EMERGENCY FOOD AND SHELTER PROGRAM (EFSP)
Supplemental Appropriations for Humanitarian Assistance Funding (SAHA)

FAQs

8-29-19 Update: The application for the EFSP Supplemental Appropriations for Humanitarian Assistance Funding has been released. The application portal, complete with instructions, is located on the National EFSP website. Some questions in this FAQ were also listed in the past FAQ; if they are repeated here it is because the responses have been updated. United Way of San Antonio & Bexar County will continue to update this document every 24 hours until September 6, 2019.

Q: Should there be remaining funds after eligible reimbursements have been made, projected costs may also be considered for funding. If this occurs, may we submit now with this application?

A: Page 20 of the Supplemental Funding Guidance located on the National EFSP website states: The National Board has determined that, initially, reimbursements will be made to defray direct shelter, food and related expenses incurred on or after January 1, 2019 through June 30, 2019. Should there be remaining funds after eligible reimbursements have been made through June 30, 2019, eligible reimbursements and projected costs beyond June 30, 2019 may also be considered for funding.

Q: Our agency has partnered with other agencies to deliver direct services to migrants. Initially we have agreed on a joint application but from the guidance provided, this may not be allowed. Can you provide more guidance as this will determine how our submission will look as either a combined application or separate application?

A: Only agencies providing direct services can apply. The Supplemental Humanitarian Funding does not allow a fiscal agent/fiscal conduit relationship; therefore, all applicants must apply independently. See eligibility requirements on page 20 in the Supplemental Funding Guidance located on the National EFSP website.

Q: What agencies should not apply for grant funds? Could you please provide examples of passed down funds or equipment and charitable donations?

A: The following entities are not eligible to apply for funds:
• Organizations that have only passed down funds or equipment to other local entities that provided direct services
• Agencies that only provided charitable donations

See eligibility requirements on page 20 in the Supplemental Funding Guidance located on the National EFSP website.

Q: In preparing to submit the supplemental humanitarian relief grant, I do not personally have an EFSP username & password. We currently have an EFSP grant that is managed by our social services department. I submit the grant through the UW Bexar County website using e-CImpact. Since this is associated with our disaster department & not social services department, should I have a separate username & password for the EFSP site?

A: Applicants do not need usernames or passwords to access the application on the National EFSP website. Applicants will click on the “Start Supplemental Funding LRO Application” button at the bottom of the Supplemental Funding Information Details Tab on the National EFSP website.

Q: If an expense was incurred during the allowed time frame, (January 1, 2019 – June 30, 2019), but paid after June 30, 2019, would the expense still be eligible for this award?

A: Yes. On page 33 of the Supplemental Funding Guidance, located on the National EFSP website, it states: The invoice/receipt date must be dated within January 1, 2019 – June 30, 2019. All payments must be made no more than 90 days after the invoice/receipt date.

Q: Where are the spreadsheets that have to be uploaded with the application?

A: The Spreadsheet Templates are located on the National EFSP website.

Q: Will the EFSP Local Board or EFSP National Board make award decisions? What is the process?

A: See page 23 of the Supplemental Funding Guidance on the National EFSP website. The role of the EFSP Local Board is to review applications submitted for eligibility and completeness and compile all applications received and electronically submit them as a package to the EFSP National Board. The role of the EFSP National Board is to review the package submitted from the EFSP Local Board(s) and determine awards.
This is a competitive grant process, so no application is guaranteed an award. In prioritizing award determinations, the EFSP National Board will use a number of factors, including:

- Migrant release data received from Immigration Customs Enforcement (ICE)/Customs and Border Protection (CBP)
- Proximity to ICE and CBP facilities performing releases
- Number of migrants served
- Information organizations provided on the direct costs incurred in serving migrants
- Subject matter expertise and discretion of the EFSP National Board
- Any other information and guidance that may be applicable to determining awards
- Sufficiency of available funding

After the EFSP National Board makes its funding decision, Local Boards will be notified of their award amount. This will be in late September/early October. See page 4 of the Supplemental Funding Guidance on the National EFSP website.

