



Jennings County Emergency Food and Shelter Program

Monday, February 1, 2021

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 38 application. Our local board thoroughly reviewed applications to evaluate vital elements and alignment with the National EFSP guidelines and intent.

After carefully considering the current needs, the local board decided the best defense was to help keep those struggling in their homes and chose to allocate the available funds for Phase 38 to rent and mortgage assistance. **We encourage all agencies to refer their clients in need of help to St. Vincent DePaul to access this rental/mortgage assistance.** We also want to assure our LRO's who are not funded this phase, that this decision is made in the best interest of our community and does set a precedence for future phases. We do not want this phase to discourage LRO's from applying in the future. These are unprecedented times and this is the first time I recall allocating the entire phase to a single LRO.

| Phase 38 Funds Allocations | | |
|----------------------------|-----------------|--------------------------------|
| Agency | Category | Phase 38 01/01/2020—05/31/2021 |
| St. Vincent DePaul | Rent / Mortgage | 12,123 |
| Jennings County United Way | 2% Admin | 247 |
| | | 12,370 |

Certification Forms- An automated notification email was sent from National EFSP today. 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. 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 38 must be kept and reported separate from previous phases.
- There are separate interim and final reports required for each Phase.
- Beginning with Phase 37, direct assistance must 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 appropriate EFSP Phase. 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



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- 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, please do. It will simplify the documentation for your final report.
- Interim & final reports- Save spreadsheet and all required documentation upload on efsp.jcunitedway.org by clicking "submit report".
- Failure to submit documentation to the local board by 3/1/2021 risks 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. 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.** If you document your full amount initially, that will be the same spreadsheet and documentation for the final report.

EFSP Manual- Please refer to the complete EFSP Manual, addendums and Key Changes available on 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 These grants are rapid response and funds are available now. 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

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

Cheri Massey,
Administrator