



United Way of Greater Houston

December 6, 2012

50 Waugh Drive
Houston, TX 77007
713-685-2300
www.unitedwayhouston.org

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Judge Robert Hebert
Fort Bend County Social Services
4520 Reading, Ste. A
Richmond, TX 77471

Dear Judge Hebert:

As you know, Emergency Food and Shelter Program (EFSP) Phase 30 funding was delayed due to the federal process. EFSP funding is contained in the Department of Homeland Security's Appropriations Bill. The Department of Homeland Security's Federal Emergency Management Agency (FEMA) made the required Congressional Notifications regarding Phase 30, Fiscal Year 2012 Emergency Food and Shelter Program (EFSP) funds on August 15, 2012. Funds were made available to FEMA and the EFSP National Board developed the allocation formula which determined those jurisdictions that qualify for funding. Notification of awards to qualifying jurisdictions was delayed pending completion of the federal process and receipt of Phase 30 funds by the EFSP National Board. The EFSP National Board (National) notified qualifying jurisdictions in late November 22, 2012. The Local EFSP Board (Local Board) has submitted recommendations to National for LRO awards in our jurisdiction. EFSP funding support for the program(s) conducted in Fort Bend County for the following category (ies) is:

Other Food:	\$ 33,900
Rent/Mortgage:	\$ 99,223
Utilities:	\$ 81,500
Total	\$214,623

The amounts listed above are restricted for use in the respective categories to which they have been awarded. Any reallocation of these funds among categories requires prior written approval. The Local Board has the authority to reallocate funds during the program year to meet the needs of the community. Requests for reallocations should be in writing and addressed to the Local Board Contact.

Reports regarding Phase 30 expenditures will be required from each Local Recipient Organization (LRO) for monitoring purposes. The Local Board will monitor the expenditures and program performances of each LRO during the Phase 30 spend-period. The Local Board will also take into consideration:

- The return of the **ORIGINAL** LRO's Phase 30 award letter signed by a duly authorized representative of the LRO and received by Local Board within 10 days of notification.

Consideration of continued funding for EFSP will be based on funds available as well as satisfactory performance by Phase 30 LROs. Performance factors assessed by the Local Board will include but are not be limited to participation in documentation workshops and adherence to EFSP guidelines:



- expenditures of funds by program end date;
- accurate and on-time submission of reports;
- accurate submission of program audit materials;
- adherence to audit timetable.

Pending any outstanding issues with National, first payments to LROs for Phase 30 awards should be received in December 2012. Due to the delay in notification of awards to jurisdictions, National has extended Phase 30 spend periods into 2013 in addition to the current year months of September, October, November, and December. The Phase 30 Spend Period for our jurisdiction ends March 31, 2013. All LRO expenditures and payments must be within the Spend Period.

IMPORTANT: For Phase 30, National will allow LROs to charge eligible, properly documented expenditures back to the beginning of the jurisdiction's spending period. The beginning of the spend period for our jurisdiction is March 1, 2012.

A DOCUMENTATION WORKSHOP is held at the United Way of Greater Houston's Conference Center during each EFSP Phase. LROs are provided written notice of the date and time for the workshop. It is **MANDATORY** for all LROs to attend the workshop. Workshop attendance is taken into consideration when the Local Board awards future funds.

Please acknowledge receipt of this letter and indicate your agreement by **signing and returning the ORIGINAL letter within 10 working days** of the date of the letter.

If you have questions, please contact Al Acosta via phone: 713-685-2864 or email: aacosta@unitedwayhouston.org . Thank you for the service you provide to those in need in Fort Bend County.

Sincerely,



Tim Kidwell
Chair, Local EFSP Board

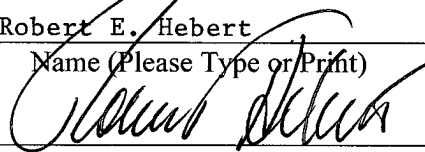
cc: Al Acosta, Local Board Contact

I certify that I am duly authorized to bind the Fort Bend County Social Services to the terms of this agreement and do hereby agree to and accept the terms set forth above.

By:

Robert E. Hebert

Name (Please Type or Print)



Signature

County Judge

Title (Please Type or Print)

December 11, 2012

Date