

To: Harris County Commissioners Court

Through: Adrienne M. Holloway, Ph.D., Executive Director, Community Services

Prepared By: Jared Briggs, Asst. Director Planning & Development, Community Services

Subject: Emergency Food and Shelter Program Phase 38

Project ID (If applicable): N/A

Purpose and Request:

Approval for Harris County Community Services Department to accept an award and execute an agreement with ACAM for the Emergency Food and Shelter Program Phase 38 funding in the amount of \$220,513 to assist approximately 838 eligible low-income families of Harris County with rent, mortgage and/or emergency utility assistance.

Background and Discussion:

The Federal Emergency Management Agency (FEMA) has announced its Phase 38 funding for the Emergency Food and Shelter Program (EFSP). This program was designed to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds to supplement the work of local social service organizations within the United States, both private and governmental, to help people in need of emergency assistance. Harris County Community Services Department (HCCSD) has been providing emergency rental and utility assistance with the use of EFSP funding for over 10 years. HCCSD wishes to continue to provide these needed services and put forth an application for EFSP Phase 38 funding to Alliance of Community Assistance Ministries (ACAM) with the approval of Commissioners Court. Now, HCCSD wishes to accept the award of EFSP Phase 38 funding and execute an agreement with (ACAM) for the purpose of assisting approximately 838 eligible low-income families of Harris County with rent, mortgage and/or emergency utility assistance.

Fiscal Impact:

Approval to accept the EFSP Phase 38 award and execute an agreement with ACAM will increase funding necessary to continue to assist low-income families with rent, mortgage and utility assistance. The additional EFSP Phase 38 funding of \$220,513 along with the non-EFSP funding of approximately \$850,000 for HCCSD's utility and rental assistance programs brings the total funding for HCCSD's Homeless Prevention assistance to over 1 million dollars.

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: HCCSD's Social Service programs providing rental, mortgage and utility assistance			
Existing Budget	\$324,268.31		
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
Existing Department Budget			
Please Identify Funding Source (General Fund, PIC, Special Revenue, Grant, Etc.)			
Grant – Emergency Food and Shelter Program Phase 38 *		\$220,513	
Total Sources		\$220,513	

Alternatives:

There are no alternatives as Harris County Community Services Department has already received notification of its award of EFSP Phase 38 funding. Furthermore, the Office of Social Services depend on this funding source to continue to adequately provide financial assistance to those families who are eligible and in need of emergency financial assistance.

Alignment with Strategic Objective:

- Reduce and prevent persons and/or families from experiencing homelessness
- Preserve housing stability through emergency financial assistance
- Improve quality of life through the utilization of grant funds
- Manage grants in compliance with federal, state and local statutes, rules and regulations
- Improve coordination and outreach with internal and external stakeholders

Attachments:

- EFSP Phase 38 Award Letter/Agreement



HARRIS COUNTY, TEXAS

COMMUNITY SERVICES DEPARTMENT

Adrienne M. Holloway, Ph.D.
Executive Director

8410 Lantern Point Drive
Houston, Texas 77054
Tel (832) 927-4704
Fax (713) 578-2090

February 12, 2021

County Judge Hidalgo and
Commissioner Ellis, Garcia, Ramsey, and Cagle

AGENDA LETTER

Please consider the following item on the Commissioners Court Agenda for February 26, 2021:

Approval for Harris County to accept an award and execute an agreement with the Alliance of Community Assistance Ministries (ACAM) for Emergency Food and Shelter Program (EFSP) Phase 38 funds in the amount of \$220,513 for the purpose of providing emergency rental and utility assistance to an estimated 838 eligible low-income families throughout Harris County.

Thank you for your assistance with this request.

DocuSigned by:

Adrienne Holloway

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Adrienne M. Holloway, Ph.D.
Executive Director

AH/MN/jb/sl/th



HARRIS COUNTY, TEXAS

Office of Budget Management 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application Award

Department Name / Number

DUNs

Grant Title

Community Services - 289	072206378	Utility and Rental Assistance '21
Funding Source: U.S. Department of Homeland Security: CFDA# 97.024	Grant Agency: Alliance of Community Assistance Ministries	
Program Year: 38 th	Program Ending:	
Grant Begin Date: 01/01/2021	Grant End Date: 05/31/2021	
Grant Org. Key: EFSP_PH38	If applicable, Prior Year Org. Key: FEMA_EFSP	

