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

Issued By

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

Catalog of Federal Domestic Assistance (CFDA) Number

97.024

CFDA Title

Emergency Food and Shelter National Board Program

Notice of Funding Opportunity Title

Emergency Food and Shelter National Board Program

NOFO Number

DHS-17-DAD-024-00-01

Authorizing Authority for Program

Section 311 of the *McKinney-Vento Homeless Assistance Act of 1987* (Pubic Law No: 100-77, as amended) (42 U.S.C. §11341).

Appropriation Authority for Program

Consolidated Appropriations Act, 2017 (Public Law No: 115-31)

Program Type

New

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, in an effort 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 success of the program lies with the speed with which these emergency funds are awarded the National Board and then made available to the local social service agencies to that are serving our country's most vulnerable populations, and in accurately reporting meals served, nights of lodging provided, and one month's rent/mortgage or utility payments made to prevent evictions or foreclosures.

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 payments 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 means 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.

Priorities
Supplement and expand ongoing efforts at the local level to provide food, shelter and supportive services for hungry and homeless people across the nation.

Objectives
Allocate funds to local jurisdictions by formula using the most recent national unemployment and poverty statistics to the highest areas of need, foster public-private sector partnerships, and ensure local decision-making. Begin the disbursement of funds to awarded local agencies within three months from the date the funds become available.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: $120,000,000

Projected number of Awards: 1

Period of Performance: 24 months

An extension to the period of performance may be allowed. Refer to Section H. of this announcement for additional information.

Projected Period of Performance Start Date(s): 10/01/2016

Projected Period of Performance End Date(s): 09/30/2018

Funding Instrument

Grant

C. Eligibility Information

Eligible Applicants

The National Board for the Emergency Food and Shelter Program is the only eligible 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.

Other Eligibility Criteria

Not applicable.

Maintenance of Effort (MOE)

There is no maintenance of effort requirement.

Cost Share or Match

There is no cost share or match requirement.

D. Application and Submission Information

Key Dates and Times

Date Posted to Grants.gov: 05/31/2017

Application Submission Deadline: 07/17/2017 at 11:59:59 p.m. ET

Anticipated Funding Selection Date: 07/28/2017

Anticipated Award Date: 08/18/2017

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. The National Board will receive an electronic message confirming receipt of the full application. In general, 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 may include 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 the DHS/FEMA Headquarters Program Manager for the EFSP as soon as possible. See **DHS Awarding Agency Contact Information** below for the Program Manager's contact information.

Other Key Dates

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

Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov , select "Applicants" then "Apply for Grants," read the registration requirements and register if necessary (**Allow up to 7-10 business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information)**. In order to obtain the application package select "Download a Grant Application Package." Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

Hard copies of the NOFO can be downloaded from the common electronic "storefront" Grants.gov.

The initial application will be processed through the Grants.gov portal and the complete application will be processed through the ND Grants System.

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

The National Board will be notified by FEMA and asked to proceed with submitting its complete application package in ND Grants located at https://portal.fema.gov. The National Board can register early with ND Grants and is encouraged to begin its ND Grants registration at the time of this announcement. Early registration will allow the National Board adequate time to start and complete its application.

If you need assistance registering for the ND Grants System, please contact ndgrants@fema.gov or (800) 865-4076.

Content and Form of Application Submission

Applying for an award under this program is a multi-step process and requires time to complete. To ensure that the application is submitted on time the National Board is advised to start the required steps well in advance of its submission. **Please review the table above under "Submission Dates and Other Key Dates**

and Times" for estimated deadlines to complete each of the steps listed below. Failure of the applicant to comply with any of the required steps before the deadline for submitting its application may disqualify its application from funding.

The steps involved in applying for an award under this program are:

1. Applying for, updating or verifying the DUNS Number
2. Applying for, updating or verifying the EIN Number
3. Updating or verifying the SAM Number
4. Submitting the initial application in grants.gov, and
5. Submitting the complete application in ND Grants.

In ND Grants the National Board will be prompted to submit all of the information contained in the following forms. The National Board should review these forms before applying to ensure it has all the information required. The forms are available in the Forms tab under SF-424 Family through Grants.gov.

- Standard Form 424A, Budget Information (Non-construction);
- Standard Form 424B, Standard Assurances (Non-construction);
- Standard Form LLL, Disclosure of Lobbying Activities (if the recipient has engaged or intends to engage in lobbying activities).

In addition, the National Board must submit the following in ND Grants:

- Program and Budget Narrative that details how the National Board intends to use Federal funds made available through this award to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to assist people experiencing a severe economic crisis that is not the immediate result of a natural or man-made disaster situation.

The National Board will also be prompted to assure compliance with all Standard and Special Terms and Conditions before being eligible to receive an award under this program.

Unique Entity Identifier and System for Award Management (SAM)

The National Board is required to:

(i) be registered in SAM before submitting its application;
(ii) provide a valid DUNS number in its application; and
(iii) 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.

Before you can apply for a DHS grant at Grants.gov and the ND Grants System, you must have a DUNS number, be registered in SAM, and be approved as an Authorized Organizational Representative (AOR).

The National Board is encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.grants.gov//web/grants/applicants/organization-registration/step-1-obtain-duns-number.html. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Form (SF)-424 form submitted as part of this application.

