



# Jennings County Emergency Food and Shelter Program

Saturday, May 30, 2020

Dear Local Recipient Organization (LRO):

Thank you for applying for the Jennings County Emergency Food & Shelter Program (EFSP). This letter is to officially inform you of the outcome of your Phase 37 & Phase CARES applications. Our local board thoroughly reviewed applications to evaluate vital elements and alignment with the National EFSP guidelines and intent.

Phase 37 & Phase CARES Funds Allocations			
Agency	Category	Phase 37 01/01/2020—12/31/2020	Phase CARES 01/27/2020—12/31/2020
St. Vincent DePaul	Rent / Mortgage		6823
St. Vincent DePaul	Utility Assistance	5643	
Good Samaritan Food Pantry	Other Foods	3000	1500
Wayside Inn Shelter	Mass Shelter		2000
Senior Resource Center	Served Meals		2000
Jennings County United Way	2% Admin	176	250
		8819	12573

**Certification Forms-** An automated notification email was sent from National EFSP Thursday. If you haven't already, you must complete the required Certification Forms to trigger your first payment. Log into the EFSP website, [efsp.unitedway.org](http://efsp.unitedway.org). First, ensure the contact, organizational, and banking information is correct and up-to-date, under Manage Personal Information on the left-hand navigation menu. After you have updated your contact information, select LRO Plan from the left-hand navigation menu. Please ensure the menus are set to the current Phase and "Direct" Award Type. From the LRO Plan, you will be able to generate the required certifications by clicking the icon. The form will be sent via email to the email address on file to be electronically signed via DocuSign. Once the Local Board Plan is approved by National EFSP, all LROs with completed LRO Certifications will be eligible for their first payment. LROs will receive Electronic Funds Transfer (EFT) to the account on file with National EFSP.

**Reports & Documentation-** see the Quick Reference Guides and Manual for details

- Documentation for Phase 37 & Phase CARES must be kept and reported separate.
- There are separate interim and final reports required for each Phase.
- Phase 37 & CARES requires that direct assistance be tracked in CharityTracker to avoid duplication of service. Duplicated assistance is not allowed and must be repaid to national. Use of CharityTracker can help prevent this.
  - On the "Add Assistance" pop up, click "Funding Source" and choose EFSP Phase 37 or EFSP Phase CARES. List the assistance under the category just like you normally would, and it will show up on your usual reports.
  - For existing assistance, click "Edit" on the assistance record for funding source
  - You can run an assistance report by funding source to reconcile.
- Please submit your interim report and documentation to the Local Board for the first half now, including required spreadsheets. This will trigger your second payment.
- If you can document the full award amount now in one or both Phases, please do. It will simplify the documentation for your final report.



# Jennings County Emergency Food and Shelter Program

- Interim & final reports- Save spreadsheet and all required documentation upload on [efsp.jcunitedway.org](http://efsp.jcunitedway.org) by clicking "submit report".
- Failure to submit documentation to the local board by 6/30/2020 risk reallocation
- You must also submit the interim report/second payment request to national EFSP to receive your second payment. Please do so as soon as it becomes available in your National EFSP account [www.efsp.unitedway.org](http://www.efsp.unitedway.org). After review of spreadsheets and documentation of funds submitted to the local board to ensure they are within the stated eligible costs of this program your second payment will be approved.
- A final report will be required.

**EFSP Manual-** Please refer to the complete EFSP Manual, addendums and Key Changes available on [efsp.unitedway.org](http://efsp.unitedway.org). Failure to comply with program guidelines, or accurately submit reports and documentation on time to the local board could result in the reallocation current funding and will directly affect your ability to receive awards from this program in the future and. All parties must acknowledge these funds as Federal funds awarded through the Department of Homeland Security.

**Formal Appeal-** There is a formal appeals process that has been established to address funding decisions made by the local board. Appeals must be made in writing and directed to the Local Board within 10 days of the date of the award letter. Appeals will be heard by a meeting of the local board, either in person or virtually, where a quorum of voting members is present.

**ADDITIONAL FUNDING IS AVAILABLE NOW!** Applications for the COVID-19 Relief Fund are available now! Apply on [jcunitedway.org](http://jcunitedway.org) These grants are rapid response and funds are available now. The fund currently has almost \$170,000. Applications may be submitted monthly for non-profit operational support (agency rent, utilities, salaries etc.) and COVID-19 mitigation and may be submitted as needed for supplementing basic needs (client assistance for rent/utilities/food etc.)

**Virtual Office Hours** appointments are available to answer questions about EFSP or applying for other funding and may be scheduled on [jcunitedway.org](http://jcunitedway.org)

Should you have any questions please feel free to contact us.

Cheri Massey,  
Administrator