

12/10/2019

5649-00 Greater Lincoln/Saunders Co. Area, NE

LRO 021

Brian Williard
Salvation Army
2625 Potter
Lincoln, NE 68503

LRO ID: 564900-021

RE: Account Status for Phase 36 LRO ID: 564900-021

The funds you are receiving are Federal funds as authorized under Public Law 115-141. The CFDA number for the Emergency Food and Shelter Program is 97.024.

If your LRO is receiving funds for the first time from EFSP, a check will be issued. However, you will need to complete the Electronic Funds Transfer Form (EFT) and submit it to the National Board, along with an original voided check from the account in which your agency wishes to have future funds deposited. EFSP will not issue any future payments to your agency via check. The form can be found on the website once you sign in using your log-in ID and password.

The Second Payment Request/Interim Report may be found on the Emergency Food and Shelter Program (EFSP) website, efsp.unitedway.org. You may now access the form and instructions online for submission to your Local Board. After signing in, select **Interim and Second Payment** from the menu on the left side of the screen.

Your Local Board has been notified that a payment has been issued to your LRO. They will also be notified that Second Payment Requests/Interim Reports and EFT Forms are available online for funded LROs.

As of today, our records indicate that your LRO has received the following awards(s) under this phase of the Emergency Food and Shelter National Board Program:

Award Amount	\$3,000.00
Award Adjustments	\$0.00
Award Total	<hr/> \$3,000.00

Your LRO may begin charging expenses against this total as of 10/01/2018. Funds must be expended prior to 03/31/2020.

To date, your LRO has received the following payment(s):

First (EFT E424551)	\$1,500.00
Bank Account ABA# 104910795 Acct# XXXXXXXXXXXX0937	
Deposited: 12/17/2019	
Subsequent (EFT E426039)	\$1,500.00
Bank Account ABA# 104910795 Acct# XXXXXXXXXXXX0937	
Deposited: 01/22/2020	
Payment Total	<hr/> \$3,000.00

Monies still due your LRO: \$0.00
Your award is paid in full

Sincerely,



Yvonne Walker
Vice President



FEMA

Fact Sheet

Emergency Food & Shelter Program (EFSP)

Program Overview and Purpose

The Emergency Food and Shelter Program (EFSP) is a federally-funded program administered by the Federal Emergency Management Agency (FEMA). Unlike FEMA's disaster assistance programs authorized under the Stafford Act, EFSP is authorized by the McKinney-Vento Homeless Assistance Act of 1987 (PL 100-77). Implementation of the EFSP is not contingent on a Presidential disaster declaration, and funds are not to be used to provide emergency assistance for circumstances that are the immediate result of a disaster situation.

The purpose of the EFSP is to supplement and expand the ongoing work of local social service organizations, both non-profit and governmental, to provide shelter, food and supportive services to individuals and families who have economic emergencies. Accordingly, EFSP funding is open to all organizations helping hungry and homeless people, as well as organizations that support those at risk of becoming hungry or homeless due to economic hardships.

Client Eligibility

The EFSP is a needs-based program for which clients must qualify. Local Boards may determine client eligibility for EFSP or use established LRO eligibility. Any criteria used must provide for assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation), sensitivity to the transition from temporary shelter to permanent homes, attention to the specialized needs of homeless individuals with mental and physical disabilities and illness, and to facilitate access for homeless individuals to other sources of services and benefits.

Eligible Program Services

Eligible services that LROs may provide to clients using EFSP funds are:

- Food, in the form of served meals or groceries
- Lodging in a mass shelter or hotel
- One month's rent, mortgage, and/or utility bill payment
- Transportation costs associated with the provision of food or shelter
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility
- Supplies and equipment necessary to feed or shelter people, up to a \$300 limit per item

we can only do this line

Program Structure and Administration

A national board, chaired by FEMA, with representatives from American Red Cross; Catholic Charities USA; The Jewish Federations of North America; National Council of the Churches of Christ in the USA; The Salvation Army; and United Way Worldwide, is the sole recipient of EFSP funds from FEMA and establishes the program's policies, procedures, and guidelines. United Way Worldwide also serves as the National Board's Secretariat and Fiscal Agent, administering the program on a day-to-day basis. In alignment with the program's mission, the National Board seeks to allocate funds to the neediest areas in the country, ensure fast response, foster public-private sector partnerships, ensure local decision-making, and maintain minimal, but accountable, reporting.

