

**EMERGENCY FOOD AND SHELTER PROGRAM  
AWARD ANNOUNCEMENT – PHASE 40**

**February 27, 2023**

Good afternoon,

The Tarrant County Emergency Food and Shelter Program (EFSP) Local Board met recently to consider allocation of the \$930,016 available to our community in Phase 40 funding. The EFSP Local Board decision of allocation was based on the presented need by Local Recipients Organizations (LROs) and ensuring that we allocated funding to cover the geographic area.

**Tarrant County Department of Human Services: \$30,416 Rent/Mortgage**

*The program year for use of Phase 40 EFSP funds is retroactive to November 1, 2021 and will go through December 31, 2023. All funds must be committed within this allotted period.*

Please confirm via email that you received this award letter immediately to [marrington@ccdofw.org](mailto:marrington@ccdofw.org).

Each LRO is responsible for following instructions for use and documentation of these funds in accordance with the standards set by the National Emergency Food and Shelter Board. Please note that all reporting and documentation regarding audits is expected to be turned in on time when notified by the board. Late reports can jeopardize your organization's future funding as well as funding for the entire county. Each LRO is responsible for documenting the use of funds and handling any audit findings or repayments of funds for any disallowed costs.

We do hope that your organization's use of this source of funds can go as far as possible in our joint efforts to assist Tarrant County residents in need.

Sincerely,

Michelle Arrington  
EFSP Local Board Authorized Contact

## EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

### PHASE 40 LOCAL RECIPIENT ORGANIZATION CERTIFICATION

*By signing this Local Recipient Organization (LRO) Certification Form, our agency certifies we have read and understand the Emergency Food and Shelter Program (EFSP) Phases 39/ARPAR/40 Responsibilities and Requirements Manual, including the Grant Agreement Articles, Financial Terms and Conditions, and Other Terms and Conditions as well as the Eligible and Ineligible Costs and Documentation sections and agree to comply with all program requirements. Our agency understands that all parties will be held accountable for complying with the provisions of the grant as well as full compliance with applicable requirements of all other Federal laws, Executive Orders, regulations, and policies governing this program including those not specifically stated in the Manual. All appropriate staff and volunteers have been informed of EFSP requirements. The Local Board has been provided and we have retained a copy of this form for our records.*

I certify that my public or private agency:

- Has the capability to provide emergency food and/or shelter services.
- Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- Is nonprofit or an agency of government.
- Will not use EFSP funds as a cost-match for other Federal funds or programs.
- Has an accounting system, and will pay all vendors by an approved method of payment.
- Understands that cash payments (including petty cash) are not eligible under EFSP.
- Conducts an independent annual review if receiving \$50,000-\$99,999/an independent annual audit if receiving \$100,000 or more in EFSP funds, and follows OMB's Uniformed Guidance if receiving \$750,000 or more in Federal funding.
- **Has not received an adverse or no opinion audit.**
- Is not debarred or suspended from receiving Federal funds.
- Has provided a Federal Employer Identification Number (FEIN) to EFSP.
- **Has provided a Unique Entity Identification (UEI) number and required associated information to EFSP. UEI numbers are requested in, and assigned by, the System for Award Management (SAM.gov).**
- Practices non-discrimination (agencies with a religious affiliation, will not refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling in any program receiving Federal funds).
- Will not charge a fee to clients for EFSP funded services.
- Has a voluntary board if private, not-for-profit.
- Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, other proof of payment, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program date and return any unused funds (\$5.00 or more) to the National Board.
- Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.
- Will not use EFSP funding for any lobbying activities and if receiving \$100,000 or more, will provide the "Certification Regarding Lobbying" and, if applicable, will complete Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- Will not and will ensure its employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

**PLEASE ENSURE THIS INFORMATION IS ACCURATE BEFORE SIGNING.**

LRO ID #: 837600013  
 FEIN #: 75-6001170  
 UEI#: DBH1UNN8U5J3  
 LRO Legal Name: Tarrant County Department of Human Services  
 Address: 1200 Circle Drive, Suite 200 Fort Worth TEXAS 76119  
 Phone #: 817-531-5641  
 Fax #: 817-531-5648  
 Email: MLHeckman@TarrantCountyTX.gov  
 LRO Contact: Michele Heckman

Signature:

Date:

SIGNED AND EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

COUNTY OF TARRANT  
STATE OF TEXAS

By: \_\_\_\_\_  
Tim O'Hare  
County Judge

APPROVED AS TO FORM:

*Craig Price*  
\_\_\_\_\_  
Criminal District Attorney's Office\*

\*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.

CERTIFICATION OF FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_

\_\_\_\_\_  
Auditor

Date: \_\_\_\_\_