



COALITION  
FOR THE  
HOMELESS

October 12, 2016

LRO #6  
Fort Bend County Social Services  
301 Jackson Street  
Richmond, Texas 77469

To whom it may concern:

**Board of Directors  
FY2017**

Alan Watkins  
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*Vice Chair*

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Marilyn L. Brown  
*President/CEO*

The Emergency Food and Shelter Program (EFSP) Phase 33 funding to jurisdictions has been awarded and our Local Board Plan for Local Board (LB) Number 782800 for Houston/Fort Bend and Harris Counties has been approved.

The Local EFSP Board, which consists of those agencies requiring participation per Federal Regulation, has submitted the recommendation for funding to Local Recipient Organizations (LROs) in our community. That recommendation was submitted in the Local Board Plan and as was previously stated, was approved at the national level. The Phase 33 EFSP program conducted in the Houston/Fort Bend and Harris Counties has been approved for the following amount and in the following categories:

Category	Amount
Other Foods	\$22,500.00
Rent/Mortgage Assistance	\$100,000.00
Utility Assistance	\$85,500.00
<b>Total</b>	<b>\$208,000.00</b>

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 emailed to the Local Board Contact, Concetta Scerbo, at [cscerbo@homelesshouston.org](mailto:cscerbo@homelesshouston.org).

Reports regarding Phase 33 expenditures will be required from each LRO for monitoring purposes. The Local Board will monitor expenditures and program performances of each LRO during the Phase 33 Spend Period which is from December 1, 2015 through January 31, 2017.

Consideration of continued EFSP funding will be based on funds available as well as satisfactory performance by Phase 33 LROs. Performance factors assessed by the Local Board will include but are not limited to:

- Expenditures of funds by program end date;
- Accurate and on-time submission of reports;
- Accurate submission of program audit materials;
- Adherence to audit timetable;
- Adherence to EFSP regulations

Pending any outstanding issues with National, first payments to LROs for Phase 33 awards should be received in late October 2016. As stated, the Phase 33 Spend Period for our jurisdiction ends January 31, 2017. All LRO expenditures and payments must be within the

spend period. Our LB has the option to extend our Phase 33 spending period, and that will be determined at a later date.

Please sign and return a scanned copy of this letter to Concetta Scerbo at [cscerbo@homelesshouston.org](mailto:cscerbo@homelesshouston.org). If you have any questions, please contact her via phone or email as listed. Thank you for the service you provide to those in need in the community.

Sincerely,



Barbara Bratter  
Vice-Chair, Local EFSP Board

CC: Concetta Scerbo, Local Board Contact

I certify that I am duly authorized to bind the listed agency to the terms of this agreement and do hereby agree to and accept the terms set forth above.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

### OFFICE USE ONLY CERTIFICATION OF FILING

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**  
Coalition for the Homeless of Houston/Harris County  
Houston, TX United States

Certificate Number:  
2016-128814

Date Filed:  
10/25/2016

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**  
Fort Bend County

Date Acknowledged:

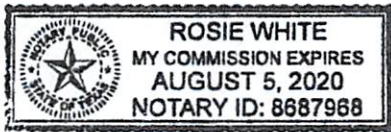
**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**  
G645-EFSP33  
EFSP funding

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 AFFIDAVIT**

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



*Marilyn L. Brown*  
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Marilyn L. Brown this the 26<sup>th</sup> day of October, 2016, to certify which, witness my hand and seal of office.

*R White*  
Signature of officer administering oath

Rosie White  
Printed name of officer administering oath

Notary  
Title of officer administering oath