Grant Description:

Funded by the U.S. Department of Homeland Security, the Emergency Food and Shelter Program (EFSP) provides grants to help meet the needs of the hungry and homeless people throughout the United States. EFSP funds are used to provide food, lodging, one month's rent or mortgage payment, one month's utility bill, repairs to a mass feeding or shelter facility, and equipment necessary to feed or shelter people. Alliance of Community Assistance Ministries is a nonprofit organization that acts as the local distributor of EFSP funds.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$0.00	\$0.00	\$0.00
Non-Labor	\$220,513.00	\$220,513.00	\$0.00
Sub Tot. Incremental Cost	\$220,513.00	\$220,513.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$220,513.00	\$220,513.00	\$0.00

* under development

Full Time Equivalent Positions

Date Guidelines are Available

% of Positions Paid by Grant

Grant Submittal Deadline Date

Grant Discussion:

This award is related to an application approved by Commissioners Court on 12/1/20. The funds will be used to provide emergency rental and utility assistance to 838 households. The objective of this program is to financially assist eligible low-income residents with the payment of rent and utility bills using EFSP funds. There are no matching fund requirements for this program.

County Funded Cost Projection

Year	Required	Discretionary
2021	-	-
2022	-	-
2023	-	-
2024	-	-
2025	-	-

Completed by: Michael Mattingly Mattingly, Mike

Date: 2/16/21

Reviewed by: _____

Date: _____

WHEREAS, during the last grant cycle, Harris County Community Services Department (HCCSD) was awarded an amount of \$239,145.31 in EFSP Phase 37 funds to provide emergency rental and utility assistance to approximately 873 Harris County residents for a period of 12 months beginning on April 1, 2019 and ending on March 31, 2020; and

WHEREAS, HCCSD was also awarded a special allocation of \$85,123 in EFSP CARES funding to serve an additional 344 eligible Harris County residents directly impacted by COVID-19 totaling to \$324,268.31 in all EFSP funding awarded to Harris County for the Program Year 2020; and

WHEREAS, on December 1, 2020, Commissioners Court approved HCCSD's application to ACAM in the amount of \$399,000 for Phase 38 to continue providing emergency financial assistance for a period of 5 months beginning on January 1, 2021 and ending on May 31, 2021; and

WHEREAS, on February 5, 2021, HCCSD received notification from ACAM of its award for EFSP Phase 38 funding in the amount of \$220,513 with the grant term beginning on January 1, 2021 and ending on October 31, 2021; and

WHEREAS, now HCCSD wishes to accept the award and execute an agreement with ACAM for the Emergency Food and Shelter Program Phase 38 funding in the amount of \$220,513 to assist approximately 838 eligible low-income families of Harris County with rent, mortgage and/or emergency utility assistance.

NOW, THEREFORE, BE IT ORDERED BY THE COMMISSIONERS COURT OF HARRIS COUNTY, TEXAS THAT:

- Section 1: The recitals set forth in this order are true and correct.
- Section 2: The Executive Director of Harris County Community Services Department or her designee is authorized to accept the award and execute an agreement with Alliance of Community Assistance Ministries to provide emergency financial assistance.
- Section 3: The Executive Director of Harris County Community Services Department or her designee is authorized to provide additional documentation in relation to said grants.

**Harris County Community Services Department
Executive Summary**

**Alliance of Community Assistance Ministries
Emergency Food and Shelter Program Award – Phase 38**

February 23, 2021

The Federal Emergency Management Agency (FEMA) has announced its Phase 38 funding for the Emergency Food and Shelter Program (EFSP). This program was designed to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds to supplement the work of local social service organizations within the United States, both private and governmental, to help people in need of emergency assistance. On November 6, 2020, the Alliance of Community Assistance Ministries (ACAM), acting as the Local Board for the EFSP, released an application for EFSP Phase 38 funds.

During the last grant cycle, Harris County Community Services Department (HCCSD) was awarded an amount of \$239,145.31 in EFSP Phase 37 funding to provide emergency rental and utility assistance to approximately 873 Harris County residents. HCCSD was also awarded a special allocation of \$85,123 in EFSP CARES funding to serve an additional 344 eligible Harris County residents directly impacted by COVID-19 totaling to \$324,268.31 in all EFSP funding awarded to Harris County for the Program Year 2020.