The National Board provides EFSP funds to local jurisdictions (counties or cities) based on an allocation formula using the most recent national population, unemployment, and poverty statistics. Those jurisdictions that qualify for an allocation must each convene a local board comprised of representatives at the local level of the same organizations as those on the National Board; a local government official must serve in place of the FEMA representative. In jurisdictions where affiliates of National Board agencies do not exist, other appropriate representatives should be invited to sit on the Local Board. For example, if there is no Catholic Charities, a comparable Roman Catholic group or a priest could serve. Each Local Board must have a tribal representative if the jurisdiction is located within or encompasses any federally-recognized tribal land, and each Local Board must have a representative who is homeless, formerly homeless, or a former recipient of program services.

Additionally, the National Board encourages organizations representing or serving the special emphasis groups named in the McKinney-Vento Homeless Assistance Act be included on Local Boards. These groups include the elderly, families with children, veterans, and the physically and mentally disabled.

Each Local Board decides which local social service organizations (called Local Recipient Organizations [LROs]) in their jurisdiction are to receive program funds. Local Boards publicly advertise the availability of funds in the print media and local social service organizations apply for the funds using their Local Board's written application process. Once the Local Board has made its funding determinations, it submits a Local Board Plan which appraises the National Board of the LROs selected and how the funds are to be used. The National Board then disburses funds directly to LROs that, along with their Local Boards, have met all program and grant requirements and have no outstanding compliance problems from prior years.

For more information in the Emergency Food and Shelter Program, please visit:
<https://www.efsp.unitedway.org/efsp/website/index.cfm>

Description: The Utilities category is intended to allow agencies to pay up to a one-month billed amount of a metered (electric, gas, water) or non-metered (propane, firewood, coal) utility bill for qualifying clients. Each household may receive this assistance only one time per spending period.

This Quick Reference Guide lists information on metered payments only; see **Utilities: Non-Metered Bills** for information on non-metered utility bill payments.

This Quick Reference Guide is provided to assist in the understanding of allowable costs and documentation requirements at a glance; it is not a substitute for the **EFSP Responsibilities and Requirements Manual (EFSP Manual)**. For more complete information on this category, please reference the **EFSP Manual**.

METERED BILLS

- Electric
 - Gas
 - ~~➤ Water~~
 - ~~➤ Sewer~~
- ← LES only for this period

Eligible Items:

- Past due utility bills or
- Current utility bill - When paying on current bill, LROs can pay either the actual usage amount reflected on the bill, or the current "budget" amount.

NOTE: Agencies may include the cost of "reconnection" fees in the payment.

Ineligible Items:

- Payments made on agency's own utility bills
- Payment for metered utilities exceeding a single one-month billed amount
- Any current utility payment dated more than 10 calendar days prior to the utility due date
- Payment on closed accounts
- Payments on TV cable, satellite, internet, and phone bills
- Payments for any type of fuel for automobiles
- Late fees, deposits or any other fees
- Any payments not made directly to the vendor

When paying on past due metered bills:

If you are paying on a cut-off/shut-off notice **OR** paying on a past due balance listed on a current bill, the agency must verify the 1-month billed amount of the total outstanding at the time of payment.

The verification must be with the vendor and must list the following:

- The month being covered (or 30-day period covered)
 - The amount billed for that month of actual usage only
 - The date that the payment was due that month
 - The total amount outstanding at the time of payment
- All of the amount paid by the LRO must be outstanding at the time of payment (the date the payment is made). It is strongly recommended that the agency obtain and

attach a billing and payment history from the utility company.

NOTE: Some utility bills cover more than one month of usage. Agencies must only pay a verified one-month billed portion. Do not use averaging.

NOTE: Door hangers will not be accepted in lieu of a bill.

Agencies are strongly urged to use the Metered Utility Verification Form in the EFSP Manual to confirm the 1-month billed amounts of past due balances.

When paying on current metered bills:

- All of the amount paid by the LRO must be outstanding at the time of payment (the date the payment is made).
- The payment cannot be made more than 10 calendar days prior to the utility bill due date.

Documentation Required:

Past due bills: Attach the bill or cut-off/shut-off notice, a Metered Utility Verification Form, or billing and payment history from the vendor. Also attach proof of payment: copy of canceled checks (front and back), or copy of uncanceled fronts of checks and bank statements. Check images included in bank statements are accepted. Debit card or electronic payments require bank statement that identifies the vendor by name. Credit card payments require canceled check payable to the credit card company. Debit and credit cards must be in agency's name. Payment receipts and check stubs are not sufficient.

Current bills: Attach the current bill (or billing and payment history) and proof of payment.

