

## **LOCAL BOARD CERTIFICATION FORM**

This certifies that the local private or governmental agencies selected as LROs reflected on the attached plan, have certified they meet the following criteria to receive funds for emergency food and shelter programs:

- Is not debarred or suspended from receiving Federal funds,
- 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 or fiscal agent/fiscal conduit approved by the Local Board, and will pay all vendors by LRO check, LRO vendor issued credit card or LRO debit card,
- Conducts an independent annual review/audit if receiving \$25,000/\$50,000 or more in EFSP funds, OMB Circular A-133 if receiving \$500,000 or more,
- 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 jurisdiction's selected end-of-program deadline,
- Has no known EFSP compliance exceptions in this, or any other jurisdiction,
- Has read, understands, and agrees to abide by the EFSP Responsibilities and Requirements Manual.

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 organization 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 American, veterans, and mentally and physically disabled).
2. Has elected a chair.
3. Has advertised locally via print media, the availability of funds and has waited 5 business days before allocating funds. Has promoted the program to all agencies with the capacity to provide emergency food and/or shelter assistance, not just those represented on the Local Board, including those on Native American reservations.
4. Has held meetings to determine which local private or public agencies should receive grants and the amount of grants, 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 spending end date.
5. Has secured and retained all signed LRO certification forms.
6. Has established a written appeals process for participation or funding by funded or non-funded agencies.
7. Has submitted Local Board Certification Form with Local Board Plan (including LRO pages) and Board Roster to the National Board by the specified deadline.
8. Has ensured that each LRO is not debarred or suspended from receiving Federal funds.

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9. Will provide technical assistance on EFSP guidelines and requirements.
10. Will ensure that each LRO has read, understands, and agrees to abide by the EFSP Responsibilities and Requirements Manual.
11. Will coordinate with state agencies that administer food, utility, and other Federal assistance programs.
12. 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 August 15, 2010.
13. Understands that if deadline dates given by the National Board to Local Board and LROs for the submission of second payments, EFT forms, reallocations, and resolution of compliance problems are not met, that the remaining unpaid funds for the jurisdiction will be reclaimed by the National Board.
14. Will submit final reports to the National Board on expenditures and LRO's programs within 45 days after jurisdiction's selected end-of-program date.
15. Will ensure that any funds unspent (\$5.00 or more) at end-of-program are promptly returned to the National Board.
16. Will retrieve 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 the LROs in the event of expenditures violating the eligible costs under this award.
17. Will remain in operation until all program and compliance requirements of the National Board have been satisfied.
18. Will retain all records related to the program for three years from the end-of-program date and records on compliance issues until resolved.

The Local Board certifies that public notice of availability of these funds appeared in print in the \_\_\_\_\_ (local newspaper) and was read on \_\_\_\_\_ (local radio/TV) on \_\_\_\_\_, 2009/2010.

This Local Board will meet: \_\_\_ quarterly or \_\_\_ semiannually (select one). We understand that if meeting semiannually, copies of meeting minutes must be included with the Phase 28 final report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair (print name)

\_\_\_\_\_  
Local Board ID #

\_\_\_\_\_  
Chair (Signature)

**Note:** Please indicate below at least one alternate authorized signature which is acceptable for processing your jurisdiction's paperwork (i.e., Local Board Plans, Second Payment Requests, etc.) to be used in the absence of the Local Board Chair.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position w/Local Board

\_\_\_\_\_  
Position w/Local Board