases 39, ARP, and 40 will run concurrently, and Local Boards will be given the option to extend their jurisdiction's spending end dates. The spending begin date for all funded jurisdictions will be November 1, 2021, and the last spending end date option that Local Boards may select will be December 31, 2023. The Phase 40 spending end date options will be provided in the Phase 40 award materials when Local Board Plans are made available. Phase 40 spending period end dates will be selected when Local Board Plans are submitted to the National Board by the Local Board. Note that **Spending Period End Date Forms** for Phases 39 and ARP will be made available on the EFSP website when Phase 40 materials are made available. The National Board will allow LROs to charge eligible, properly documented expenditures back to the spending begin date (November 1, 2021).

A schedule for implementing Phase 40 will be available on the EFSP website under **FY2021/ARP/2022 Funding** for your convenience.

### **ACTIONS REQUIRED**

1. To prepare for the receipt of Phase 40 award notifications, Local Board and SSA Committee chairs or points of contact should sign into the website as soon as possible using their user ID and password to update members information. After signing into the website, select **Manage LB Members** to make any necessary changes. *Please ensure that email addresses for both the Local Board chair and contact are accurate so that official award announcements are received without delay. Also, ensure contact information for agencies participating in the program in the jurisdiction is accurate. This will help to ensure no delay in receipt of notifications from the National Board.*
2. After reviewing **Change / New Guidance And Program Reminders** on page 3, consider if you would like to participate in one of the Question & Answer Sessions. If so, please register for the session you choose once the Question & Answer Sessions schedule, with registration links, is provided.

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

## REMINDERS

There are a few reminders the National Board wish to share regarding the Phases 39 and ARPAN Local Board Plans and Final Reports for Phases 37, 38 and CARES while Phase 40 award materials are being finalized.

1. **Phases 39 and ARPAN Local Board Plans** – Phases 39 and ARPAN Local Board Plans were due to the National Board on March 11, 2022. If your jurisdiction was funded in one or both phases and you have not submitted the Local Board Plans to claim the awards, please submit them to prevent the loss of funding to your community. The Local Board Plan training is available on the EFSP website for guidance to complete and submit the Local Board Plan to the National Board. Please be sure to reference the available trainings and EFSP Website Guide to ensure a proper submission. Training and guidance to complete and submit Local Board Plans to the National Board are available on the website after logging in with your user ID and password.
2. **Phases 37, 38 and CARES Final Reports** – Phases 37, 38 and CARES Final Reports were due to the National Board on January 31, 2022. If your jurisdiction received funds in any of these phases but the Local Board has not submitted the Final Reports, please submit them to the National Board immediately. Funding cannot be released to agencies if the Final Reports from previous phases have not been submitted to the National Board for review and approval. Final Report trainings for Local Boards and LROs are available on the EFSP website to offer guidance to complete and submit reports to the National Board.

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

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



## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

### CHANGE / NEW GUIDANCE and PROGRAM REMINDERS Implementation Beginning with Phase 40

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