

Mile High United Way EFSP Humanitarian Funding for Agencies Scope of Work

OVERVIEW

Mile High United Way will be accepting applications for funding (reimbursement) through the federal Emergency Food & Shelter Program (EFSP) Humanitarian funding to support nonprofit and faith-based organizations offering direct services for food, transportation, or secondary services (details listed below) to Coloradan newcomers (migrants).

This is an invitation only, competitive application process.

KEY DATES

All agencies interested in applying for reimbursement for expenses accrued during the timeframe of 7/1/2022 – 2/28/2023 must submit their survey questionnaire, reimbursement requests, and other required documentation through Mile High United Way. Reimbursement requests received after 3/17/23 will not be processed.

Eligible reimbursement Period	All Reimbursement Requests Due to MHUW By	Mile High United Way submission to Federal EFSP Board
7/1/2022 - 2/28/2023	03/17/2023	04/01/2023

Select applicants may be eligible to submit for reimbursement from July 1, 2022 through December 31, 2022 if they meet the following criteria:

- Fulfills all requirements to be an eligible applicant;
- Provided eligible services to individuals and families encountered by DHS for the reimbursement period 9 from July 1, 2022 - December 31, 2022 or any part thereof;
- Did NOT receive reimbursement or HAFR funding from EFSP for at least one quarter of the eligible period (July 1, 2022- December 31, 2022) either as a direct LRO, a Fiscal Agent, or a subrecipient;
- Only submits costs for reimbursement that were not funded through other EFSP funding;
- Have the required documentation and records required of LROs to be eligible for reimbursement requests and maintain sufficient documentation for audit purposes.

Mile High United Way will work with and provide technical assistance to agencies prior to the 3/17/2023 deadline.

Any agency that did not provide services to families and individuals encountered by DHS will not be considered to receive funds.

- **Definition of DHS Encounter - Interaction with DHS that results in a non-citizen receiving an Alien Identification Number.**

ELIGIBLE SERVICES AND EXPENDITURES

There will be two categories of expenditures, primary and secondary. Primary expenditures will be considered for reimbursement first. Should funds remain available, secondary expenditures will be considered.

Primary Expenditures	Reimbursement Requirements
<u>Food:</u> Food bank/Food pantry services <ul style="list-style-type: none"> • Direct food or meal-supportive purchases • Indirect support of migrants by giving food/meal supportive items to other agencies that provide the direct services 	Food banks may request reimbursement for food items that were provided to support migrants, during the eligible reimbursement period. To receive reimbursement, food banks must meet the following criteria:

<ul style="list-style-type: none"> • Storage containers to separate bulk food purchases • Utensils • Cookware • Facility Utilities (electricity, gas, water) • Maintenance and housekeeping (e.g., repair and cleaning supplies) • Personal protective equipment (PPE) • Contracted services, (e.g., security, trash pick-up) • Basic First Aid/Over-The-Counter Medication (e.g., band-aids, aspirin) • Hygiene Items (e.g., baby wipes, diapers, toiletries, feminine hygiene products, undergarments) 	<ul style="list-style-type: none"> • Have made eligible expenditures within the allowable spending periods (see Key Dates above) and have not received reimbursement for any of those expenses. • Have incurred expenses that can be documented. <p>Food banks will be reimbursed for direct eligible expenditures not reimbursed by other organizations or by the total pounds of food provided to agencies for the indirect support of migrant services.</p> <p>Requirements in support of reimbursements to food banks:</p> <ul style="list-style-type: none"> • Reimbursement for direct eligible expenditures must include receipts or proof of payment to vendors. • Reimbursement for eligible expenditures without itemized receipts or proof of payment will be made based on the pounds of eligible items provided to other organizations at a set rate to be determined by the National Board.
<p><u>Food:</u> Congregate meal services</p> <ul style="list-style-type: none"> • Food items • Storage containers to separate bulk food purchases • Utensils • Cookware • Facility Utilities (electricity, gas, water) • Maintenance and housekeeping (e.g., repair and cleaning supplies) • Personal protective equipment (PPE) • Contracted services, (e.g., security, trash pick-up) 	<p>Congregate meal service providers may request reimbursement for food items that were provided to support migrants during the eligible reimbursement period. To receive reimbursement, congregate meal providers must meet the following criteria:</p> <ul style="list-style-type: none"> • Have made eligible expenditures within the allowable spending periods (see Key Dates above) and have not received reimbursement for any of those expenses. • Have incurred expenses that can be documented. <p>Reimbursement for direct eligible expenditures must include receipts or proof of payment to vendors.</p>
<p><u>Transportation Services:</u> Long Distance Transportation costs (transportation costs to move migrants to another city or state)</p> <ul style="list-style-type: none"> • Long distance transportation includes one-way only through air, bus, or train expenses to move migrants to another city or state, • Mileage must be more than 25 miles of distance. • Expenses for long distance transportation will be prioritized for up 30% of the migrant population served (unless otherwise permitted by the National Board). • Notice regarding Title 42 or any other policy that limits or restricts the number of migrants travelling through a specific 	<p>Reimbursement will be based on actual expenditures incurred during the eligible reimbursement period.</p>

