

# INSTRUCTIONS FOR COMPLETING EFSP LOCAL BOARD REPORT

The Local Board Report (LBR) should include only the expenditures made monthly with funding received from the EFSP. Do not report overspending from your agency's own resources or other funding sources, only EFSP funds received.

The spending reported by program category must be supported by documentation for that program category. Failure to provide appropriate expenditures by category may result in a compliance exception and delay future funding, if awarded.

The enclosed one page LBR form is to be used to report all of your Local Recipient Organization's (LRO) EFSP expenditures on a monthly basis and is due back to the Local Board on the 10<sup>th</sup> of the month following the month of service. LBR's and documentation of expenditures are to be submitted every month for the year, even after the contract has been fulfilled.

## SPENDING PERIOD

Sacramento, Placer, and Yolo Counties  
El Dorado and Alpine Counties

October 1<sup>st</sup> – September 30<sup>th</sup> of following year  
December 1<sup>st</sup> – September 30<sup>th</sup> of following year

## SIGNATURES ON LBR

The LRO Representative must sign the LBR before it is forwarded to the Local Board.

## SACRAMENTO, PLACER, AND YOLO COUNTIES

Since a new grant year has already begun, please fill out a LBR for services provided since the beginning of the spending period, one report per month, beginning with October. If you do not want to charge expenses back to October or prior to receiving the money, fill out those months with zeros, but do send forms in for all months. No second check requests will be honored until all reporting forms are up to date.

## EL DORADO AND ALPINE COUNTIES

Since a new grant year has already begun, please fill out a LBR for services provided since the beginning of the spending period, one report per month, beginning with December. If you do not want to charge expenses back to December or prior to receiving the money, fill out those months with zeros, but do send forms in for all months. No second check requests will be honored until all reporting forms are up to date.

## CALCULATING SERVICE UNITS AND EXPENDITURES

### SERVICE UNITS

- A. Total # This Month = total service units provided for this month, from all funding sources for that component. For example, with EFSP and other funding sources, 50 motel vouchers were provided or 1,000 meals were served.
- B. # EFS This Month = total service units provided for this month, only from EFSP funds for that component. For example, out of 50 motel vouchers provided, 10 were provided with EFSP funds alone.
- C. # EFS reported prior months = total service units provided for from prior months with only EFSP funds, beginning from the first month of the spending period. Be careful of formulas

in the electronic form. For example, for a Sacramento County agency, a January report will include: *Oct. (200 meals) + Nov. (150) + Dec. (250) = Jan. (600 meals)*

- D. # EFS Services Report To Date = total service units provided for since the beginning of the spending period to date, including the current month's.
- E. Total # EFS Contracted = total service units as contracted with the Local Board. This number is located in your "Agreement for Provision of Emergency Food and Shelter Services" under "Units to be Provided" and does not change for the entire spending period.
- F. % of EFS Contracted Services = percentage of service units provided as contracted.

#### EXPENDITURES

- G. Total \$ This Month = total EFSP expenditures for this month for that component, from EFSP funds only.
- H. \$ Reported Prior Months = total EFSP expenditures from prior months with only EFSP funds, beginning from the first month of the spending period but not including this month's expenditures. Be careful of formulas in the electronic form.
- I. Total \$ Expended to Date = total EFSP expenditures since the beginning of the spending period to date, including the current month's.
- J. Total Budget = total amount awarded by the Local Board. This number is located in your "Agreement for Provision of Emergency Food and Shelter Services" under "Award Amount" and does not change for the entire spending period.
- K. % of Budget Expended = percentage of award amount spent since the beginning of the spending period.
- L. \$ Budget Remaining = total award amount unexpended.

#### ELECTRONIC LOCAL BOARD REPORT

A downloadable copy of the Local Board Report Form is available on the Sacramento Regional EFSP website (<http://www.communitycouncil.org/efsp/files>). The Excel file includes all twelve months' reports and formulas already embedded in the cells. **BE CAREFUL TO NOT DELETE THE FORMULAS FROM THE CELLS.**

The following columns will have formulas embedded in the cells:

- # EFS Reported Prior Months
- EFS Services Reported to Date
- % of EFS Contracted Services
- Total \$ This Month (Mass Meals and Mass Shelter components only)
- \$ Reported Prior Months
- Total \$ Expended to Date
- % of Budget Expended
- (\$)Budget Remaining
- "I certify that the above information..." – input your administrative address in this box and the information will copy itself through all 12 months' reports.

Two different Local Board Report forms are on the website. One is for Sacramento and Yolo Counties and the other is for Placer and El Dorado Counties. If your agency was contracted to provide mass meals and/or mass shelter, those documentation forms are on the website as well. See further instructions in "Packaging Documentation" (page 4).

Remember to double-check your work and preview before printing!

