

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

Self-Certification and Checklist LRO FINAL REPORT – Phase 32

- Review the Local Recipient Organization Final Report to make certain that all information regarding the LRO is complete and accurate.
 - Check to be sure that the dollar amount reflected for total dollars paid is accurate.
 - Ensure that category expenditures (A-I on the Final Report) add up to the grand total of **Net Expenditures** listed on **line 5**, in the upper right section of the Final Report. **NOTE:** Be sure to provide the numbers for units of service provided, where required. The Final Report cannot be reviewed if units of service are not provided.
 - **Ensure completed expenditure spreadsheets are submitted for each funded category. The amount of EFSP spending on the spreadsheets must equal the amount reported on the Final Report. (Reference the sample spreadsheets.)**
 - The LRO must perform a self-certification review for each expenditure attributed to the LRO's EFSP award. Each expenditure must be certified to ensure the expense:
 - was incurred during the LRO's spending period for the Phase represented on the Final Report.
 - was paid either during the spending period or if incurred late in the spending period, was paid no more than 90 days after the invoice date.
 - has a vendor originated invoice or receipt that:
 - is dated
 - is itemized
 - has cost per item
 - has total cost
 - has the due date
 - contains items which are eligible
 - has proof of payment
 - The LRO's signature on the Final Report certifies that the self-certification was done for each expenditure submitted.
 - Check to see if the LRO is required to provide annual audit information. If an agency has received a combined total of \$25,000 or more from this program in one or more jurisdictions, annual review or audit information must be provided. **NOTE:** If the agency has received \$25,000 or more, the Local Board is required to indicate whether or not there were findings in the audit/review. If yes, the audit/review and the Management Response to findings must be submitted with the Final Report.
- NOTE:** The outside audits submitted, must have been completed in either 2014 or 2015. Any audit dated prior to 2014 will not be accepted.
- Check to see if the LRO does or does not have to submit documentation. This is noted in a box in the center of the LRO Final Report Form. If an LRO is unsure of its submission status, they should contact their Local Board. Please see instructions for properly packaging documentation.
 - Be sure that the Local Recipient Organization Authorized Signature is provided where required (lower left hand corner of the LRO Report). If the signature is missing, it will result in a compliance exception and delay of any future funding to the agency.
 - If an agency received funds in more than one jurisdiction, the documentation, if requested, and Final Report and spreadsheets must be packaged separately for each jurisdiction to submit to the Local Board(s).