

PHASE 30 LOCAL BOARD PLAN CERTIFICATION

The Local Board has selected agencies that meet the EFSP requirements, including but not limited to:

- Has the capability to provide emergency food and/or shelter services.
- Proposes to use funds to supplement or expand existing programs and services.
- Is nonprofit or an agency of government.
- 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 \$25,000-\$49,999/an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding.
- Is not debarred or suspended from receiving Federal funds.
- **Has not received an adverse or no opinion audit.**
- Practices nondiscrimination (those agencies with a religious affiliation must agree not to refuse service to an applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds).
- Does not charge any client a fee for services funded by EFSP.
- Has a private, not-for-profit voluntary board.
- Will provide all required reports and documentation, as requested, to the Local Board in a timely manner.
- Will expend monies only on EFSP eligible costs.
- Will spend all funds and close out the program by the jurisdiction's selected end-of-program deadline.
- 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.
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

This also certifies that the Local Board agrees to or has complied with the following roles and responsibilities:

1. Invited National Board agencies and/or their local affiliates to participate on the Local Board. **Has included a homeless or formerly homeless person as a member of the Local Board.** Has included a Native American to participate on the Local Board where a federally recognized reservation lies in or encompasses the jurisdiction. Has considered adding additional board members to broaden community representation including special emphasis groups (e.g., elderly, families with children, Native Americans, veterans, and mentally and physically disabled).

2. Has elected a chair.
3. Has advertised locally via print media, the availability of funds, including the acknowledgement of the Federal funding source and has waited 5 business days before allocating funds.
4. Has promoted the program to all agencies with the capacity to provide emergency food and/or shelter assistance, including those on Native American reservations, not just those represented on the Local Board.
5. Has held meetings to decide which local private or public agencies should receive grants and determined the amount of grant funds to each, will monitor expenditures of funds and eligible cost compliance at the local level, and will ensure all funds are properly spent before the jurisdiction's end-of-program date.
6. Has established a written appeals process for participation or funding by funded or non-funded agencies.
7. Has submitted the Local Board Certification with the Local Board Plan, Board Roster, LRO Certification forms and Certification Regarding Lobbying forms (as needed) to the National Board by the specified deadline.
8. Has ensured that each LRO is not debarred or suspended from receiving Federal funds.
9. Will provide technical assistance on EFSP guidelines and requirements to LROs.
10. Will coordinate with state agencies that administer food, utility, and other Federal assistance programs.
11. Will reallocate funds within a jurisdiction or LRO, as necessary, (e.g., from food to shelter). If funds are transferred from one LRO to another, will notify the National Board and affected LROs in writing as promptly as possible or before the specified deadline.
12. **Understands that if deadline dates given by the National Board to Local Boards and LROs for the submission of second payments, EFT forms and reallocations and resolution of compliance problems are not met, that the remaining unpaid funds for the jurisdiction will be forfeited and reclaimed by the National Board.**
13. **Will submit Final Reports to the National Board on expenditures and LROs' programs after jurisdiction's selected end-of-program date as required.**
14. Will ensure that any funds unspent (\$5.00 or more) at end-of-program are promptly returned to the National Board.
15. Will obtain and review for accuracy all Final Reports for LROs and documentation for specified LROs and will forward to the National Board. Will require fund reimbursements from LROs in the event of expenditures violating the eligible costs under this award.
16. **Will remain in operation until all program and compliance requirements of the National Board have been satisfied.**
17. Will retain all records related to the program for three years from the end-of-program date; more than three years, if necessary, until compliance issues are resolved.

Note: If your Local Board has additional requirements beyond the National Board's, please indicate by checking the box next to this statement and submitting the written mandates to the National Board with this form.

Please do not alter this form; any questions regarding the form should be directed to EFSP staff.