On December 1, 2020, Commissioners Court approved HCCSD's application to ACAM requesting \$399,000 in Phase EFSP Phase 38 funding to provide emergency rental and utility assistance for a period of 5 months beginning January 1, 2021 through May 31, 2021.

On February 5, 2021, HCCSD received notification from ACAM of its award of \$220,513 in Emergency Food and Shelter Program funding for Phase 38 with the grant term beginning on January 1, 2021 and ending on October 31, 2021.

It is recommended that Commissioners Court grant approval for HCCSD to accept the award and execute an agreement with ACAM for the Emergency Food and Shelter Program Phase 38 funding in the amount of \$220,513 to assist approximately 838 eligible low-income families of Harris County with rent, mortgage and/or emergency utility assistance.

February 5, 2021

LRO 782800-071
 Harris County
 8410 Lantern Point Dr.
 Houston, TX 77093

To whom it may concern:

On behalf of the Department of Homeland Security/Federal Emergency Management Agency, the Emergency Food and Shelter Program (EFSP) National Board recently announced jurisdictional allocations for EFSP Phase 38. The Houston/Fort Bend and Harris Counties jurisdiction (782800) has been allocated \$2,411,969.00.

The EFSP Local Board, consisting of those agencies required by federal regulation, has approved funding recommendations for Local Recipient Organizations (LROs) in our jurisdiction. These recommendations were submitted in the Local Board Plan on February 3, 2021 for approval by the EFSP National Board. For EFSP Phase 38, the Local Board recommends that your organization be awarded the following amount in the following categories:

Category	Award Amount	Updated Program Targets
Rent/ Mortgage	\$ 88,205.00	103
Utility Assistance	\$ 132,308.00	735
Total Award:	\$ \$220,513.00	

The award amounts listed above are restricted for use to the respective categories. Any reallocation of these funds among categories requires prior written approval. The Local Board has the authority to reallocate funds during the program year to meet the needs of the community. Requests for reallocations should be in writing and emailed to the Alliance of Community Assistance Ministries (ACAM) at efsp@acamweb.org.

Program targets have been scaled to match your award amount and will be used in quarterly reports to measure program outcomes. The Local Board requires that each LRO submit quarterly reports of Phase 38 activities and expenditures for monitoring purposes. Reports are due the 10th day after the close of each quarter to efsp@acamweb.org. For example, for the period covering January 1, 2021 through March 31, 2021, the quarterly report is due on April 10, 2021. ACAM will distribute the reporting document including the updated targets within one month of the start of the spending period. All reports will be used to inform reallocations and future application processes.

In addition to the reporting document, LROs offering mass shelter, rent/mortgage assistance, and/or utility assistance are expected to download and submit a quarterly HMIS report for EFSP activities. All organizations offering these services are required to enter program data into HMIS. Please visit

www.homelesshouston.org/hmis-v2 to review all information about HMIS, register for trainings, and establish EFSP Funded programs. Be advised that new user training is required for each agency representative entering data into the HMIS system.

Consideration of continued EFSP funding will be based on funding availability as well as satisfactory performance by Phase 38 LROs. Performance factors assessed by the Local Board will include but are not limited to:

- Achieving program outcomes and maintaining budgetary targets
- Expenditures of funds by program end date
- Accurate and on-time submission of reports
- Accurate submission of program audit materials
- Adherence to the audit timetable
- Adherence to EFSP regulations

Payments will be made on the EFSP National Board’s timeline pending clearance of all compliance exceptions and document requests. The EFSP National Board has not yet announced the spending period for Phase 38; you will receive written notification once the spending period is announced. All LRO expenditures and payments must be within the spending period. Additionally, the Local Board may have the option to extend the Phase 38 spending period at a later date.

Please sign and return a scanned copy of this letter to Joshua Kulak at efsp@acamweb.org. If you have any questions, please direct them to the email directly above. Thank you for the service you provide to those in need in the community.

Sincerely,

Christy Lambright

Christy Lambright, Chair, EFSP Local Board

CC: Joshua Kulak, EFSP Local Board Contact, ACAM

I certify that I am duly authorized to bind the listed agency to the terms of this agreement and do hereby agree to and accept the terms set forth above.

Adrienne M. Holloway
Printed Name

Executive Director
Title

DocuSigned by:
Adrienne Holloway
AFF8C7FA25EE418
Signature

2/11/2021
Date