



United Way of Greater Houston

November 20, 2013

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United Way Center for
Philanthropy, Leadership
and Volunteerism
50 Waugh Drive
Houston, Texas 77007

P.O. Box 3247
Houston, Texas 77253-3247
Phone 713-685-2300

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Judge Robert E. Hebert
Fort Bend County Social Service
309 S. 4th Street, Ste. 719
Rosenberg, TX 77469

Dear Judge Hebert:

Emergency Food and Shelter Program (EFSP) Phase 31 funding to the National EFSP was reduced more than about 40% from the amount award by Congress for Phase 30. The National EFSP awards to jurisdictions for Phase 31 were also reduced.

The Local EFSP Board (Local Board) has submitted recommendations to the National EFSP 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:	\$ 21,042
Rent/Mortgage:	\$ 95,646
Utilities:	\$ 74,604
Total	\$191,292

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 31 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 31 spend-period. The Local Board will also take into consideration:

- The return of the **ORIGINAL** LRO's Phase 31 award letter signed by a duly authorized representative of the LRO and received by Local Board within 10 days of notification.

Consideration of continued EFSP funding will be based on funds available as well as satisfactory performance by Phase 31 LROs. Performance factors assessed by the Local Board will include but are not be limited to attendance and participation in documentation workshop(s) 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 31 awards should be received in November 2013. The Phase 31 Spend Period for our jurisdiction ends April 30, 2014. All LRO expenditures and payments must be within the Spend Period.

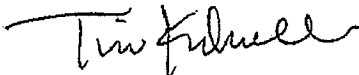
IMPORTANT: For Phase 31, National will allow LROs to charge eligible, properly documented expenditures back to the beginning of the jurisdiction's spending period. The beginning of the Spend Period for our jurisdiction is September 1, 2013.

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 a representative(s) from 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 our community.

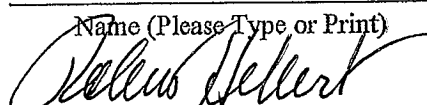
Sincerely,



Tim Kidwell
Chair, Local EFSP Board

cc: Al Acosta, Local Board Contact

I certify that I am duly authorized to bind Fort Bend County Social Service 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)
11-26-2013
Date