

## MEMO

**Date:** September 26, 2014

**To:** Interested Parties

**From:** Al Acosta  
EFSP Local Board Contact

**Subject:** Applications - EFSP Phase 32 Funds

Attached is the application for EFSP Phase 31 Emergency Food and Shelter Program Funds. \* Please complete and E-mail a copy (in a Microsoft Word format) to:

Rose Kelley  
[rkelley@unitedwayhouston.org](mailto:rkelley@unitedwayhouston.org)

\*All applicants are **REQUIRED** to submit a copy of the application via email. Please **DO NOT FAX** or email a PDF copy of the application. The application **MUST** be emailed in a Microsoft WORD format. It must be received by United Way on or before 5:00 pm, Friday, October 10, 2014.

Please submit the completed, signed ORIGINAL to United Way of Greater Houston on or before the deadline, 5:00 pm, Friday, October 10, 2014. Late or incomplete applications will not be accepted or considered for funding.

**\*Please note the GENERAL INFORMATION for detailed instructions.**

If Hand Delivering, please enclose application in an envelope and seal. Please DO NOT bring the application in file folder or without a sealed envelope (this is a suggestion in order to protect your application). Please address envelope to Al Acosta/Rose Kelley - EFSP Phase 32 Application and leave with the United Way Receptionist(s).

**Important** – Pending changes in National EFSP requirements, applicants may be required to submit additional information/forms.

If you have questions regarding submission of the application, please contact Rose Kelley via phone (713-685-2362), via email [rkelley@unitedwayhouston.org](mailto:rkelley@unitedwayhouston.org)

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All other questions should be addressed to Al Acosta at [aacosta@unitedwayhouston.org](mailto:aacosta@unitedwayhouston.org) .