

# FY 2023 Shelter and Service Application Worksheet Introduction

This application worksheet is available to SSP grant applicants and other eligible services to noncitizen migrants who have been submitted through FEMA's Grants Outcomes System (FEMA GO).

Applicants should use this worksheet to prepare their application process. All pre-application materials, including this worksheet, should be submitted as part of an application in FEMA GO.

## **Tab 1: Certifications**

This tab needs to be completed by the applicant and is a worksheet for certifications for the SSP application in FEMA GO. Each applicant should mark an "X" in column B, next to each certification.

## **Tab 2: Budget Summary**

This tab provides instructions for entering primary and secondary costs directly into FEMA GO, not in this tab. Due to system limitations in FEMA GO that are different from the primary and secondary cost Opportunity (NOFO). This tab provides an explanation of the terms.

## **Tab 3: Subapplicant Info**



# Services Program (SSP) Worksheet Introduction

Who are seeking funding for costs to provide shelter and services to individuals encountered and released by DHS. Applications are submitted to FEMA GO).

This worksheet, along with the accompanying materials and as a reference guide throughout the worksheet, should be completed prior to beginning the application process.

The applicant must review and confirm the required information and then the applicant needs to sign the applicable certifications by the authorized representative.

All costs are entered into FEMA GO. All information is entered into the system. Budget summary line items have field names in the system that are defined in the Notice of Funding Opportunity. The terms used in the FEMA GO system.

Applicants with Subapplicants need to complete information.

Average 2 hours per response. The burden estimate includes data sources, gathering and maintaining the data required to respond to this collection of information and comments regarding the accuracy of the burden information. National Collections Management, Department of Justice, 100 C Street, SW, Washington, DC 20472-3100, send your completed form to this address.

Purpose of determining eligibility and administration of grants regarding SSP. Authority: The Consolidated Appropriations Act, 2023 and 2 CFR

Information collected from POCs, including personally identifiable information regarding FEMA's use and sharing of information in the Department's Privacy Impact Assessment. The information is available on the Department's website at

This form is voluntary; however, failure to provide information may result in not receiving grant funding.

## SSP Application Certifications

1. I certify that all entities represented by this application have internal controls and processes in place to clearly identify migrants processed and released from DHS apart from other populations served.

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2. I certify that all entities represented by this application are only providing services funded by the SSP to noncitizen migrants their release from DHS custody.

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3. For reimbursement funding: I certify that all entities represented by this application have actually seen the paperwork that migrant A numbers and release dates for any A numbers being submitted with this application.

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4. For advanced funding: Specify the process by which all entities represented by this application will collect and track A numbers and release dates for all noncitizen migrants served by SSP funding.

Enter "X" to verify




## SSP Application Certifications

1. I certify that all entities represented by this application have internal controls and processes in place to clearly identify migrants who have been processed and released from DHS apart from other populations served.

2. I certify that all entities represented by this application are only providing services funded by the SSP to noncitizen migrants within 45 days of their release from DHS custody.

3. For reimbursement funding: I certify that all entities represented by this application have verified status and release dates of served noncitizen migrants by Alien Registration Number (A-number) or evidence of DHS processing (e.g., I-94, I-385, I-860, I-862) for any A-numbers being submitted with this application.

4. For advanced funding: Specify the process by which all entities represented by this application will collect and track A numbers or evidence of DHS processing (e.g., I-94, I-385, I-860, I-862) and release dates for all noncitizen migrants served by SSP funding.

Enter "X" to verify



Primary and secondary costs must be entered into the FEMA GO defined in the Notice of Funding Opportunity (NOFO).

The following crosswalk and guidance are supplemental to the FEMA GO normally according to FEMA GO guidance without any alteration.

