



## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

### PROGRAM GUIDANCE REMINDERS

<b>PROGRAM REQUIREMENT</b>	<b>REMINDER OF CHANGES / NEW GUIDANCE (implemented with Phase 40)</b>
<b>Unique Entity Identifier</b>	<p>The National Board required all agencies receiving funds to have a Data Universal Number (DUNS) issued by DUN &amp; Bradstreet because it was a requirement to receive Federal funds. The DUNS number is no longer used by the Federal Government; it is now obsolete. <u>The DUNS number was replaced with a Unique Entity Identifier (UEI).</u></p> <p>Agencies may obtain a UEI via the <a href="http://Sam.gov">Sam.gov</a> website. Instructions are provided for agencies who may need to get a UEI on the <a href="http://Sam.gov">Sam.gov</a> homepage. Agencies may view a video for guidance on the website. All agencies participating in the EFSP must have a UEI registered with <a href="http://Sam.gov">Sam.gov</a>.</p> <p>The National Board staff will provide guidance to agencies and Local Boards to provide their UEI to the National Board.</p>

<b>PROGRAM REQUIREMENTS</b>	<b>REMINERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAR)</b>
<b>Electronic Funds Transfer (EFT) Enrollment</b>	The National Board will now accept Electronic Funds Transfer (EFT) enrollment information from LROs via email and fax. If preferred, LROs may still send the enrollment information to the National Board via U.S. Mail.
<b>Payments</b>	All payments will be made to LROs via EFT. Newly funded agencies should submit bank information as quickly as possible to the National Board for processing to prevent delays in the release of funding. <i>Variances may be considered for agencies to participate in the program that are unable to provide bank information.</i>

<b>ELIGIBILITY ITEMS</b>	<b>REMINERS OF CHANGES / NEW GUIDANCE (implemented with Phases 39 and ARPAR)</b>
<b>Per Meal Allowance</b>	The per meal allowance increased to \$3 per meal for agencies using the per diem rate when providing congregate meals.
<b>Per Diem Allowance</b>	Only the \$12.50 per night rate will be allowed for agencies using the per diem rate when providing mass shelter services.
<b>Utilities</b>	Local Recipient Organizations (LROs) may pay more than one-month utility assistance. LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to prevent disconnection of services. The Local Board may approve the payments, but no additional approval is required by the National Board.
<b>Rent/Mortgage</b>	LROs may pay more than one-month rental or mortgage assistance. LROs may pay up to 90 days (3 months) for clients per phase if it is necessary to maintain housing. The Local Board may approve the payments, but no additional approval is required by the National Board.
<b>Other Shelter (Hotel/Motel)</b>	LROs may pay more than one-month hotel/motel assistance. LROs may provide up to 90 days of assistance for clients per phase if it is necessary to prevent homelessness. The Local Board may approve the payments, but no additional approval is required by the National Board.