<p>geographic area: In the event these policies are relaxed, removed or altered, which may substantially increase the number of migrants that non-profits and local jurisdictions receive, the program will allow greater flexibility to the travel cap of 30%. An announcement will be made by the National Board notifying applicants of this change and any applicable guidance regarding the temporary expansion of travel.</p> <ul style="list-style-type: none"> • Any form of “luxury” transportation is not eligible (e.g. business class air travel). • International travel expenses are not eligible. Only services within the United States are allowed. <p>Airfare:</p> <ul style="list-style-type: none"> • All fares must be coach class on a commercial airline. • Airfare cannot exceed \$700 per ticket. <p>Bus/Train:</p> <ul style="list-style-type: none"> • Charter bus and other forms of grouped transportation should be operating at a minimum of 75% capacity or only a pro-rated value may be reimbursed. 	
<p><u>Secondary Services:</u></p>	<p>Reimbursement Requirements</p>
<ul style="list-style-type: none"> • Clothing • Shoes • Shoelaces • Backpacks • Belts • Health/Medical, including Health Screenings (basic first aid, health screenings, medical care limited to assessment and stabilization for onward travel) • COVID-19 testing, and limited care related to quarantining and isolation • Mental Health • Legal Aid (Legal services limited to “know your rights” presentations and the completion of forms necessary for onward travel.) • Translation Services 	<p>Funding will be based on actual expenditure. To receive funds, logs of migrants served for each migrant and proof of payment documentation (such as an itemized receipt, cancelled check, credit card statement, etc.) substantiating services provided must be submitted.</p>

Applicant Eligibility

To be eligible for reimbursement funding through this invitation only, competitive process, organizations must:

- Provide services to the public, free of charge, without discrimination, and without proselytizing

- Provide at least one of the services outlined above and must have been providing these services for at least six months at the time of the release of this application.
- Incur expenses of at least \$25,000 for eligible reimbursable services provided
- Qualify under the IRS Code as a tax-exempt, non-profit 501(c)(3) organization and be a legally established public entity in good standing with the Colorado Secretary of State. This includes organizations with fiscal sponsors that meet the 501(c)(3) or public entity eligibility guidelines as outlined.
- Certify that the organization complies with the USA Patriot Act www.fincen.gov/resources/statutes-regulations/usa-patriot-act.
- Be governed or advised by a volunteer Board and operate in accordance with bylaws.
- Have an annual independent audit for the most recent fiscal year completed by an independent Certified Public Accountant. If the organization's operating budget is under \$1,000,000, completed annual independent review and certified year-end financials approved by Board Chair and Executive Director may be submitted instead.

All application submission and awards will be available through an invitation only, competitive application process to nonprofit and faith-based organizations serving the public free of charge and having:

- an accounting system and checking account
- a Federal Employer's taxpayer Identification Number (FEIN)
- a Unique Entity Identifier (UEI),
- One of the above direct services listed that has been operating at least six months at the time of application.
- Private nonprofit organizations must also have a voluntary board of directors, practice nondiscrimination and must not proselytize.
- Organizations must have a minimum budget of \$25,000 for reimbursement or more in the past six months and be able to demonstrate this and must provide a statement of certified, independent audit.
- Organizations must provide their most recent financial statements with a certified audit firm. If the organization's operating budget is under \$1,000,000, completed annual independent review and certified year-end financials approved by Board Chair and Executive Director may be substituted.
- Reimbursement is contingent upon available funding and approval by Mile High United Way and the Emergency Food and Shelter Program. Applicants should refer to the [Fiscal Year 2023 Humanitarian Relief Funding Guidance](#) for reporting requirements and required documentation.
- All reimbursement requests must be submitted to Mile High United Way by 3/17/2023.
- Organizations can submit reimbursement requests up to a maximum of \$160,000 per quarter.