The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Emergency Food and Shelter National Board Program

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

A. Program Description

1. **Issued By**
   U.S. Department of Homeland Security (DHS) / Federal Emergency Management Agency (FEMA) / Recovery Directorate / Individual Assistance Division

2. **Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**
   97.024

3. **Assistance Listings Title (formerly CFDA Title)**
   Emergency Food and Shelter National Board Program

4. **Funding Opportunity Title**
   Emergency Food and Shelter National Board Program

5. **Funding Opportunity Number**
   DHS-20-DAD-024-00-01

6. **Authorizing Authority for Program**
   Section 311 of the *McKinney-Vento Homeless Assistance Act of 1987* (Pub. L. No. 100-77, as amended) (42 U.S.C. § 11341)

7. **Appropriation Authority for Program**
   DHS Appropriations Act, 2020 (Pub. L. No. 116-93)

8. **Announcement Type**
   Initial

9. Program Overview, Objectives, and Priorities

Congress established the Emergency Food and Shelter Program (EFSP) to supplement the work of local social service organizations within the United States, both public and nonprofit, to help people in need of emergency assistance. The program serves more than 2,500 local jurisdictions that convene Local Boards, helping to fund approximately 10,000 to 12,000 public and nonprofit Local Recipient Organizations (LROs).

The EFSP was established on March 24, 1983, with the signing of the "Job Stimulus Bill," Pub. L. No. 98-8. Congress was reacting to demands from charitable organizations across the country to help supplement the local food and shelter providers dealing with increasing demand for their services. Later it was authorized under the Stewart B. McKinney Homeless Assistance Act (Pub. L. No. 100-77 signed into law on July 22, 1987; subsequently reauthorized under Pub. L. No. 100-628, signed into law on November 7, 1988). Public Law 106-400, enacted October 30, 2000, renamed the Stewart B. McKinney Homeless Assistance Act as the "McKinney-Vento Homeless Assistance Act."

By statute, the EFSP is governed by a National Board that sets the program's policies and procedures and determines the funding allocations to local communities across the country as well as the eligible uses of the funds. FEMA chairs the National Board, with membership that includes individuals nominated by six national nonprofit organizations named in the statute: 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, and United Way Worldwide. The program is administered at the community level by Local Boards whose membership mirrors the National Board, with a representative of local government replacing the National Board's FEMA member. Local Boards also contain a homeless or formerly homeless representative and a Native American representative if the jurisdiction is located within or encompasses a Federally-recognized Native American reservation—or if a Native American population is in the jurisdiction—as well as other agencies active in assisting homeless and hungry persons in the community. Local Boards determine which LROs within their jurisdictions are to be awarded funds and the National Board disburses the funds directly to the LROs.

The EFSP makes available federal funds, through the program's National Board, to assist people experiencing a severe economic crisis (not disaster-related [i.e., fires of any kind, floods, tornadoes, etc.] emergencies). Therefore, EFSP funds are not to be used to provide emergency assistance for circumstances that are the **immediate** result of a disaster situation. EFSP funds may be used to provide economic assistance in the long term, even if the current circumstances may have been impacted by an earlier disaster occurrence. The EFSP funding is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering) and rent/mortgage and utility assistance efforts only.

The EFSP supports the response and recovery mission areas of the National Preparedness Goal (NPG) by complementing actions undertaken to achieve an "all-of-Nation preparedness approach that optimizes the use of available resources." When a disaster strikes, it is often those with economic vulnerabilities who suffer the most. The EFSP

supports a population that would otherwise be more adversely impacted by a disaster situation and mitigates the potential burdens imposed on response and recovery efforts to assist those living on the streets or that otherwise have severe economic needs.

The EFSP supports FEMA's 2018–2022 Strategic Plan, Strategic Goal 1: Build a Culture of Preparedness, by sheltering the homeless and preventing those with emergency economic needs from becoming homeless so they are at reduced risk should a natural disaster occur. The EFSP fosters public and private local social service organization partnerships to identify populations within communities for assistance prior to a disaster—such as the elderly, the physically disabled, and those in areas plagued with the highest financial insecurities—who may have the greatest challenges immediately after a disaster and when disaster assistance resources are exhausted.