All secondary services will be grouped under "Other" and must

**Step 1.** Please select "No" in the "Grant request details" section picture.

## Grant request details

Are you requesting any funding to support c

Yes

No

**+ Add activity**

**Step 2.** Once selected, click the blue box titled "Add activity." A new

### Add an activity

Select activity:

Project

**Add this activity**

[✕ Cancel](#)

**Step 3.** Please then specify which primary service cost in the "Projec

**Activity: Project**

[✕ Delete this activity](#)

### Project activity narrative

**Project name**

Primary costs

**Project description**

The following budget items are primary allowable costs. |

**Cost Items**

An activity must contain at least one item. You must add an item or remove this activity.

**Step 4.** Once completed, select the “+ Add an item” box and a new cost type (e.g., “Contractual”).

### Add an item

Select item:

Select

Select

Contractual

Equipment

Fringe benefits

Other

Personnel

Supplies

Travel

**Step 5.** Once selected, a new dialog box will open. Appropriately update the item details.

### Add an item

Item

Contractual

**Description**

Shelter

**Select a budget class**

Contractual

Quantity	Unit price	Unit total
2	\$10.00	\$20.00

**Add this item**

[Cancel](#)

**Step 6.** Please then verify that the line item is correct in the next sub

**Overall budget summary**

Object class categories
Personnel
Fringe benefits
Travel
Equipment
Supplies
Contractual
Construction
Other
<b>Total direct charges</b>
Indirect charges
<b>TOTAL</b>

Once verified, repeat steps **3-6** for the remaining primary costs refer

To enter secondary services costs into FEMA GO:

**Step A.** Go back to “Project activity narrative” under the “Activity: Pro

**Program area: Non construction**

▼

**Activity: Project**

✕ [Delete this activity](#)

▼

**Project activity narrative**

Project name

Project description

**Step B.** Click “Add an item,” and select “Other” for all secondary services appropriate. Select “Other” for “budget class” and fill in the quantity appropriate.

**Add an item**

Item

Other

Description

Renovations/Modifications - describe cost items

Select a budget class

Other

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Quantity	Unit price	Unit total
<input type="text" value="2"/>	<input type="text" value="\$10.00"/>	\$20.00

**Add this item**

[✕ Cancel](#)

Once verified, repeat steps **A–B** for the remaining secondary costs, I

# FEMA GO Budget Summary Entry Instructions

## I. Applicant Information

system. However, due to system limitations, budget summary line items have file

FEMA GO instructions and should be referred to only when an applicant is entering costs. The instructions below refer only to non-construction costs.

specify the relevant NOFO term in the "Project Name" and "Project Description" in

**Table 1: Crosswalk**

Primary Services (NOFO Definition)	Primary Services (FEMA GO)
Shelter	Contractual
Food	Equipment
Transportation	Fringe Benefits
Acute Medical Care	Personnel
Personal Hygiene Supplies	Supplies
Labor for Primary Services	Travel
Secondary Services (NOFO Definition)	Secondary Services (FEMA GO)
Renovations/Modifications	Other
Clothing	Other
Outreach Information	Other
Translation Services	Other
Labor for Secondary Services	Other

## II. How to Enter Primary Services Costs into FEMA GO

described below:

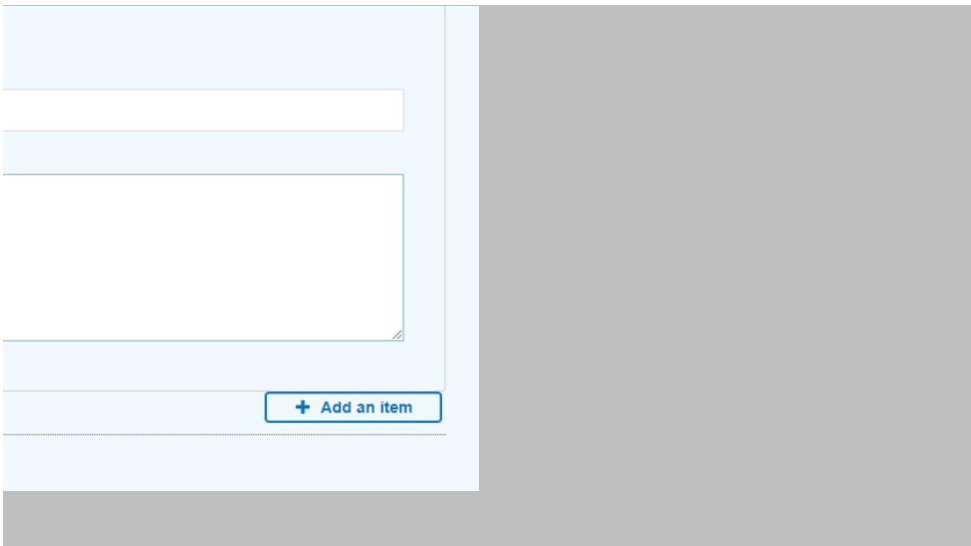
onstruction costs?

