

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM (EFSP)

LOCAL BOARD STAFF RESPONSIBILITIES

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

HOW ARE LOCAL BOARDS STAFFED: In many cases, the Chair of the Local Board also performs all necessary administrative duties for the Local Board. However, many Local Boards find that having one central point of contact through a designated staff person to be helpful.

HOW IS THE LOCAL BOARD STAFF SELECTED: Generally, the chair either performs the staff function or assigns someone to staff the EFSP in their community from the Chair's own organization. Some Local Boards request a specific agency (not the Chair) to staff the program.

FUNCTION OF THE STAFF: The Local Board staff usually serves as the point of contact in their jurisdiction. The staff person also serves as the liaison between the Local Board and the funded agencies as well as between the Local Board and the National Board. They perform the necessary administrative duties for the Local Board such as arranging meetings, taking meeting minutes, answering LRO questions regarding their funding, eligibility, and compliance issues, assist with monitoring LROs, filing necessary paperwork with the National Board, etc. Most Local Board staff have other organizational responsibilities in addition to the EFSP. **The staff may not make decisions for the Local Board on funding, eligibility, compliance, reallocation, or other programmatic issues.**

COMMUNICATION WITH THE LOCAL BOARD STAFF: The National Board keeps a file on every jurisdiction funded as well as a computer database of all Local Boards. The Local Board staff may serve as the point of contact for the National Board in a jurisdiction instead of the Chair. **Any communication from the National Board must be shared immediately with the Local Board Chair and Local Board members.**

The Local Board staff should share with the Local Board members the manual published for each phase of the program. Unfortunately, the National Board cannot print enough manuals for every Local Board member. The Preamble and sections on Local Board Responsibilities, LRO Responsibilities, and Eligible/Ineligible Costs are important sections and should be duplicated for Local Board members.

HOW IS THE STAFF POSITION FUNDED: If a Local Board finds it necessary to have a dedicated staff person, the administrative allowance granted to the jurisdiction may be used for funding. The administrative allowance is limited to 2% of the jurisdiction's award. A portion or all of the administrative allowance may be used to perform the necessary functions of the Local Board. Many of the organizations staffing the program do not charge administrative costs to the Emergency Food and Shelter Program, opting instead to allocate the 2% allowance to direct program costs.