

Emergency Food and Shelter Program Humanitarian Funding

Frequently Asked Questions

- 1) How do we know if individuals have been encountered by the Department of Homeland Security (DHS) and what documentation do they need to present to us to ensure they come from DHS?**

Any encounter with DHS will result in an individual receiving an Alien Identification Number (“A number”). If the individual(s) does not have an “A” number, then there was no encounter with DHS. For their records and for auditing purposes, recipients must maintain a log containing the first and last names of individuals served, along with their “A” number.

- 2) How are Emergency Food and Shelter Program humanitarian funding (EFSP-H) priorities established? Is it first-come, first-served, or is preference given to Border States, etc.?**

EFSP-H funding is prioritized for those service organizations in the Southern Border states (including maritime entrances) where the greatest emergency needs are expected to be met.

However, organizations in all states nationwide may apply if they are serving families and individuals encountered by DHS at the entire southern international border of the United States (California, Arizona, New Mexico, Texas). This includes the maritime borders of Texas, Louisiana, Mississippi, Alabama, and Florida.

- 3) Are utilities, security deposits, rental fees, and furniture eligible for reimbursement under EFSP-H?**

Security deposits, late fees and other penalty charges are not eligible for reimbursement. Generally, furniture is not an eligible expense with the exceptions of essential furniture to provide food and shelter services to migrants (such as beds and dining tables). Utilities and rental fees may be eligible depending on the situation. Generally, utilities and rental fees for the facility being used to provide services to eligible migrants may be eligible; utilities and rental assistance for individuals are not eligible.

- 4) Are case management services eligible for reimbursement under EFSP-H?**

Case management services are not eligible for reimbursement. Staff hours related to the intake process to verify client’s eligibility are eligible for reimbursement.

- 5) Is there a certain number of people you have to serve to be eligible?**

There is no required number of people that have to be served to be eligible for EFSP-H funding.

- 6) How can we submit costs that have not been invoiced or billed by the time the application deadline (April 2, 2023) is due?**

If costs are incurred during the eligible spending period, agencies should reach out to vendors to obtain invoices on a timely basis. The updated application period allows agencies one month to collect bills/invoices. If the transactions and supporting information is not included in the application, they may not be considered.

- 7) Who can be a Fiscal Agent?**

A Fiscal Agent must be a member of the Local Board. The Fiscal Agent must also be approved by the Local Board and the National Board via its Secretariat and Fiscal Agent, United Way Worldwide (UWW). There can only be one Fiscal Agent per community.

The Fiscal Agent/Fiscal Conduit is responsible for the receipt of funds, disbursement of funds to recipient agencies and vendors, documentation of funds received, verification of all subrecipients eligibility to receive funds, and maintenance of all required

documentation to ensure funds are spent on eligible uses. Fiscal Agents/Fiscal Conduits will be held accountable for compliance with program requirements.

8) How can an organization become a fiscal agent?

A Fiscal Agent must be a member of the Local Board. The Fiscal Agent must also be approved by the Local Board and the National Board via its Secretariat and Fiscal Agent, UWW. It is recommended that any agency interested in serving as a fiscal agent read the updated FY23 [Humanitarian Relief Funding Guidance](#) to understand the requirements and responsibilities of the role. After reading the guidance and they are still interested, feel free to reach out to EFSP staff at UWW via email at suppfund@uww.unitedway.org or call 703.706.9660, option 6.

9) Are Afghan refugees eligible for services in EFSP-H?

Afghan refugees and other asylum seekers encountered by DHS at the southern border are eligible for services.

10) Where are the maritime entrances? Are the ports of entry in US Virgin Islands and Puerto Rico included?

The maritime entrances along the southern border of the continental U.S. includes the borders of Texas, Louisiana, Mississippi, Alabama, and Florida. Puerto Rico and the US Virgin Islands borders are not included for the humanitarian program.

11) Where can I find the application template to download?

The templates to request advance funding are on the UWW website; however, in order to access them, Local Boards may use their username and password. The application templates are not available under the Humanitarian Funding Information Tab. The templates can be provided to any fiscal agent or local government organization who may request one.

The templates are not available under the Humanitarian tab to prevent the submission of requests for advance funding from organizations that are not approved as fiscal agents. There is only one fiscal agent per jurisdiction. Local government agencies may request advance funding for their expenses, including contracts to provide humanitarian services.