dialog box will open, then select "Project" and click on the blue "Add this activity" box.

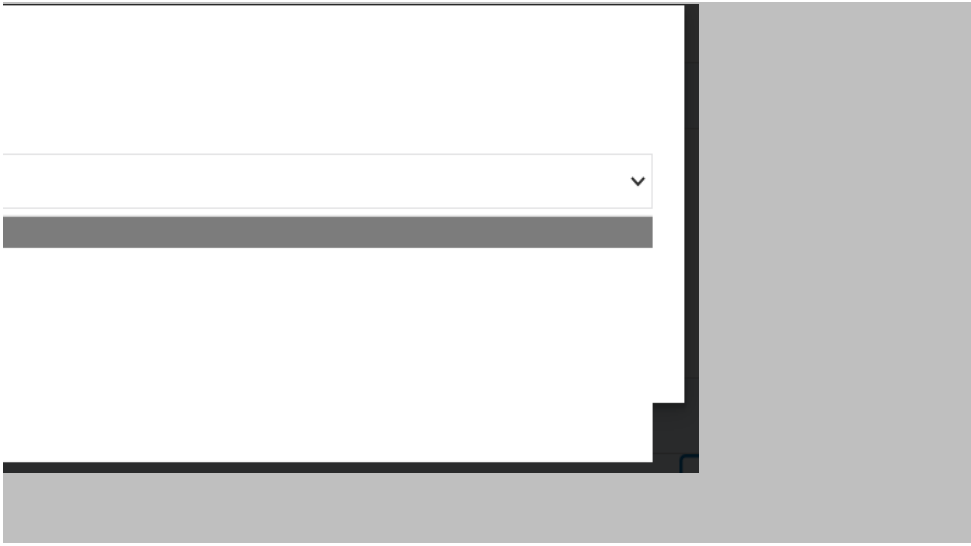
ct name" field and input the "Project description" as appropriate.

\$0.00





dialog box will open with the crosswalked terms from Table 1 in the drop-down menu. Ple



date the "Quantity" and "Unit Price" fields. The total will automatically calculate in the "Un

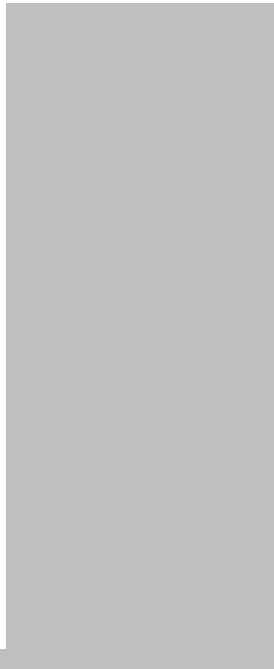


Form with a dropdown menu and a text input field.



section titled "Overall Budget Summary".

	Total
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$20.00
	\$0.00
	\$0.00
	\$20.00
	\$0.00
	\$20.00



ring to Table 1 to appropriately crosswalk the NOFO terms with FEMA GO.



### III. How to Enter Secondary Services Costs into

object" section.

A screenshot of a software interface showing a list of items. The list is currently empty, and the total amount displayed is \$0.00. At the bottom of the list, there is a button labeled "+ Add an item".

