

March 18, 2015

Ms. Zulma Solero
City of North Port
Division of Social Services
6919 Outreach Way
North Port, FL 34287

Dear Ms. Solero:

The Local FEMA Board met on Friday, February 20, 2015 and is pleased to announce that your Agency has been awarded funds for Phase 32 for the following services:

Rent/Mortgage Assistance \$7,908

Please note that the Phase 32 spending period is from July 1, 2014 – September 30, 2015.

As a grantee, your agency is called a “Local Recipient Organization” (LRO). It is required that you download the Phase 30 Responsibilities and Requirements Manual from the EFSP website and review the following sections closely:

- Local Recipient Organization’s Responsibilities (pages 33-38)
- Financial & Other Terms and Conditions (pages 47-53)
- Program Costs (pages 55-56)
- Eligible Program Costs (pages 57-64)
- Ineligible Program Costs(65-66)
- Required Documentation (pages 69-70)
- Who Must Submit Documentation (page 71)
- Sample Forms, Letters & Guidance (page 78)
- Audit/Review Requirements (85)
- Utility Documentation Guidelines (87)

NOTE: There are changes to the program; therefore LROs need to read the “Key Changes and Clarifications” and the “Phase 32 Addendum” to the “Phase 30 Responsibilities and Requirements Manual”.

Enclosed with this notice are the following documents:

- Key Changes and Guideline Clarifications
- Phase 32 Addendum to the Phase 30 Manual
- Phase 32 Agency Allocations Spreadsheet
- Local Recipient Organization Form

Each LRO is required to sign and date the current LRO Certification form (enclosed). The National Board’s LRO Certification form has significant changes from prior phases. It has been updated for Phase 32. The LRO Certification form must be completed, signed and either faxed or emailed to 941-365-4368 or saustin@uwsuncoast.org by **Tuesday, March 24, 2015** in order for your allocation to be included in the Board Plan. Then please mail the original signed copy to:

Shelle Austin
United Way Suncoast
1800 2nd Street, Ste. 102
Sarasota, FL 34236
328-6973

To: Ms. Zulma Solero
Date: March 18, 2015
Page 2

The Local FEMA Board also has a few reminders:

- **Requirements for funding distribution to help clients are not as restrictive as other sources and should be entirely used by the funding year end.**
- **FEMA funding is open to all Sarasota Citizens not only for the LRO agency clients.**
- **To ensure fiscal control and funding expenditure, internal communication at each LRO is needed between the agency's Financial Department and Social Service Department.**
- **Communication with other social service agencies is necessary to avoid duplication of clients.**
- **If funding is not being spent down in a timely fashion, contact the Local FEMA Board through United Way Suncoast, Sarasota Area Office to request a formal re-distribution.**
- **You are highly encouraged to implement the Homeless Management Information System (HMIS) within your organization by contacting Jackie McNeil at 941 955-8987 press #2, then press #1.**

United Way Suncoast is the administrative entity for the FEMA funds. Half of your total award amount will be electronically transferred to your Agency by FEMA. Please note that if you have changed EFT banking information, you are required by the National Board to notify them in writing of any changes. For EFT processing, an original voided blank check and EFT authorization form must be submitted by the LRO directly to the National Board. The EFT authorization form may be printed from the EFSP website.

The LRO Interim Reports and Second Payment Requests will be due to the United Way office immediately after they have been made available on the EFSP website. (NOTE: You do not need to wait until you have spent your first allocation, you may submit your report as soon as you have access to it). You will be notified when the final reports will be due.

The FEMA Board and United Way Suncoast look forward to working with you again this year.

Sincerely,

Nancy DeLoach
Local FEMA Board Chair

Catherine A. Knight
Sarasota Area President