

Preliminary Notice Regarding Supplemental Humanitarian Funding

The recent \$4.6 billion spending bill passed by Congress to send humanitarian aid to the southern border, includes \$30 million for the Emergency Food and Shelter Program (EFSP), which is administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (DHS/FEMA), to provide funding to local communities who have experienced a significant influx of southern border migrants released from DHS custody. Specifically, funds would be used to reimburse local service providers who have made, or will make, expenditures on or after January 1, 2019 through September 2020, in response to the increased demand for assistance in their communities. It is anticipated the funds will be awarded by FEMA to the National Board expeditiously as possible, after the President signs the bill.

To expedite processes and to inform all State Set-Aside (SSA) Committees and Local Boards of the funding, the National Board is sending this *preliminary* notice to advise of the potential funding opportunity and so that you may begin preparing your requests to the National Board. Once the funds for the southern border humanitarian response have been awarded to the National Board, it is expected that they will be disbursed quickly, within 60 days. The National Board will not set a formula to allocate the funds. Instead, they will require that SSA Committees and Local Boards in each state collaborate to determine need. ***SSA Committees will be required to submit a request for funding to the National Board by the deadline date that must include the following information to be considered complete:***

- Total amount of funds being requested for the state;
- List of jurisdictions impacted by a significant influx of migrants released from DHS custody to receive funds and the amount of funding requested for each jurisdiction (should equal the total request from the state);
- Justification to support the amount requested for each jurisdiction listed, detail regarding the need in each of the jurisdictions listed to receive funds (Local Recipient Organizations [LROs] that have made expenditures beginning January 1, 2019 and are requesting reimbursement must be listed), please include the total spent by each LRO and the types of services provided. *The initial payments will be to reimburse local agencies for expenditures they have made beginning January 1, 2019 to provide services to migrants released from DHS custody.*
- Any other pertinent information that you believe would be beneficial in support of the request.

Incomplete requests will not be processed until all information has been provided by the SSA Committee. The National Board will review the requests on a first come, first serve basis until the funds are depleted. Requests will be reviewed for eligibility, ensuring they are to reimburse for services provided beginning January 1, 2019 for migrants released from DHS custody. After reviewing requests, the National Board reserves the right to approve less than the amount requested by a SSA Committee. The funds are available to the National Board until September 30, 2020.

After the request from the SSA Committee has been reviewed and approved by the National Board, Local Board Plans will be sent to the jurisdictions. This too will be an expedited process. *Keeping with EFSP guidelines, the availability of the funds will need to be advertised publicly to allow ALL local government and nonprofit organizations an opportunity to apply. To prevent the delay in the submission of the Local Board Plan to the National Board, Local Boards are encouraged to place the advertisement in the local newspaper immediately upon notice of funding from the National Board.* Local Boards will need to submit their spending plans as usual to the National Board. LROs will still have to sign the LRO Certification form via DocuSign. Staff will review the completed Local Board Plans to ensure all requirements have been met and if there are no concerns, payments will be released to the LROs. To prevent delay in receipt of funds, LROs selected for funding should ensure their bank information is updated. Payments will be made in two equal installments. Local Boards and LROs should submit Interim Reports and Second Payment Requests via DocuSign, immediately after the first payment has been released. Please note that EFSP program guidelines will have to be followed to ensure accountability and reporting. ***The National Board understands the urgency in releasing the funds; however, if a funded LRO has any outstanding compliance exceptions, they will need to resolve them before funds can be released.***

It is expected the eligible services that local agencies may provide to clients would primarily be the same as those under annually appropriated funds. Consistent with current program guidance, eligible reimbursement for the supplemental funds may be for the following services:

- Food, in the form of served meals or groceries;
- Lodging in a mass shelter or hotel;
- Transportation costs;
- Supplies and equipment necessary to feed or shelter the increased numbers of people; and
- Basic necessities, such as soap, shampoo, toothpaste, feminine hygiene products, diapers, etc.

The National Board will use its current reporting and documentation process. Program guidelines require Final Reports to be submitted after a jurisdiction's spending period has ended. *Local Boards and LROs will be required to submit Final Reports to the National Board within 45 days, after the last day of the jurisdiction's spending period, which will be September 30, 2020 for this supplemental funding. Final Reports will be due on November 15, 2020.* In addition to the Final Report, all agencies must submit spreadsheets for all expenditures made with funding. As necessary, copies of expenditure

documentation may be requested. When reviewing Final Reports, if compliance exceptions are identified, LROs with exceptions will have to resolve them or return the funds to the National Board.

SSA Committees and Local Boards are encouraged to begin communicating about the potential funds that may be awarded to their communities and to gather the necessary information to submit a request to the National Board for consideration. Remember, funds will be allocated to State Set-Aside Committees on a first come, first service basis until depleted.

If you have questions regarding this message, please contact the EFSP staff at 703.706.9660 or efsp@www.unitedway.org.

