



Jennings County Emergency Food and Shelter Program

Tuesday, February 7, 2023

Dear Local Recipient Organization (LRO):

Thank you for applying for the Jennings County Emergency Food & Shelter Program (EFSP). The National EFSP distributes Federal funds awarded through the Department of Homeland Security to Local Boards to address needs in their local communities.

This letter is to officially inform you of the outcome of your application(s). Our Local Board (LB) thoroughly reviewed applications to evaluate vital elements and alignment with the National EFSP guidelines and intent.

Phase 40 Funds Allocations		Spend Period 11/01/2021—12/31/2022(unless extended by the local board)	
Agency	Category	Phase 40 SSA	
Good Samaritan Food Pantry	Other Food	2,344.00	
Wayside Inn Shelter	Mass Shelter	2,000.00	
Jennings County Senior Resource Center	Served Meals	1,000.00	
Jennings County United Way	2% Admin	109.00	
An automated notification will also be emailed from National EFSP.		\$5,453.00	

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.

Certification Forms- You must complete the required Certification Forms to trigger your first payment.

- **efsp.unitedway.org** After the email arrives from national EFSP, log into your LRO account. On the left-hand navigation menu under "Manage Personal Information", ensure contact, email, organization, and banking information is correct. Then select "LRO Plan" from the left-hand navigation menu. Please ensure the menu dropdowns are set to the correct Phase and "State Set Aside" Award Type. From the LRO Plan, you will be able to generate the required certifications by clicking the icon. The form will be sent to the email address on file to be signed via DocuSign.
- Once the LB Plan is approved by National EFSP, LROs with completed LRO Certifications will be eligible for first payments via Electronic Funds Transfer (EFT) to the account on file with National EFSP.

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

- **efsp.jcunitedway.org** Please submit your interim report to the LB now. If you can document the full award now, please do. **Interim report is due to the local board no later than 3/15/2023.**
- Interim & final reports to the Local Board- There are separate interim and final reports required for each Phase you are awarded funds. If you document your full amount initially, that will be the same spreadsheet and documentation (or corrected versions) for the final report. These reports include a required spreadsheet (template available on the national EFSP website) and all required documentation. Click "submit report" on efsp.jcunitedway.org Please remember, documentation for each Phase must be kept and reported separate from other phases.
- 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 our review of the reports submitted to the local board to verify



Jennings County Emergency Food and Shelter Program

that they are within the stated eligible costs of this program your second payment will be approved.

- Duplicated assistance is not allowed and must be repaid to national EFSP. Therefore, direct assistance must be tracked in CharityTracker(CT) to help prevent duplication of assistance.
 - In CT, on "Add Assistance", 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 to set the funding source
 - You can run an assistance report by funding source to reconcile.

Failure to comply with program guidelines, or accurately submit reports and documentation on time to the local board could result in the reallocation of funding. All parties must acknowledge these funds as Federal funds awarded through the Department of Homeland Security. Please refer to the complete EFSP Manual on efsp.unitedway.org.

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