## EXPENDITURES CATEGORIES & DOCUMENTATION REQUIRED

All expenditures for eligible activities under EFSP must be made by **LRO check or credit/debit cards to vendors providing services**. LRO checks cannot be made payable to clients, volunteers or staff, even for reimbursement. Cash payments are not allowed, including petty cash payments, internal transfers, or journal entries. **STATEMENTS are not acceptable.** See manual.

- **FOOD CLOSETS** – Direct cost of food purchased for the distributions of bagged groceries to individual clients as approved by the Local Board are allowable. Supplies purchased for the preparation or serving of food is ineligible.  
**Documentation:** dated, itemized receipts for food purchased **and** canceled checks or front copy of check(s) and copy of bank statement highlighting cleared checks.
- **MASS MEALS** – direct cost of food or per meal allowance to provide ready-to-eat meals, served on-site or delivered.  
**Documentation:** If not using per diem, same documentation required as food closets. If using per-diem allowance, fill out per-diem schedule for meals served per day with EFSP funds but supporting documentation must be retained onsite.
- **FOOD VOUCHERS** – Vouchers to grocery stores or restaurants, food bought from food banks or grocery stores. Food transportation costs are ineligible.  
**Documentation:** Dated, itemized receipt/vouchers for food purchased **and** canceled checks or front copy of checks and copy of bank statement highlighting cleared checks.
- **FOOD BANKS** – Direct costs of bulk food for distribution to food closets. Food transportation costs are ineligible.  
**Documentation:** same documentation required as food vouchers.
- **MASS SHELTER** – Per night allowance (\$12.50) to provide lodging at SRO, mass shelter, etc. Blankets and cots are eligible but clothing, except for underwear, is ineligible.  
**Documentation:** Per-diem schedule for clients served per night with EFSP funds. Supporting documentation must be retained onsite.
- **SHELTER VOUCHERS** – Direct cost of providing shelter night(s) at a motel or hotel for an individual or family. Please record the number of nights' lodging provided per person per night.  
**Documentation:** Dated, itemized receipt/vouchers for food purchased **and** canceled checks or front copy of checks and copy of bank statement highlighting cleared checks.
- **RENT/MORTGAGE ASSISTANCE** – Payment of a client's rent or mortgage for one month to pay for the first month's rent or to prevent eviction.  
**Documentation:** Dated, signed letters from landlords (must include amount of one month's rent **and** due date) and canceled checks. Example: 3 day pay-or-quit notice. Record the number of bills paid per individual or family from this category in the LBR.
- **UTILITY ASSISTANCE** – Payment of a client's utility bills for one month (gas, electricity, water, and sewer services). Record the number of bills paid per individual or family from this category in the LBR.  
**Documentation:** See enclosed "Utility Documentation Guidelines" for requirements.

## PACKAGING DOCUMENTATION

LROs receiving awards from more than one jurisdiction must report separately for each jurisdiction. **DO NOT COMBINE JURISDICTIONS.**

LROs must submit all documentation with the monthly Local Board Report to the Local Board for its review. **Please direct all mailing Melissa Ortiz-Gray**, Project Manager, Sacramento Hunger Coalition, CSPC, 909 – 12<sup>th</sup> Street, Sacramento, CA 95814. You may fax or email in your report to meet the reporting deadline but the original report and documentation must follow in the mail. Fax (916) 447-7052 or email [mortiz-gray@communitycouncil.org](mailto:mortiz-gray@communitycouncil.org). **Do not submit documentation directly to the National Board.**

**Do not submit the originals of the documentation; legible copies are sufficient.** If original documentation is submitted to the National Board, it will not be sent back. **Please maintain all originals for your records. Copies that are not legible will be treated as compliance exception** and thus may cause delay in future funding.

- STEP 1: Make copies of canceled checks, both FRONT and BACK sides. Refer to the EFSP Manual if your bank does not return your agency's checks.
- STEP 2: Separate copies of canceled checks by program category (food, mass shelter, rent.mortgage, utilities, etc.)
- STEP 3: Select one program category (example: food) to start.
- STEP 4: Attach copy of canceled check, front and back, to copy of supporting documentation (invoice, food voucher, etc.). If one check covers more than one invoice, attach all covered invoices and an adding machine tape equal to the amount of the invoices that agrees with the amount written on the check, if purchased with EFSP funds.
- STEP 5: Continue this process (Step 4) until you have accounted for all canceled checks and supporting documentation for that one category (food as the example)
- STEP 6: Bundle (staple, rubberband, etc.) all the checks and supporting documentation for that one program category, food, and place summary adding machine tape on top and mark it "food".
- STEP 7: Select second program category (example: mass shelter) and repeat steps 4-6. Continue the same procedure through all program categories for which the award was granted.
- STEP 8: **Complete the Local Board Report by placing the categories' figures and units of service in the appropriate spaces on the report.**
- STEP 9: The Executive Director or an appropriate LRO Representative must sign the Local Board Report in the space marked "Executive Director".
- STEP 10: Submit the original completed LBR to the Local Board.

**QUESTIONS?** Contact Melissa Ortiz-Gray at (916) 447-7063 x 335