Federal appropriations are awarded annually in full to the National Board and the law specifies that funds may be used (in accordance with 42 U.S.C. § 11343(a)):

1. to supplement and expand ongoing efforts to provide shelter, food, and supportive services for homeless individuals with sensitivity to the transition from temporary shelter to permanent homes, and attention to the special needs of homeless individuals with mental and physical disabilities and illnesses, and to facilitate access for homeless individuals to other sources of services and benefits;
2. to strengthen efforts to create more effective and innovative local programs by providing funding for them; and
3. to conduct minimum rehabilitation of existing mass shelter or mass feeding facilities, but only to the extent necessary to make facilities safe, sanitary, and bring them into compliance with local building codes.

In accordance with congressional findings and purpose of the EFSP (see 42 U.S.C. § 11301, Findings and Purpose), the National Board encourages Local Boards, the decision-making local bodies, "to provide funds for programs to assist the homeless, with special emphasis on elderly persons, handicapped persons, families with children, Native Americans, and veterans."

The National Board has determined that the eligible services that LROs may provide to clients using EFSP funds are:

- Food, in the form of served meals or groceries;
- Lodging in a mass shelter or hotel;
- One month's rental or mortgage assistance to prevent evictions;
- One month's utility payment to prevent service cut-offs;
- Transportation costs associated with the provision of food or shelter;
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility; and
- Supplies and equipment necessary to feed or shelter people, up to a $300 limit per item.

National Board Responsibilities – The EFSP National Board is a restricted federal grant. All federal grants have terms and conditions that apply to all parties participating in the

grant. For the EFSP, all parties mean the National Board which is considered the *Grantee* or *Recipient*, and State Set-Aside Committees (SSAs), Local Boards, and Local Recipient Organizations (LROs), which are considered the *Sub-Recipients*. The National Board's operating principles are:

- *Efficiency*—fiscal administration, reporting and procedural guidance to Local Boards and LROs
- *Accountability*—good steward of taxpayers' dollars through reasonable oversight and transparency
- *Responsiveness*—prioritize the allocation of supplemental funds to the neediest areas in the nation
- *Partnership*—promote and strengthen collaboration between non- profit organizations and public sector
- *Facilitating*—maximizing appropriate local decision-making through clear guidance and training

The National Board will:

1. Select jurisdictions of highest need for food and shelter assistance and determine the amount to be distributed to each. The National Board's formula is based upon average unemployment statistics from the U.S. Department of Labor, Bureau of Labor Statistics for the most current 12-month period available and poverty statistics from the U. S. Bureau of the Census. The poverty level is based on data collected in the American Community Survey (5-year estimates). Poverty and unemployment were selected as the best indicators of need available nationwide at the city or county level. The National Board adopted these combined criteria (i.e., unemployment and poverty) in order to more effectively target funds for high-need areas and to allocate these funds rapidly and fairly.

2. Develop an operational manual and establish criteria for expenditure of funds and distributing funds.

3. In jurisdictions that received previous awards, notify the jurisdiction that new funds are available. In areas newly qualified for funding, notify the local United Way or other National Board organization and request that a Local Board be formed. The National Board will notify qualifying jurisdictions of their allocations following FEMA's award of funds to the National Board.

4. Provide copies of award notification materials to National Board member affiliates and other interested parties.

5. Secure board plan, certification forms and board roster from Local Boards. Secure Second Payment Request and Interim Reports and Final Reports from Local Boards. Ensure Local Boards and Local Recipient Organizations (LROs) comply with established guidelines.

6. Distribute funds to selected LROs.

7. Review and grant requests for program variances submitted by Local Boards.

8. Establish an equitable system to accomplish the reallocation of unclaimed or unused funds including hearing special requests from SSAs and Local Boards.

9. Ensure that funds are properly accounted for and that unused funds, and funds that must be returned due to compliance issues, are collected.

