

# EMERGENCY FOOD AND SHELTER PROGRAM

of Houston/Fort Bend and Harris Counties  
and Waller County



May 27, 2020

LRO 782800-006  
Fort Bend County  
301 Jackson Street  
Richmond, TX 77469

To whom it may concern:

On behalf of the Department of Homeland Security/Federal Emergency Management Agency, the Emergency Food and Shelter Program (EFSP) National Board recently announced jurisdictional allocations for EFSP Phase CARES. The Houston/Fort Bend and Harris Counties jurisdiction (782800) has been allocated \$3,066,012.

The EFSP Local Board, consisting of those agencies required by federal regulation, has approved funding recommendations for Local Recipient Organizations (LROs) in our jurisdiction. These recommendations will be submitted in the Local Board Plan by May 29, 2020 for approval by the EFSP National Board. For EFSP Phase CARES, the Local Board recommends that your organization be awarded the following amount in the following categories:

Category	Award Amount	Updated Program Targets
Rent/Mortgage Assistance	\$276,477	553
Utilities Assistance	\$108,748	725
Other Food	\$66,323	510
<b>Total Award:</b>	<b>\$451,548</b>	

The award amounts listed above are restricted for use to the respective categories. 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 Alliance of Community Assistance Ministries (ACAM) at [efsp@acamweb.org](mailto:efsp@acamweb.org).

Program targets have been scaled to match your award amount and will be used in quarterly reports to measure program outcomes. The Local Board requires that each LRO submit quarterly reports of Phase 37 activities and expenditures for monitoring purposes. Reports are due the 10th day after the close of each quarter to [efsp@acamweb.org](mailto:efsp@acamweb.org). For example, if the spending period begins on June 1, 2020, the first quarterly report is due on September 10, 2020. ACAM will distribute the reporting document including the updated targets within one month of the start of the spending period. All reports will be used to inform reallocations and future application processes.

In addition to the reporting document, LROs offering mass shelter, rent/mortgage assistance, and/or utility assistance are expected to download and submit a quarterly HMIS report for EFSP activities. All organizations offering these services are required to enter program data into HMIS. Please visit

www.homelesshouston.org/hmis-v2 to review all information about HMIS, register for trainings, and establish EFSP Funded programs. Be advised that new user training is required for each agency representative entering data into the HMIS system.

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

- Achieving program outcomes and maintaining budgetary targets
- Expenditures of funds by program end date
- Accurate and on-time submission of reports
- Accurate submission of program audit materials
- Adherence to the audit timetable
- Adherence to EFSP regulations

Payments will be made on the EFSP National Board's timeline pending clearance of all compliance exceptions and document requests including the LRO certification form. New LROs must acquire and submit a DUNS number before they can receive any payment. The EFSP National Board has announced that the spending period for Phase CARES will run from 01/27/2020 to 05/31/2021. All LRO expenditures and payments must be within the spending period. Additionally, the Local Board may have the option to extend the Phase CARES spending period at a later date.

Please sign and return a scanned copy of this letter to Joshua Kulak at [efsp@acamweb.org](mailto:efsp@acamweb.org) within 7 days of receipt. If you have any questions, please direct them to the email directly above. Thank you for the service you provide to those in need in the community.

Sincerely,

*Christy Lambright*

Christy Lambright, Chair, EFSP Local Board

CC: Joshua Kulak, EFSP Local Board Contact, ACAM

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.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date