

**LOCAL RECIPIENT ORGANIZATION CERTIFICATION FORM**

Please review the following Local Recipient Organization (LRO) Form carefully. It is the agency’s responsibility to ensure that all items are adhered to during the program year, if awarded EFSP funds. **Signing this form does not guarantee funding.** This form is used only to certify that your agency is eligible to receive Emergency Food and Shelter funds.

As a recipient of Emergency Food and Shelter National Board Program Funds made available for Phase 27 and as the duly authorized representative of \_\_\_\_\_, I certify that my public or private organization:

- Has the capability to provide emergency food and / or shelter services;
- Will use the funds to supplement and extend existing resources and not to substitute or reimburse ongoing programs and services;
- Is nonprofit or agency of government;
- Has an accounting system or fiscal agent approved by the Local Board, and will pay all vendors by LRO check, LRO vendor issued credit card or LRO debit card;
- Will conduct an independent annual review/audit if receiving \$25,000 or more in EFSP funds;
- Understands cash payments (including petty cash) are not eligible under EFSP;
- Has a federal Employer Identification Number (FEIN);
- Practices non-discrimination (LROs with a religious affiliation will not refuse service to an eligible applicant based on religion, nor engage in religious proselytizing or religious counseling with Federal funds);
- Has a voluntary board if private, not-for-profit;
- Will comply with the Phase 27 Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and will inform appropriate staff or volunteers of EFSP requirements;
- Will provide all required reports to the Local Board in a timely manner; (e.g. Second Payment/Interim and Final Reports);
- Will expend monies only on eligible costs and keep complete documentation (copies of cancelled LRO checks – front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after the end of the program;
- Will spend all funds and close-out the program by my jurisdiction’s selected end-of-program date and return any unused funds to the National Board (\$5.00 or more; make checks payable to United Way of America/Emergency Food and Shelter National Board Program);
- Will provide complete documentation of expenses to the Local Board, if requested, no later than one month following my jurisdiction’s selected end-of-program date;
- Will comply with the Office of Management and Budget Circular A-133 if expending \$500,000 or more in Federal Funds;
- Will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving \$100,000 or more in EFSP funds, if applicable; and,
- Has no known EFSP compliance exception in this or any other jurisdiction.

\_\_\_\_\_  
Executive Director  
or similar authority (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name