

Clarifications for the EFSP Online Final Report

Note: All numbers that you submit should reflect just the number of meals/nights/bills/etc. paid and number of individuals served using the EFSP funding you received in the EFSP phase. Do not list the total number of clients served and meals/nights/bills paid for your program overall.

Served Meals

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received meals. For example, if one individual receives a meal every day for 5 days, count them as 1 individual. In the ***Number of Meals field***, list the total number of meals provided using EFSP funding. If you used the \$2 Per Meal allowance, then this should be simple. If you did not use the Per Meal allowance and chose reimbursement of direct costs, then please just try to calculate to the best of your ability the total number of meals served using EFSP funding and keep the number reasonable. If you are unable to calculate the number of meals, we recommend that you just divide your total award amount by the \$2/per meal rate.

Mass Shelter

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received shelter. For example, if one individual receives a bed every night for 5 nights, count them as 1 individual. In the ***Number of Nights field***, if you used the Per Diem allowance, then divide your total award amount by the Per Diem rate that you used (either \$7.50 or \$12.50). If you did not use the Per Diem allowance and chose reimbursement of direct costs, then please just try to calculate to the best of your ability the total number of nights using EFSP funding and keep the number reasonable. If you are unable to calculate the number of nights, we recommend that you just divide your total award amount by either the \$7.50 or \$12.50/per diem rate.

Other Food

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received meals and include every individual in the household that received the food. For example, if you gave a family of 5 a bag of groceries once a week for 3 weeks, then count them as 5 individuals. In the ***Number of Meals field***, please try to calculate to the best of your ability the total number of meals served using EFSP funding. If you are unable to do so, we recommend that you just divide your total award amount by the \$2/per meal rate.

Other Shelter

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received shelter and include every individual in the household that received shelter. For example, if you paid for a family of 5 to stay in a motel room for 3 nights, then count them as 5 individuals. In the ***Number of Nights field***, you would list 3 nights.

Rent/Mortgage Assistance

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received rental/mortgage assistance and include every individual in the household. For example, if you provide rental assistance to a family of 5, then count them as 5 individuals. In the ***Number of Bills***

Paid field, please list the total number of rent/mortgage bills that you paid using EFSP funding.

Utility Assistance

In the ***Number of Individuals field***, you should list an unduplicated count of clients that received utility assistance and include every individual in the household. For example, if you provide utility assistance to a family of 5, then count them as 5 individuals. In the ***Number of Bills Paid field***, please list the total number of utility bills that you paid using EFSP funding.

Audit Information

On your final report, there are fields for you to provide information on your organization's most recent financial audit. If your organization received \$50,000 or more from the EFSP program in one or more jurisdictions, you must fill out the annual audit fields on the final report form and upload your audit on the form. Audits prior to the calendar year 2020 will not be accepted. If your organization received less than \$50,000 in EFSP funds, you do not need to fill out your audit information and can leave those fields blank.