The Department of Homeland Security
Notice of Funding Opportunity

FY 15 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/documents/19/18243/SAM_New_Grantee_Registration.pdf/8bf1c182-8d35-47e0-99e2-a263fa3d9005

A. Notice of Funding Opportunity (NOFO) Description

Issued By
U.S. Department of Homeland Security (DHS) / Federal Emergency Management Agency / 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-15-DAD-024-000-01

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

Appropriation Authority for Program
The Department of Homeland Security Appropriations Act, 2015 (Pub. L. No. 114-4), Title III Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Emergency Food and Shelter.

Program Type
New

Program Overview, Objectives, and Priorities

The Emergency Food and Shelter National Board Program (EFSP) makes available federal funds, through the program's National Board, 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 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 prepares a population that would otherwise be more adversely impacted by a disaster situation and mitigates potential burdens imposed on response and recovery efforts to assist those with severe economic needs.

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 in a timely manner to the neediest areas, foster public-private sector partnerships, and ensure local decision-making.

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

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

Projected number of Awards: 1 award

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): 10/01/2014

Projected Period of Performance End Date(s): 09/30/2016

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, 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

There is no maintenance of effort requirement.

Cost Share or Match

There is no cost share or match requirement.

D. Application and Submission Information

Submission Date and Other Key Dates and Times

Application Start date: 05/05/2015

Application Submission Deadline: 05/29/2015 *at* 11:59:59 p.m. ET

Anticipated Funding Selection Date: 06/05/2015

Anticipated Award Date: 06/19/2015

All applications **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 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 respective Headquarters Program Analyst as soon as possible.

Other Key Dates

Event	Suggested Deadline For Completion
Obtaining DUNS Number	4 weeks before grant submission deadline
Obtaining a Valid EIN	4 weeks before grant submission deadline
Updating SAM registration	4 weeks before grant submission deadline
Starting application in Grants.gov	2 weeks 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.

Initial applications will be processed through the Grants.gov portal and complete applications 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.

Eligible applicants will be notified by FEMA and asked to proceed with submitting their complete application package in ND Grants located https://portal.fema.gov. 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 adequate time to start and complete their 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 an application is submitted on time applicants are advised to start the required steps well in advance of their 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 an applicant to comply with any of the required steps before the deadline for submitting their application may disqualify their application from funding.

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

1. Applying for, updating or verifying their DUNS Number
2. Applying for, updating or verifying their EIN Number
3. Updating or verifying their SAM Number
4. Submitting an initial application in grants.gov, and

5. Submitting the complete application in ND Grants

In ND Grants applicants will be prompted to submit all of the information contained in the following forms. Applicants should review these forms before applying to ensure they have all the information required.

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

In addition, applicants 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.

Applicants 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.

Dun and Bradstreet Universal Numbering System (DUNS) Number, System for Award Management (SAM), and Authorized Organizational Representative (AOR)

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 the National Board can apply for a DHS grant at Grants.gov, it must have a DUNS number and must be registered in the System for Awards Management (SAM).

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the SF-424 form. 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

System for Award Management. In addition to having a DUNS number, the National Board must register with the federal System for Award Management (SAM) to apply electronically through Grants.gov. 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. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

The National Board should give itself plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may take 4 weeks or more after submission of the SAM registration before the registration is active in SAM, then an additional 24 hours for Grants.gov to recognize the information.

Authorized Organizational Representative. The next step in the registration process is creating a username and password with Grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the DUNS number of the National Board for which they will be submitting applications to complete this process. 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 (E-Biz POC), a representative of the National Board, who is the contact listed for SAM will receive an email to grant the AOR permission to submit applications on behalf of the National Board. The E-Biz POC will then log into Grants.gov and approve the National Board representative as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html. To track an AOR status visit: http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html.

The National Board is, therefore, 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 the National Board's ability to meet required submission deadlines. After an AOR has been approved, the AOR will be able to submit the National Board's application online.

Electronic Signature. The National Board's application submitted through Grants.gov constitutes a submission as an electronically signed application. The registration and account creation with Grants.gov with E-Biz POC approval, establishes an Authorized Organization Representative (AOR). When the application through Grants.gov is submitted, the name of the AOR on file will be inserted into the signature line of the application. The National Board must register the individual who is able to make legally binding commitments for the

organization as the AOR; this step is often missed and it is crucial for valid submissions.

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 an applicant until the applicant has complied with all applicable DUNS and SAM requirements.

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 entity. 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.

- Planning related costs are allowed under this program.
- Training related costs are allowed under this program.
- Exercise related costs are NOT allowed under this program.
- Equipment costs are allowed under this program.
- Domestic travel costs are allowed under this program.
- International travel is not an allowable cost under this program unless approved in advance otherwise by the managing Federal agency.
- Construction and renovation costs are NOT allowed under this program.

Management and Administration

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

Criteria

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 Applicant will be evaluated and selected for funding based on the following:

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

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 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 http://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions Before accepting the award the National Board's authorized official 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.

Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. 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

Financial and Compliance Audit Report:

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?SID=55e12eead565605b4d529d82d276105c&node=2:1.1.2.1.1.6&rgn=div6.

For audits of fiscal years beginning prior to December 26, 2014, recipients that expend $500,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with GAO's Government Auditing Standards, located at http://www.gao.gov/govaud/ybk01.htm, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, located at http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012.

Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

Federal Financial Reporting Requirements

Obligations and expenditures must be reported on a quarterly basis through the Federal Financial Reporting Form (FFR) (SF-425) and must be filed electronically using PARS. The SF-425 form is available at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf, SF-425 *OMB #00348-0061*. 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 draw-downs may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Program Performance Reporting Requirements

Recipients are responsible for providing updated performance reports using the Performance Progress Report (SF-PPR) on a quarterly basis. The SF-PPR is due within 30 days after the end of the reporting period. Recipients must complete the cover page of the SF-PPR and submit it as an attachment to the ND Grants system. The SF-PPR can be accessed online at http://www.fema.gov/media-library/assets/documents/29485 OMB #0970-0334.

Close Out

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, grantees 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, grantees 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 FEMA's 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 will 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 the Emergency Food and Shelter Program Point of contact RandyWindham via email at mailto:Randy.Windham@fema.dhs.gov

For Financial and Administrative Questions About Applying for an Award

GPD'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

Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

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

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 .

The recipient must submit all proposed extension requests to DHS/FEMA for review and approval no later than 90 days prior to the end date of the Period of Performance.

Conflict of Interest

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. 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 subawards.

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, that may arise during the administration of the federal award. Recipients and pass-through entities must disclose any real or potential conflicts to Program Analyst within five days of learning of the conflict of interest. Similarly, subrecipients 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, subapplicant, recipient, subrecpient, or FEMA employees.