### Secondary Services

services. In "Description", describe which secondary service you are adding. For example, s and unit price. Select "Add this item" to include it in your application.

A screenshot of a software interface showing a form for adding a secondary service item. The form includes a dropdown menu for selection, a text input field for the description, and a button labeled "Add this item".

[REDACTED]

[REDACTED]

referring to Table 1 to appropriately crosswalk the NOFO terms with FEMA GO.

[REDACTED]

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Please select the appropriate primary service cost from the associated term in the drop-down



unit total" field. Once completed, then select the blue "Add this item" box.

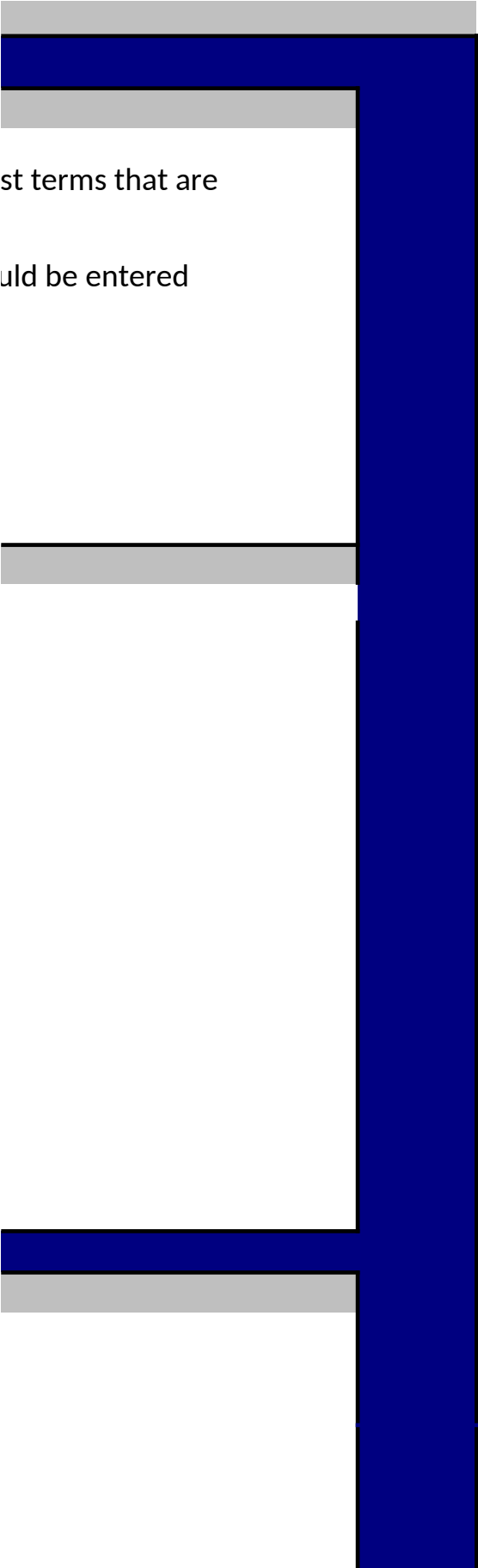






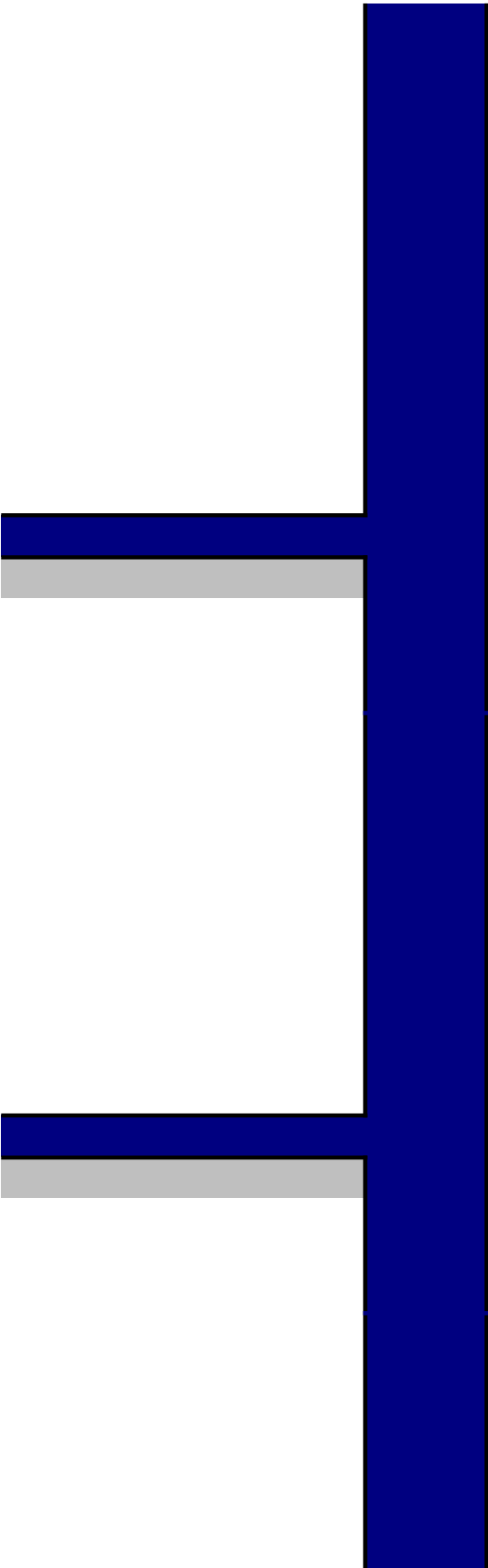
Select "Other" and then list in the description "Renovations/modifications" and provide a sun