10. Provide consultation and technical assistance regarding the program.

11. Compile reports from data received from the Local Boards and submit a detailed accounting of use for all program monies in the form of a report to FEMA.

12. Conduct compliance reviews of food and shelter expenditures made under this program for specified LROs. The National Board, DHS FEMA, the National Board's public accounting firm, and the DHS Office of the Inspector General (OIG) may also conduct an audit/review of these funds. The National Board is also responsible for monitoring LRO compliance with Office of Management and Budget Circular A-133. Site reviews are performed for specific LROs participating in the program as part of monitoring.

FEMA Responsibilities – FEMA will:

1. Constitute a National Board consisting of individuals affiliated with American Red Cross; Catholic Charities USA; National Council of Churches of Christ in the USA; The Jewish Federations of North America; The Salvation Army; United Way Worldwide; and the FEMA.

2. Chair the National Board, using parliamentary procedures and consensus by the National Board as the mode of operation.

3. Provide policy guidance, monitoring and oversight, Federal coordination and staff assistance to the National Board.

4. Award the EFSP grant to the National Board.

5. Assist the Secretariat and Fiscal Agent in implementing the National Board Program.

6. Report to Congress on the year's program activities through the U.S. Interagency Council on Homelessness Annual Report.

7. Through the DHS OIG, and FEMA Office of the Chief Financial Officer (OCFO), monitor the National Board's annual audit of the program.

8. Monitor the overall administration and management of the grant expenditures.

9. Obtain reports from the Secretariat and Fiscal Agent, which provide detailed accounting of all program monies.

10. Performance Metrics

- Number of meals provided to those struggling with hunger and/or food insecurity
- Number of nights of lodging provided to the unsheltered
- Number of rent/mortgage payments made to avoid eviction
- Number of utility payments made to those facing disconnection or those with very low or no service

B. Federal Award Information

1. Available Funding for the NOFO: $125,000,000

2. Projected number of Awards: 1

3. Period of Performance: 24 months

An extension to the period of performance may be allowed. Refer to *Section H. Additional Information, Period of Performance Extensions* of this announcement for additional information.

4. Projected Period of Performance Start Date(s): 10/01/2019

5. Projected Period of Performance End Date(s): 09/30/2021

6. **Funding Instrument Type:** Grant

C. Eligibility Information

1. Eligible Applicants
The National Board for the Emergency Food and Shelter Program is the only eligible applicant.

2. Applicant Eligibility Criteria
The Stewart B. McKinney Homeless Assistance Act of 1987 (Public Law No. 100-77, as amended), provides that EFSP funds shall only be awarded to the National Board for the Emergency Food and Shelter Program.

3. Other Eligibility Criteria
Not applicable.

4. Cost Share or Match
Not applicable.

D. Application and Submission Information

1. Key Dates and Times

a. Application Start Date: **04/03/2020**

b. Application Submission Deadline: **04/10/2020 at 5:00 p.m. EDT**

c. Anticipated Award Date: **No later than 04/24/2020**

d. Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	Two weeks before actual submission deadline
Final application in ND Grants	One week before actual submission deadline

The National Board's application must be received by the established deadline. The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. Applicant must confirm receipt of this message. If it is not received, the applicant must reach out to FEMA staff immediately and prior to the close of the application submission period. A list of FEMA contacts can be found in Section G: DHS Awarding Agency Contact Information. FEMA will not review applications that are not received by the deadline or consider them for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension is defined as technical problems outside of the applicant's control that prevent submission of the application by the deadline, or other exigent or emergency circumstances. If you experience technical issues, you must notify FEMA as soon as possible. Failure to timely notify FEMA of the issue that prevented the filing of the application within the required timeframe may preclude consideration of the grant. "Timely notification" of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

2. Agreeing to Terms and Conditions of the Award

By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. Address to Request Application Package

The initial application will be processed through the Grants.gov portal, and the final application will be processed through DHS FEMA's ND Grants System.

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

For a hardcopy of the full NOFO, please email a request to: Troy R. "Randy" Windham, Program Manager, at randy.windham@fema.dhs.gov.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 877-8339.

4. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
h. Submit an initial application (SF 424) in Grants.gov;
i. Submit the final application in DHS/FEMA's ND Grants System; and
j. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS/FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS/FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS/FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, DHS FEMA requires the applicant to submit an initial application through Grants.gov and the final application in the ND Grants System.

6. How to Register to Apply through Grants.gov

a. *Instructions:* Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   For more detailed instructions for obtaining a DUNS number, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

7) *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. How to Submit an Initial Application to DHS via Grants.gov

Standard Form 424 (SF-424) is the initial application for this announcement.

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a Workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:
https://www.grants.gov/web/grants/applicants/workspace-overview.html

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:
   https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

d. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My

Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in DHS FEMA's ND Grants System

After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system.

For program-specific application submission requirements, please refer to the subsection titled "Content and Form of Application Submission" under Section D of this NOFO or to other program documents.

9. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the Authorized Organizational Representative (AOR) role who submitted the application will receive an acknowledgment of receipt, a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of the initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in the ND Grants System. All applications must be received in ND Grants by **5:00 PM Eastern Time on 04/10/2020.**

Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

10. Content and Form of Application Submission

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at https://www.grants.gov/web/grants/forms/sf-424-family.html.

a. Grants.gov

- SF-424, Application for Federal Assistance (Initial Application)
- Grants.gov Lobbying Form, Certification Regarding Lobbying

b. ND Grants: Standard Forms or Information

- SF-424A, Budget Information (Non-construction)
- SF-424B, Standard Assurances (Non-construction)
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement or Proposal if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff identified in Section G, "DHS Awarding Agency Contact Information" for further instructions.

c. ND Grants: Program-Specific Forms or Information

In addition, applicants are also be required to submit the following in ND Grants:

- Program and Budget Narrative
- Program Work Plan
- Project Objectives
- Detailed Budget

11. Other Submission Requirements

Not applicable.

12. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372. (See https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf).

13. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO or the terms and conditions of the award.

Federal funds made available through than award under this NOFO may only be used for the purpose set forth in NOFO and the terms and conditions of the award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal Government or any other government entity.

a. Pre-Award Costs

Pre-award costs are allowable only with the prior written approval of FEMA and if they are included in the award agreement. To request pre-award costs a written request must be included with the application, signed by the Authorized Representative of the National Board. The letter must outline what the pre-award costs are for, including a detailed budget break-out of pre-award costs from the post-award costs, and a justification for approval.

The following costs are allowable under the EFSP:

- Food, in the form of served meals or groceries;
- Lodging in a mass shelter or hotel;
- One month's rental or mortgage assistance to prevent evictions;
- One month's utility payment to prevent service cut-offs;
- Transportation costs associated with the provision of food or shelter;
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility; and
- Supplies and equipment necessary to feed or shelter people, up to a $300 limit per item.

b. Management and Administration (M&A) Costs

M&A Costs are authorized under the appropriation authority for the program. M&A Costs are used for activities directly related to administering the award. The National Board may use up to 3.5 % of the total amount of the award for their M&A Costs, and the National Board may assign a portion of their M&A for subrecipient management and administration. However, the combined total of M&A funds retained by the National Board and the amount assigned to subrecipients shall not exceed 3.5% of the total award.

c. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate

proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

The National Board for the EFSP is the only eligible applicant for EFSP funds and is not subject to the procedural rulemaking requirements of subchapter II of chapter 5 of title 5, United States Code, as provided by the Stewart B. McKinney Homeless Assistance Act of 1987 (Public Law No. 100-77, as amended). The Stewart B. McKinney Homeless Assistance Act of 1987 also provides that FEMA shall award the full amount appropriated by Congress to the National Board.

However, the National Board must meet all the application requirements set forth in this NOFO prior to the award of EFSP funds.

b. Financial Integrity Criteria

Prior to making a federal award, DHS FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant (i.e., the National Board and its Fiscal Agent, United Way Worldwide):

1) Financial stability.
2) Quality of management systems and ability to meet management standards.
3) History of performance in managing federal award.
4) Reports and findings from audits.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) DHS FEMA is required to review and consider any information about the National Board and/or its Fiscal Agent, United Way Worldwide, that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the SAM website.

