

LOCAL BOARD CHECKLIST

(to complete the Phase 29 Local Board Plan process)

The following steps must be completed by the deadline printed on the Local Board Plan.

- ___ 1. Convene a Local Board with representation as stated in the Responsibilities and Requirements Manual.
- ___ 2. Elect a chair.
- ___ 3. Advertise and promote availability of funds for eligible agencies to apply.
- ___ 4. Review applications from local agencies (Note: applications are provided by the Local Board).
- ___ 5. Determine eligibility of agencies; select recipients and determine award amounts.
- ___ 6. Secure signed Local Recipient Organization (LRO) Certification forms for this award from each LRO -- retain a copy of these forms with your files, (do not send these forms with the plan).
- ___ 7. Complete the Local Board Plan in its entirety, including updating the Local Board Roster via the EFSP website, www.efsp.unitedwav.org.

Important:

A. **Local Board Certification**—Please ensure that the information below is provided on the Local Board Certification.

- Local Board Certification is signed by the Chair and all other authorized signers.
- Advertisement (local newspaper ad) information is provided.
- Local Board's meeting frequency (semi-annually or quarterly) for the Phase.
- Spending Period Extension Request, (if extension date is not selected, the end date to spend the funds will be September 30, 2011).

The Local Board Chair and all authorized signers must sign the Local Board Certification indicating that they agree to comply with the program requirements. The Local Board submission is incomplete without the completed and signed Certification. If the Certification is unsigned, the Local Board will be notified and it will cause a delay in receipt of funding to LROs.

B. **Local Board Roster**—The Local Board Roster must be completed with **all** of the required information below for each member.

- individual's contact name
- complete name of the organization/agency affiliation (including affiliation code)
- business mailing address, including zip code + 4
- phone number
- fax number
- valid business e-mail address

This information is used to refer agencies seeking funding; clients seeking assistance or others needing to contact Local Boards or Local Recipient Organizations.

Remember to indicate homeless participation and list the representative on the roster. Make any necessary changes or corrections. **Please delete any non-current members.**

C. **Local Recipient Organizations' (LROs') Information**—Provide complete and accurate information for all agencies selected for funding.

- complete legal name (acronyms are not acceptable), not the agency's program
- required responsible officer information (first/last name, address, telephone, fax, business email address)
- add/change target population and/or agency affiliation information, as necessary
- Federal Employee Identification Number (FEIN); no payments can be made without this! **The FEIN number of the LRO must match the legal name of the LRO.***
- Dun and Bradstreet Number (DUNs) and associated information**

The Local Board Plan will be used to generate payments, which will be sent directly to the funded LROs. All LROs previously funded in the jurisdiction are listed on the Local Board Plan page of the website. **The Local Board is not required to fund these LROs.** If funding these LROs, review the addresses and all other information for accuracy. New LROs should be added with all of the required information above; the National Board will assign LRO numbers. **The minimum award per LRO is \$500.00.**

Remember that only 2% of the LROs' awards may be used for administration. The minimum award to an agency is \$500. If the funds allocated to an agency are solely for administration, the award may be less than the \$500 minimum. The Local Board may choose to use the full 2% administration or a portion of it for administrative expenditures.

Please note that a **Certification Regarding Lobbying** form must be submitted for any LRO receiving \$100,000 or more. Do not send EFT banking information at this time for new or existing LROs.

All LROs are required to sign and send the Local Recipient Organization Certification form to the Local Board at the beginning of the spending period.***

D. **Appeals Process**—Set-up and maintain a written appeals process to hear disputes from LROs. Please reference the Phase 29 Responsibilities and Requirements Manual for guidance.

E. **Submission to National Board**—After completing the Board Plan on the website, print and submit the completed and signed Local Board Certification and Roster to the National Board. **DO NOT MAIL AND FAX THE MATERIALS TO THE NATIONAL BOARD.**

The completed Local Board Plan will be reviewed and approved, if all requirements have been met. **Failing to complete the Board Plan in its entirety will result in the delay of initiating payments to the LROs.** An LRO may expect to receive its first payment approximately one month after approval of the Local Board Plan. The Final Report from the previous phase must have been received. The LRO can have no known outstanding compliance exceptions in any jurisdiction from prior phases, including Phase 28 and ARRA, if already reviewed. The National Board will not pay LROs with any known outstanding compliance exceptions in any jurisdiction.