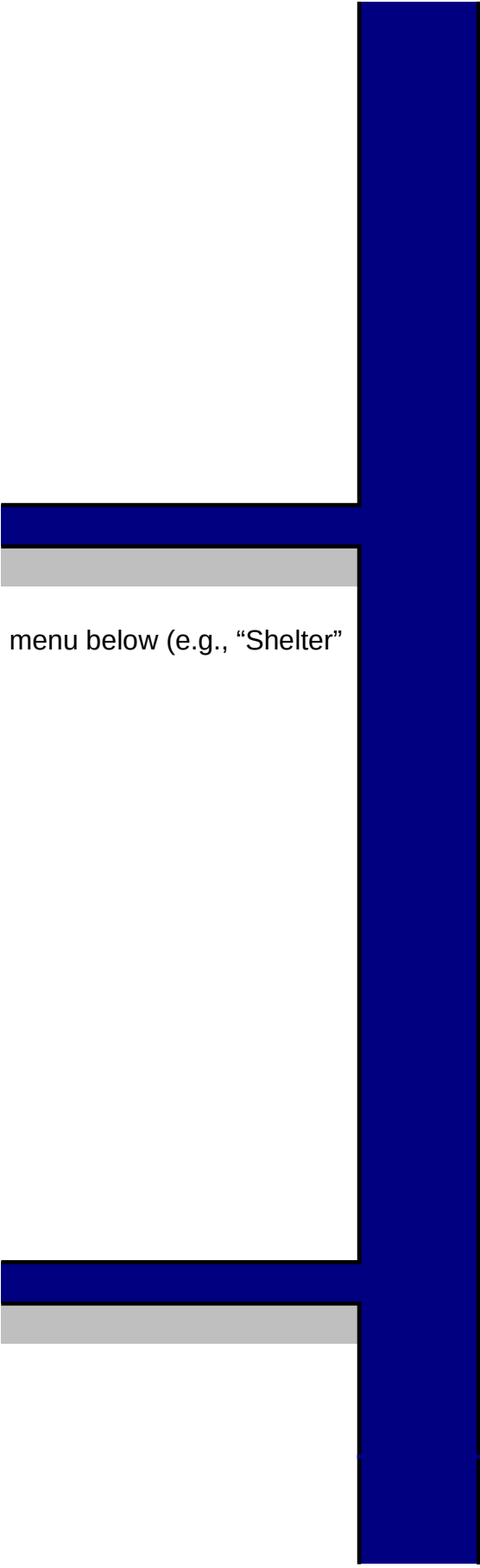
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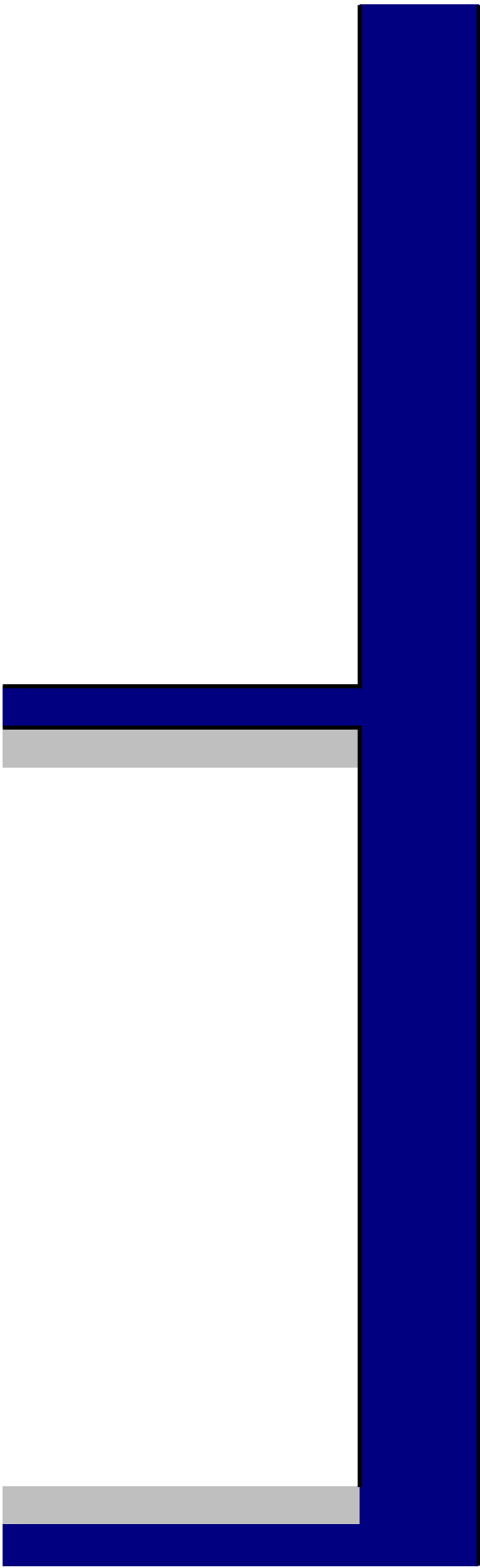
st terms that are

