

EMERGENCY FOOD AND SHELTER PROGRAM

of Houston/Fort Bend and Harris Counties
and Waller County



January 21, 2023

Local Recipient Organization (LRO) Number 782800-006
Fort Bend County
301 Jackson Street
Richmond, TX 77471

Dear KP George:

On behalf of the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), the Emergency Food and Shelter Program (EFSP) National Board has allocated the Houston/Fort Bend and Harris Counties jurisdiction (782800) up to \$2,795,807 for EFSP Phase 40. All LRO Phase 40 expenditures and payments must be within the spending period of **11/1/2022 to 12/31/2023**. LROs are allowed to charge eligible, properly documented expenditures back to the spending begin date (November 1, 2022). Additionally, the Local Board may have the option to extend the Phase 40 spending period at a later date.

Award Recommendations

The EFSP Local Board, comprising agencies required by federal regulation and coordinated by the Alliance of Community Assistance Ministries (ACAM), has approved funding recommendations for LROs based on a highly competitive application process. These recommendations will be submitted by the EFSP Local Board in the Local Board Plan for approval by the EFSP National Board by (date TBD) (please note that the award recommendations are conditional based on EFSP National holds and [compliance exceptions](#)). Based on the quality of your application and available funds, the EFSP Local Board will recommend your agency for EFSP Phase 40 awards in the following categories:

Category	Award Amount	Program Targets
Mass Shelter	\$	
Rent/Mortgage	\$ 130,361	93
Utilities	\$ 68,434	137
Served Meals	\$	
Other food	\$ 12,533	51
PPE	\$	
Supplies for Other Food	\$	
Total Award:	\$ 211,328	

The award amounts listed above are restricted for use in the designated categories, and the corresponding program targets have been adjusted in proportion to the award amounts. If the need arises, with advance written approval from the Local Board, LROs may be authorized to reallocate funds among spending categories. Requests for reallocations should be submitted in writing via email to efsp@acamweb.org.

Funds Reallocation Policy

The EFSP National Board charges each EFSP Local Board with the responsibility to “reallocate funds

during the spending period whenever [the Local Board] determines that an LRO cannot effectively utilize the full award. The Local Board will set check points dates in each Phase to determine whether or not organizations are supporting the community with regular, ongoing services and spending of EFSP funds.

The Local Board shall make efforts to support maximum utilization by (reallocating) re-assigning or re-allotting funds to a different agency(ies) and/or category(ies) from the original decision made by the Local Board on the jurisdiction's Local Board Plan. For further information about the fund reallocation policy, please refer to "2022 EFSP Local Board Handbook Phase 39 and Concurrent Phases" available at <https://acamweb.org/efsp-resources/>.

Reporting Requirements

The EFSP Local Board has been given the responsibility by EFSP National Board for ensuring expenditure of funds and performance reporting. The EFSP Local Board requires that all LROs submit quarterly reports of Phase 40 activities and expenditures for monitoring purposes. ACAM will distribute report templates at least one month before each quarterly deadline. Reports are due the 10th day after the close of each quarter to efsp@acamweb.org. For example, if the spending period begins on June 1, 2023 and closes August 31, 2023, the quarterly report is due on September 10, 2023.

In order to coordinate services within our jurisdiction, LROs that provide Mass Shelter, Rent/Mortgage Assistance, and/or Utility Assistance are required to use the Homeless Management Information System (HMIS). The quarterly HMIS reports required for LROs awarded funding to provide these EFSP activities can be downloaded at https://www.clienttrack.net/hc_harris and submitted at efsp@acamweb.org. Please visit www.homelesshouston.org/hmis-v2 to access HMIS agreements and policies, FAQs, user training participation requirements and training registration.

Continued EFSP funding will be based on funding availability and LRO performance factors assessed by the EFSP Local Board including, but 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

Guidance on all financial and performance requirements is regularly updated in the EFSP Local Board Handbook that can be found [HERE](#).

Payments will be made on the EFSP National Board's timeline pending clearance of any holds or compliance exceptions and document requests including the LRO certification form. New LROs must acquire and submit a DUNS in order to receive payment.

The EFSP Local Board is responsible for reviewing, making any necessary corrections, and approving the Final Report of every awarded LRO in the jurisdiction. LROs are strongly encouraged to submit the Final Report at least 15 days in advance of the EFSP National Board deadline. Adequate time is needed to ensure that no delay in approval causes a report that will not make the deadline to be declined.

The EFSP National Board will release Phase 40 EFSP Manual; LROs should be on alert for updates and notifications from EFSP National Board and the EFSP Local Board. As the EFSP Local Board Coordinator,

ACAM will post materials to www.acamweb.org as they become available. LRO program staff are strongly encouraged to access the training materials and guidance on the EFSP National website <https://www.efsp.unitedway.org/> (accessible with LROs login). ACAM will schedule an orientation for new LRO and program staff (time/date TBA) and is available to new and existing LROs for ongoing technical assistance throughout the Phase ARPA-R spending period. Any questions, comments or requests for technical assistance should be directed to Sarah Malcolm, ACAM Housing Stability Programs Manager, at efsp@acamweb.org.

Please sign and return a scanned copy of this letter to efsp@acamweb.org within 7 days of receipt. Thank you for the invaluable services you provide to those in need in the community.

Sincerely,



Maria Magee, Chair, EFSP Local Board

CC: Sarah Malcolm, 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