



Jennings County Emergency Food and Shelter Program

Tuesday, May 28, 2024

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. Our Local Board(LB) thoroughly reviewed applications to evaluate vital elements and alignment with the National EFSP guidelines and intent.

This letter is to officially inform you of the Phase 41 Allocations and provide vital information on timeline and next steps to remain compliant with the program's requirements.

Phase 41 Funds Allocations		Spend Period 10/01/2022—12/31/2023(unless extended by the local board)	
Agency	Category	Phase 41	
Good Samaritan Food Pantry	Other Food	2,300	
Wayside Inn Shelter	Mass Shelter	2,530	
Society of St Vincent DePaul	Utilities	5,000	
Children's Bureau Inc.	Rent/Mortgage/Utilities	0	
Jennings County United Way	2% Admin	200	
An automated notification will also be emailed from National EFSP.		\$10,030	

1. Certification Forms- Complete the required Certification Forms to trigger the first payment. When the email arrives from national EFSP, log into your LRO account on **efsp.unitedway.org**. On the left-hand navigation menu under "Manage Personal Information", ensure contact, email, organization, and banking information is all correct. Then select "LRO Plan" from the left-hand navigation menu. Please ensure the menu dropdowns are set to the correct Phase and 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.

1. Interim & Final Reports & Documentation- to the Local Board(LB) and National There are Interim and Final reports required for each Phase and include a required spreadsheet (template available on the national EFSP website) and documentation. Interim & Final Reports are 2 steps- Submit the required spreadsheet and documentation to the local board for approval (efsp.jcunitedway.org) and submit only the amount to National (efsp.unitedway.org)

- **Step 1- Submit your interim report to the LB now** Click "submit report" on efsp.jcunitedway.org The spending period is 10/01/2022—12/31/2023, so you should be able to document the full award now or explain why you can't. **Interim report is due by 6/15/2024.** Documenting the full award amount in the interim report reduces the reporting burden. You can use the same spreadsheet and documentation for the Final Report.
- **Step 2- Submit the interim report/second payment request to national** You must log into your LRO account and submit the spent amount to trigger 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 that they are within the stated eligible costs of this program your second payment will be approved.



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CharityTracker(CT) Duplicated assistance is not allowed and must be repaid to national EFSP, which means our community loses it. Therefore, direct assistance must be tracked in CharityTracker(CT) to help prevent duplication of assistance.

- o 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.
- o For existing assistance, click "Edit" on the assistance record to set the funding source
- o 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.

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 this 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.

Office Hours appointments are available to answer questions and may be scheduled on jcunitedway.org

Reports are due to the local board:

Interim report is due 6/15/2024 and Final report is due 7/15/2024.

see the Quick Reference Guides and EFSP Manual for details.

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

Cheri Massey,
Administrator