

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

LOCAL BOARD PROCEDURES AND MONITORING

Please feel free to duplicate this paper in whole or in part as needed.

Local Board Procedures: Local Boards must establish and follow regular procedures. The National Board requires Local Boards to select one of two meeting options. Local Boards may either meet quarterly or semiannually and submit meeting minutes with their Final Report. The National Board meets monthly and encourages Local Boards to meet quarterly. Meetings may be conducted via conference call. A majority of members must be present for the meeting to be official, and attendance and decision-making minutes must be kept. A suggested meeting schedule for quarterly meetings is:

Winter*: Allocation of EFSP award; determine end date for spending period

Spring: Monitor LROs activities (review financial and/or service documentation)

Summer*: Ensure all second check requests have been submitted to National Board; review previous phase's compliance status; reallocate funds if necessary; confirm end date for spending period

Fall: Determine funding priorities for future funding

*This is the suggested meeting schedule for Local Boards opting for semiannual meetings. If the semiannual option is selected the Local Board must have procedures in place to ensure that all Local Board responsibilities regarding determining funding priorities, monitoring LRO activities, etc. take place.

Meeting minutes must be approved by the Local Board at the next meeting. Minutes must be available to the National Board, federal authorities, and the public upon request. Other public information that must be provided on request includes local board membership, local recipient organizations funded, and services funded.

Local Boards are also responsible for setting funding priorities by determining which services will be available and the amounts to be spent. This is the first step in the allocation process. The next step is the allocation of funds to agencies best able to provide the priority services.

MONITORING: Once LROs are selected for funding, the board should share the responsibility for monitoring the agencies. Local Boards are required to monitor agencies, both for service provision and eligibility of expenditures. There are many different ways of monitoring; however, each funded agency should be monitored in some way. The National Board requires that each agency submit to the Local Board an interim report on expenditures, which is forwarded to the National Board with the agency's second payment request. In addition, the National Board encourages the Local Board to establish a formal monitoring process.

During the course of the program Local Boards may ask the agencies to submit their documentation for review, conduct site visits of the agency, etc. The Local Board may also request that any funded agency provide them with a copy of the agency's most recent annual audit.

Site visits can be used to further validate the appropriateness of expenditures, that equipment purchased is on site and in use, sign-in sheets and case records are being kept and in order, number of individuals the facility can accommodate, etc.

For those agencies claiming the per diem for mass shelter or mass feeding clients, the Local Board is encouraged to ask for documentation in addition to the per diem/per meal schedule required by the National Board. That is, Local Boards should examine *daily* sign-in sheets to verify number of clients and agency expenditures to determine that costs charged to the EFSP are related to the provision of mass shelter or mass feeding and not used for other programs.