2) The National Board and/or its Fiscal Agent, United Way Worldwide, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) DHS FEMA will consider any comments by the National Board and/or its Fiscal Agent, United Way Worldwide, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

2. Review and Selection Process

The National Board's application will be evaluated and finalized for funding based on the following:

- The proposed projects are compatible with EFSP priorities and requirements.
- The proposed costs are complete, reasonable and cost-effective in relation to proposed projects and tasks.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Notification of award approval is made through the ND Grants system through an automatic electronic mail to the recipient's authorized official listed in the initial application. The award date will be the date that DHS/FEMA approves the award. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 60 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 60-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

The National Board is to disburse the funds before the expiration of the 3-month period from the date FEMA awards the funds to the National Board.

3. Administrative and National Policy Requirements

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

4. Reporting

The National Board is required to submit the Federal Financial Reporting Form (SF-425) and performance progress reports on a quarterly basis. Future awards and fund drawdowns may be withheld if these reports are delinquent.

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form is available online at: SF-425 *OMB #4040-0014*

DHS/FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments.

Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425) and must be filed electronically using PARS. An FFR report must be submitted quarterly throughout the period of performance, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are: delinquent, demonstrate lack of progress, or are insufficient in detail.

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

The following reporting periods and due dates apply to submission of the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

b. Program Performance Reporting Requirements

The National Board is responsible for providing updated performance reports on a quarterly basis. This requirement is met by the National Board's own requirement that its Fiscal Agent, United Way Worldwide, provide program performance reports monthly to the National Board, which the Federal Emergency Management Agency chairs, at its monthly meetings. At a minimum, the following information is to be reported: total allocation amount to jurisdictions (counties and cities) and total disbursement of awarded funds to local social service organizations, total funds

reclaimed for reallocation to other jurisdictions in need and the total funds approved for reallocation, status of compliance issues requiring resolution, and the number of awarded agencies and funds audited.

The following reporting periods and due dates apply to submission of Progress Performance reports:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

c. Closeout Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other DHS/FEMA guidance.

After these reports have been reviewed and approved by DHS FEMA, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS FEMA during the closeout of their prime grant award.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

a. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient

enters into a grant award with DHS FEMA, the recipient must notify DHS FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to DHS FEMA in accordance with 2 C.F.R. § 180.350.

b. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

5. Monitoring

Per 2 C.F.R. § 200.336, DHS/FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS/FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS/FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS/FEMA requests for information relating to the grant program**.**

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

For program questions when applying for the award contact FEMA's Emergency Food and Shelter Program's Program Manager, Troy R. "Randy" Windham, via email at Randy.Windham@fema.dhs.gov.

For Financial and Administrative Questions About Applying for an Award:

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to ASK-GMD@fema.dhs.gov.

2.Systems Information

a. Grants.gov
For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except Federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. Non-Disaster (ND) Grants
For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhs.gov or (800) 865-4076, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. Payment and Reporting System (PARS)
DHS/FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 119A, Direct Deposit Form.

H. Additional Information

Period of Performance Extensions
Extensions to the period of performance under this program are allowed.

Extensions to the period of performance may be granted when, due to circumstances beyond the control of the recipient, activities associated with the award cannot be completed within the stated performance period.

Extensions to the initial period of performance identified in the award will be considered only through formal, written requests by the recipient in the ND Grants System and must contain specific and compelling justifications as to why an extension is required. All extension requests must address the following:

1) Grant Program, Fiscal Year, and award number;
2) Reason for delay – this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline;

3) Current status of the activity/activities;
4) Approved period of performance termination date and new project completion date;
5) Amount of funds drawn down to date;
6) Remaining available funds, both Federal and non-Federal;
7) Budget outlining how remaining Federal and non-Federal funds will be expended;
8) Plan for completion including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion; and
9) Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Program Narrative approved by FEMA.