


Grant Programs Directorate Information Bulletin
No. 525
December 10, 2024

MEMORANDUM FOR: All Recipients of Shelter and Services Program Funding

FROM: Pamela S. Williams 
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Grant Programs Directorate

SUBJECT: Shelter and Services Program Congregate Shelter and Congregate Facility Definition Clarification

I. Purpose

The following Information Bulletin (IB) clarifies the definition of congregate shelter and congregate facility for the Shelter and Services Program (SSP).

II. Applicability

This IB is applicable to all recipients and subrecipients of SSP. This IB is retroactive to the Fiscal Year (FY) 2023 SSP, FY 2024 SSP – Allocated (SSP-A), and FY 2024 SSP – Competitive Notices of Funding Opportunity (NOFOs).

III. Guidance

To be considered a congregate shelter or congregate facility for the purpose of SSP, the shelter or facility must align with the definition below:

- A facility that is established in a large open setting that provides little to no individual privacy, usually in a building that was built for another specific purpose, such as a school, church, community center, arena, etc.;
- A facility used for limited or temporary sheltering stays with shared communal areas, such as sleeping, kitchen, living, and bathrooms;
- A facility that is managed around the clock by on-site shelter staff (24/7 on site staff), and;
- Not a private residence or dwelling (home, townhouse, apartment, etc.).

Defining congregate shelter and congregate facility helps SSP recipients ensure their shelters and associated sheltering costs are allowable under SSP. Please see Appendix A in the amended FY 2023 and 2024 NOFOs for specific guidance on allowable activities and leases. All SSP NOFOs may be found online at <https://fema.gov/grants> and at <https://grants.gov>.

IV. Questions

Questions regarding this IB may be directed to FEMA-SSP@fema.dhs.gov.

V. Review Date

This IB will be reviewed, updated or rescinded as needed.