System for Award Management. In addition to having a DUNS number, the National Board applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here: http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html. Failure to register with SAM will result in the National Board's application being rejected by Grants.gov during the submissions process.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an AOR. The AOR will need to know the DUNS number of the National Board for submitting the application to complete this process. The National Board must register the individual who is able to make legally binding commitments for the National Board as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html.

AOR Authorization. After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from the National Board listed as the contact for SAM, will receive an email to grant the AOR permission to submit the application on behalf of the National Board. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit the application. After you have been approved as an AOR you will be able to submit the National Board's application online. To learn more about AOR Authorization, visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track AOR status, visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

Electronic Signature. The National Board's application submitted through Grants.gov constitutes a submission as electronically signed application. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the grants.gov customer support hotline at (800) 518-4726 or email grants.gov at support@grants.gov.

The Federal awarding agency may not make a Federal award to the National Board until the National Board has complied with all applicable DUNS and SAM requirements and, if the National Board has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may be delayed in making the Federal award to the National Board.

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 *http://www.fws.gov/policy/library/rgeo12372.pdf)*. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at *http://www.whitehouse.gov/omb/grants_spoc* to ensure currency.

Funding Restrictions. Federal funds made available through this award may only be used for the purpose set forth in this 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.

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 payments 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.

Management and Administration (M&A) Costs. Management and Administration (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 sub-recipient management and administration. However, the combined total of M&A funds retained by the National Board and the amount assigned to sub-recipients shall not exceed 3.5% of the total award.

Indirect Facilities & Administrative (F&A) Costs. Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), recipients must have an approved indirect cost rate agreement with their cognizant Federal agency to charge indirect costs to this award. A copy of the approved rate (a fully executed, agreement negotiated with the applicant's cognizant Federal agency) is required at the time of application and must be provided to FEMA before indirect costs are charged to the award.

Other Submission Requirements. Not applicable.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, FEMA is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Application evaluation criteria may include the following risk based considerations of the applicant: (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; and (5) ability to effectively implement statutory, regulatory, or other requirements.

The National Board's application will be reviewed to ensure conformance with Eligibility Information and Application and Submission Information in sections C and D, respectively, of this NOFO.

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.

Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently $150,000, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance system accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, 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 CFR §200.205 Federal awarding agency review of risk posed by applicants."

F. Federal Award Administration Information

Notice of Award.

Notification of award approval is made through the ND Grants system through an e-mail to the National Board's authorized official listed in the initial application. The date of approval of the award is the "award date."

The National Board's authorized official should follow the directions in the notification to accept the award in the ND Grants System. The award must be accepted no later than 60 days from the award date. Funds will remain on hold until the National Board's authorized official accepts the award and all other conditions of award have been satisfied. Failure to accept the grant award within the 60-day timeframe may result in a delay or loss of funds.

Administrative and National Policy Requirements.

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

DHS Standard Terms and Conditions.

The applicable DHS Standard Administrative Terms and Conditions will be those in effect at the time in which the award is made.

Before accepting the award the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. The National Board must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive the award under this program.

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 draw-downs may be withheld if these reports are delinquent.

The following reporting periods and due dates apply:

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

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR) is available online at: http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 *OMB #00348-0061*. Obligations and expenditures must be reported on a quarterly basis and must be filed electronically using PARS. An FFR report must be submitted quarterly throughout the period of performance by the National Board, including partial calendar quarters, as well as for periods where no grant award activity occurs. Future awards and fund draw-downs may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

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.

Close Out 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, whichever comes first, the National Board must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. As part of the final report, the National Board must also submit the Tangible Personal Property Report (SF-428), available at http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-428.pdf, to provide an inventory of all tangible personal property acquired using Emergency Food and Shelter Program funds.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at *http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf*.

After these reports have been reviewed and approved by the FEMA Program Office and Grant Programs Directorate, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that may be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

For Program Questions About Applying for an Award

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

For Financial and Administrative Questions About Applying for an Award

The Grant Program's Directorate's Grant Operations Division's 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@dhs.gov.

H. Additional Information

Extensions

Extensions to 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.

FEMA Monitoring

FEMA will conduct programmatic and financial monitoring of the National Board's administration of the program. Financial and programmatic on-site monitoring will be conducted at least annually to ensure grant funds are used for their intended purpose and are compliant with applicable laws, rules and regulations. Monitoring involves the review and analysis of the financial and administrative processes, policies, and activities. FEMA will attend the National Board's meetings, which are held at least monthly, and monitor current allocations and outlays, budget updates, compliance and fraud issues, reallocations of unused or returned funds, and program implementation.

Emergency Food and Shelter National Board Program Responsibilities and Requirements Manual (EFSP Manual)

The EFSP will be implemented or delivered consistent with the parameters specified in the National Board's EFSP Manual.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the sub award process, recipients, and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making sub awards. Recipients and pass-through entities are also required to follow any applicable State, local or tribal statutes or regulations governing conflicts of interest in the making of sub awards.

The recipient or pass-through entity must disclose to FEMA, in writing, any real or potential conflict of interest as defined by the Federal, state, local, or tribal statutes or regulations or their own existing policies, which may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Officer within five days of learning of the conflict of interest. Similarly, sub recipients must disclose any real or potential conflict of interest to the pass-through entity as required by the Recipient's conflict of interest policies, or any applicable State, local, or tribal statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a Federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a

professional relationship, with an applicant, sub applicant, recipient, sub recipient, or FEMA employee.