IMPORTANT. . PLEASE NOTE THE DATE ON YOUR LOCAL BOARD PLAN. THIS IS THE DATE YOUR COMPLETED LOCAL BOARD PLAN IS DUE BACK TO THE NATIONAL BOARD.

Additional LRO Information

*The National Board requires all LROs to have a Federal Employer Identification Number (FEIN). If an LRO does not have an FEIN, the LRO must apply to the IRS for this number. There is no charge for an FEIN, and the required form is the SS-4. All agencies funded through fiscal agents are also required to provide an FEIN to the National Board to receive a grant. **Grants will be held until this information has been provided.**

**The National Board requires all LROs to have a Data Universal Number System (DUNS) number. If an LRO does not have a DUNS number, the LRO must apply to Dun and Bradstreet for this number. There is no charge for the DUNS number. Please see the enclosed instructions for LROs needing to obtain a DUNS number. The DUNS number and associated information must be provided.

If the agency has a fiscal agent, the agency's legal name should read, "NAME OF FISCAL AGENT", fiscal agent for "NAME OF AGENCY" (e.g., *ABC Community Action fiscal agent for: ABC Food Pantry*). All of the remaining information should pertain to the fiscal agent. If the LRO normally uses a P.O. Box, the street address must also be listed on the Plan. Any LRO that has been funded directly in the past and is now funded through a fiscal agent or was funded through a fiscal agent and is now being funded directly, is considered new and should be listed on the blank form provided. Only the National Board can assign LRO numbers to these agencies. If the LRO is serving as a fiscal conduit (see the Phase 29 manual – fiscal conduit for further information), it should be listed only once on the Local Board Plan. This "umbrella" must then provide a supplemental listing showing all agencies benefiting from the funding along with breakdowns of spending and units of service with the Final Report.

*****All participating LROs must sign a Local Recipient Organization Certification Form at the beginning of the spending period or a Fiscal Agent/Fiscal Conduit Agency Relationship Certification Form (available on the website). The Local Board must retain the forms for their records; do not send LRO Certification Forms to the National Board, unless requested. These forms are subject to review for compliance, if requested.**

Funding Categories

A. SERVED MEALS - This category pertains to basic, nutritional, hot, or cold prepared meals that are served by the LRO or delivered to clients. Food costs for meals served in a shelter should be included here.

B. OTHER FOOD - This category includes food vouchers for food orders, food boxes, or food purchased by food banks and food pantries. Diapers are to be reported in the "Supplies/Equipment" category.

C. MASS SHELTER (on-site) - This category pertains to LROs that will use funds to provide shelter within their own facility. Diapers are to be reported in "Supplies/Equipment" category. Food served in a shelter is **not** included here.

D. OTHER SHELTER - This category pertains to LROs that will use funds to provide shelter outside of their own facility (motel, SRO, other non-EFSP funded shelter).

E. SUPPLIES/EQUIPMENT - This category includes any essential supplies and equipment (as well as diapers) purchased for use in a mass feeding or sheltering facility or for use by food banks/food pantries. Maximum expenditure is \$300 per item.

F. RENT/MORTGAGE - This category pertains to LROs that will use funds to provide clients with rent/mortgage assistance (one month only per client/family).

G. UTILITIES - This category pertains to LROs that will use funds to provide clients with utility assistance (one month only per client/family).

H. ADMINISTRATION - The amount is limited to 2% of the total award the LRO is to receive rounded (up or down) to the nearest whole dollar – NO CENTS. The full amount available for administration within the jurisdiction is listed in the award letter. **This amount is a part of the total award to the jurisdiction, not in addition to the award figure.** The jurisdiction may not exceed this amount.

J. TOTAL AWARD – The total award is the sum of funds allocated to the individual categories for the agency. **Only whole dollar amounts may be allocated!**

PLEASE REFER TO THE PHASE 29 RESPONSIBILITIES AND REQUIREMENTS MANUAL AS WELL AS 'KEY CHANGES/REMINDER' PAGES FOR ADDITIONAL INFORMATION.

Please contact the National Board staff if you have any questions at efsp@unitedwav.org or (703) 706-9660.