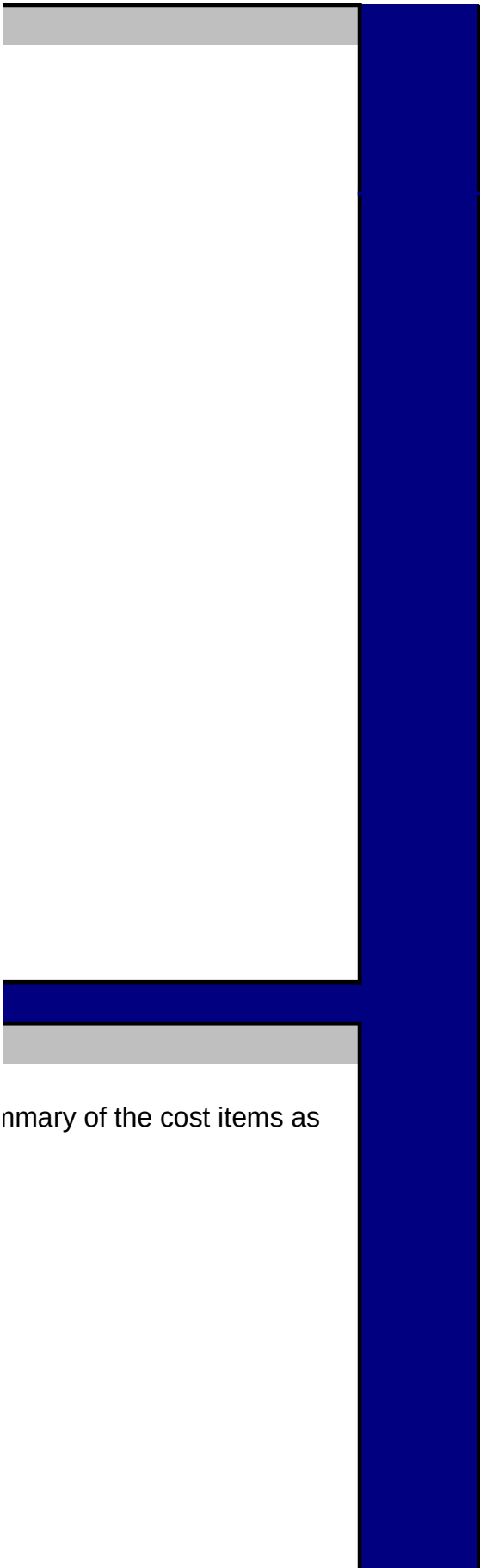
uld be entered



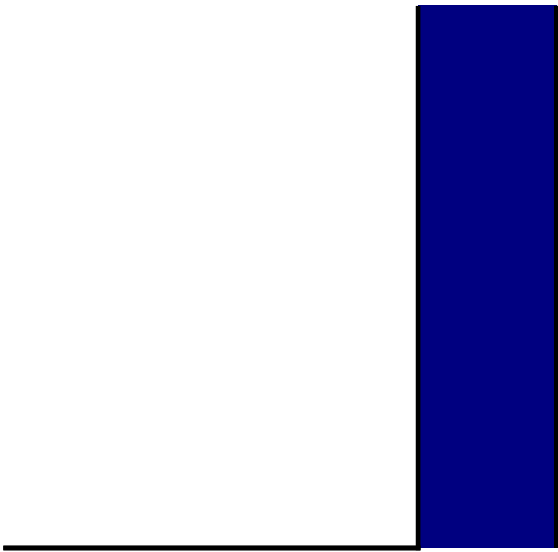


menu below (e.g., "Shelter")





primary of the cost items as





**Unique Entity Identifier (UEI):  
(12 digit numeric)**

**Subapplicant**

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Subapplicant 1

Subapplicant 2

Subapplicant 3

Subapplicant 4

Subapplicant 5

Subapplicant 6

Subapplicant 7

Subapplicant 8

Subapplicant 9

Subapplicant 10

Subapplicant 11

Subapplicant 12

Subapplicant 13

Subapplicant 14

Subapplicant 15

Subapplicant 16

Subapplicant 17

Subapplicant 18

Subapplicant 19

Subapplicant 20

**Legal Name of the  
Organization  
(e.g., A1 Nonprofit)**

**POC Name  
(e.g., John Doe)**

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**Subapplica**

**Street (List facility address where services will  
be provided to noncitizen migrants)  
(e.g, 123 Main Street, suite 456)**

**City  
(e.g., Springfield)**

**State  
(e.g., Missouri)**

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## nt Information

**Zip Code**  
(e.g., 12345)

**County**  
(e.g, Brown)

**If Mailing Address is Different than  
Facility Address, Input to the right**

Large grey rectangular area for input, corresponding to the 'If Mailing Address is Different than Facility Address, Input to the right' header.



**Mailing Address**  
(e.g., PO Box 12345)

**City**

**State**

**Zip Code**

**County**



**Entity Type**

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