Q: What is the spending period?

A: January 1, 2019 – June 30, 2019; Page 20 of the Supplemental Funding Guidance located on the National EFSP website states: The National Board has determined that, initially, reimbursements will be made to defray direct shelter, food and related expenses incurred on or after January 1, 2019 through June 30, 2019. Should there be remaining funds after eligible reimbursements have been made through June 30, 2019, eligible reimbursements and projected costs beyond June 30, 2019 may also be considered for funding.

Q: Our agency runs a migrant shelter during the day and evening hours, 7 am to 10:30 pm. We transport the migrants to another shelter to house overnight and then transport them back to the migrant day shelter. Is the day shelter considered a mass shelter under this award definition? What about the overnight shelter?

A: The EFSP National Staff provided the following illustration of what might be allowed for day shelters:

A day shelter can receive funding for certain categories.

- Health screening and long distance transportation costs are considered secondary and an explanation will have to be provided
- Meals can be claimed under Served Meals with a number count
- Hygiene items are primary
- Other supplies must be defined
- Snacks cannot be excessive, but can be claimed under Other Food.
Q: To run the migrant center during the day, we utilize paid staff to monitor, serve meals, and assist with travel, access medical assistance and other needs. Are the salaries/wages of staff providing this direct service eligible for reimbursement? If so, what kind of source documents are required for proof of payment for wages/salaries?

A: We received the following response from the EFSP National Staff: At this time, administrative costs to carry out this program are not allowed, but the EFSP National Board is accepting the data to consider.

Q: What form of supporting documentation should we submit for the clothing donated that was obtained from our family thrift store?

A: We received the following response from the EFSP National Staff: Only new purchases will be accepted, no donated items.

Q: I noticed the application doesn’t provide guidance on what value to place on the provision of food bags/boxes. What do you recommend? Food banks would typically place a $.15/lb. value for distribution of some food categories. Does this seem reasonable or would you suggest an alternative measure?

A: We received the following response from the EFSP National Staff: The agencies should decide what is reasonable based on the amount of food.

Q: While we understand there has been no decision regarding administrative expenditures, would it be acceptable nonetheless to request with the application?

A: We received the following response from the EFSP National Staff: At this time, administrative costs to carry out this program are not allowed, but the EFSP National Board is accepting the data to consider.

Q: For external agencies (new to EFSP) do they need to attach their IRS Determination Letter to the application to submit to the Local Board?

A: We received the following response from the EFSP National Staff: No; the agencies simply need to enter their FEIN number in the designated field on the application.
Q: The Audit Guidance webinar states that Single Audits must be forwarded to the National Board. Will agencies have to upload this as part of the application process?

A: We received the following response from the EFSP National Staff: The agency can forward their audit to the Local Board via e-mail.

Q: The Audit Guidance webinar states that Regular Audits must be forwarded to the Local Board for review if an applicant has not previously participated in EFSP and is requesting $50,000 or more. Will agencies have to upload this as part of the application process?

A: We received the following response from the EFSP National Staff: The agency can forward their audit to the Local Board via e-mail.

Q: Can food banks apply for funding if the pounds of food they distributed directly to the clients was not purchased by the food banks, but rather donated?

A: We received the following response from the EFSP National Staff: No; Food Banks can only be reimbursed for food that they have purchased (purchases must be from an outside vendor).

Q: What information do Food Banks need to be provide for served meals?

A: We received the following response from the EFSP National Staff: The agency must submit a Daily Meal Log and a Primary Eligible Reimbursements Spreadsheet. All invoices that are listed on the spreadsheet must be attached. If the invoice has purchases for other programs, this is okay. The EFSP purchases do not need to be highlighted on the invoice; however, the amount spent for EFSP reimbursement must be reported on the spreadsheet under the EFSP Portion of Invoice Amount column.