



EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

Preliminary Notification of Funding Awards Phase 41 (FY 2023)

In FY 2023, FEMA awarded to the Emergency Food and Shelter Program (EFSP) National Board \$130 million made available under the Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328). The FY 2023 \$130 million in annual funding is Phase 41 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, not later than Friday, August 18, 2023. 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 may be implemented in the program. Reminders of recent changes to program guidance are identified under the Reminders section below. This notification will be provided on the EFSP website under [FY2021/ARPAR/2022/2023 Funding](#) on the homepage. Additionally, staff will schedule 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, the Phase 41 spending period begin and end dates for all funded jurisdictions will be provided in the Phase 41 award materials when Local Board Plans are made available. Phase 41 spending period end dates will be selected when Local Board Plans are submitted to the National Board by the Local Board.

A schedule for implementing Phase 41 will be available on the EFSP website under [FY2021/ARPAR/2022/2023 Funding](#) for your convenience.

ACTIONS REQUIRED

1. To prepare for the receipt of Phase 41 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 **Program Guidance Reminders** on page 3, consider if you would like to participate in one of the Question & Answer Sessions that will be offered. 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, ARPAP and 40 Local Board Plans and Final Reports for Phases 37, 38 and CARES while Phase 41 award materials are being finalized.

1. **Phases 39, ARPAP and 40 Local Board Plans** – Phases 39 and ARPAP Local Board Plans were due to the National Board on March 11, 2022 and Phase 40 Local Board Plans were due March 13, 2023. If your jurisdiction was funded in any of these phases and you have not submitted the Local Board Plans to claim the awards, please submit them to prevent the loss of funding to your community. The Local Board Plan training is available on the EFSP website for guidance to complete and submit the Local Board Plan to the National Board. Please be sure to reference the available trainings and EFSP Website Guide to ensure a proper submission. Training and guidance to complete and submit Local Board Plans to the National Board are available on the 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 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 or phone at 703.706.9660.



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PROGRAM GUIDANCE REMINDERS

PROGRAM REQUIREMENT	REMINDER OF CHANGES / NEW GUIDANCE (implemented with Phase 40)
Unique Entity Identifier	<p>The National Board required all agencies receiving funds to have a Data Universal Number (DUNS) issued by DUN & 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></p> <p>Instructions will be provided for agencies that need to get a UEI so that they may participate in the program. Guidance will be provided to agencies and Local Boards to provide their UEI to the National Board.</p>
PROGRAM REQUIREMENTS	REMINDERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAR)
Electronic Funds Transfer (EFT) Enrollment	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.
Payments	All payments will be made to LROs via EFT. Newly funded agencies should submit bank information as quickly as possible to the National Board for processing to prevent delays in the release of funding. <i>Variances may be considered for agencies to participate in the program that are unable to provide bank information.</i>
ELIGIBILITY ITEMS	REMINDERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAR)
Per Meal Allowance	The per meal allowance increased to \$3 per meal for agencies using the per meal rate when providing congregate meals.
Per Diem Allowance	Only the \$12.50 per night rate will be allowed for agencies using the per diem rate when providing mass shelter services.
Utilities	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.
Rent/Mortgage	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.
Other Shelter (Hotel/Motel)	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.