Spreadsheet for expenditures in this category:

A summary spreadsheet of all expenditures in this category must be provided. The spreadsheet must indicate specific criteria such as check number, check amount, EFSP amount, etc. Sample spreadsheets and instructions are available on the EFSP website, efsp.unitedway.org.

SPECIAL NOTE: Agencies may pay up to \$100.00 on any past due balance and not be required to present any verification of the billing period. However, the documentation must show that the entire payment amount was outstanding at the time of payment and other required information.

METERED UTILITY VERIFICATION FORM

This form must be completed in its entirety by the Local Recipient Organization providing services, as all information is required for each utility payment made with Emergency Food and Shelter Program funds. Metered utility assistance includes gas, electric and water for individuals or households. (The individual utility bill which shows the one month past due amount must be attached along with a copy of the proof of payment to this form to verify eligibility of expenditures.) Failure to provide complete, required information will result in a compliance exception.

The attached utility bill or client's billing and payment history from the vendor charged to the Emergency Food and Shelter Program supports the information provided below:

Client Information (required):

Name: _____

Customer Account Number: _____

Complete Address: _____
Street/City/State/Zip

Complete Service Address: _____
Street/City/State/Zip

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Utility Payment Type (Circle One):      Electric      Gas      Water

The attached bill covers \_\_\_\_\_ to \_\_\_\_\_ and is a one month billing period.

The attached bill is/was due on \_\_\_\_\_ (month/day/year).

The one month amount charges being paid from this bill are for (check one):

☐ current month's utilities    ☐ past due utilities.

The amount being paid of \$ \_\_\_\_\_ is for the month of \_\_\_\_\_ (month/year), which was due on \_\_\_\_\_ (month/day/year) and does not exceed one month's billing.

The payment being made by this agency is still entirely past due and is part of the total amount owed at the time this agency is providing payment.

EFSP guidelines allow for the payment of utility assistance up to 10 calendar days before it is due. No deposits, late fees or other service fees are eligible.

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Agency/LRO Use:

Because this information was not clearly stated on the attached bill, the information has been verified with the utility company and noted by service dates and one month amounts on the attached bill/history.

The following information must be completed:

Verified on (month/day/year): _____

Verified with (name of utility company) _____

Verified with (name of utility company staff) _____

Name of LRO staff conducting verification: _____

Signature of LRO staff conducting verification: _____

SAMPLE RENT/MORTGAGE DOCUMENTATION
(Copy onto agency letterhead or insert LRO name and address here)

This form must be completed in its entirety by the Local Recipient Organization (LRO) providing service, as all information is required, for each rent/mortgage payment made with Emergency Food and Shelter Program funds. Failure to provide complete, required information will result in a compliance exception.

Client Information: Date (month/day/year): _____
Client Name: _____
Client Address: _____
(complete street address)

(city/state/zip)

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Type of Assistance: Rent (check one) Mortgage (check one)
☐ Past due rent ☐ Past due mortgage
☐ Current month's rent ☐ Current month's mortgage
☐ First month's rent (effective/move in date _____) (month/day/year)

The monthly rent/mortgage payment is \$ _____

The total owed (including the amount above) is \$ _____

The one month amount being paid by this agency is \$ _____

The amount being paid is for the month of (month/year) _____

The one month amount being paid is/was due on (month/day/year) _____

The one month amount being paid is past due in its entirety at time of payment (check one): ☐ Yes ☐ No

EFSP guidelines allow for the payment of mortgage principal and interest only. Current rent/mortgage payments may be made up to 10 calendar days before the due date. First month's rent may be paid up to 30 days prior to move-in date. No deposits, escrow fees, late fees, etc. are eligible when providing assistance to individuals/households. First month's mortgages are not allowed.

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LRO Verification (To be completed by the LRO staff):

LRO Staff Name: _____

LRO Staff Signature: _____

Date (month/day/year): _____

Landlord/Mortgage Holder Verification (To be completed by the landlord/mortgage holder):

This is to confirm that rent/mortgage for _____ for the property
(name of individual or family)

at _____ with
(complete address, street number and name, city, state, zip code)

a monthly rent amount of \$ _____ (rent only: includes no deposits, late fees, or other charges) or with a mortgage
with a monthly payment of \$ _____ (principal and interest only; no escrow payments or other fees) is/was
due on _____ (month/day/year). The total amount currently owed is \$ _____. The individual/

family now has rent/mortgage due/past due for the month(s) of _____
(month/year)

Landlord/Mortgage Holder Name: _____ Phone: _____

Address: _____
(street/city/state)

Landlord /Mortgage Holder Signature: _____ Date (mo/day/yr): _____

Important: Payment will guarantee residency for an additional 30 days!