

Glossary of EFSP Terms

Award: the dollar amount granted to either a jurisdiction as a whole or an individual LRO.

Begin Date: the date the LRO can start charging expenses to the program; one day after the prior Phase ended.

Closeout: the process by which the National Board determines that all applicable administrative actions and all required work of the award have been completed.

Documentation: proof of payment, invoices, per diem schedules, vouchers, letters, mileage logs or schedules, etc. to support expenditures.

DocuSign: an e-signature and workflow solution. All Local Board Plans, Local Recipient Organization Certifications, Fiscal Agent/Fiscal Conduit Relationship Certification Forms, Lobbying Certifications, Second Payment Requests, Final Reports and Spending Period End Date Extension Requests must be electronically signed using DocuSign.

Eligible Costs: charges made against EFSP funds that the National Board determines to be allowable in accordance with the legislation.

End Date: the date by which all funds must be expended; this date is selected annually by the Local Board.

Final Report: annual report filed by each Local Board and LRO of expenditures of program funds.

Fiscal Agent: an LRO that maintains all EFSP financial records for another agency.

Fiscal Conduit: an LRO that maintains all EFSP financial records for more than one agency under a single award.

Ineligible costs: charges made against EFSP funds that the National Board determines to be disallowed in accordance with the legislation.

Jurisdiction: city, county or combination receiving funds through EFSP.

Local Board: decision-making body for each jurisdiction.

Local Board ID Number: the unique 6-digit number which identifies each Local Board.

Local Board Chair: elected head of the Local Board authorized to sign documents on behalf of the jurisdiction.

Local Board Contact: person in a jurisdiction serving as the primary point of contact.

Local Recipient Organization (LRO): refers to the local private or public agency that will receive any award of funds from the National Board.

LRO ID Number: the unique 9 digit number which identifies each LRO within a jurisdiction.

Manual (Responsibilities and Requirements): the written rules and regulations for the Emergency Food and Shelter National Board Program.

Mass Feeding: A facility that prepares and serves congregate meals for clients in a program operated by an LRO.

Mass Shelter: A facility that has the capacity to provide accommodations for at least 5 clients per night at a single site operated by the LRO.

National Board: the governing body responsible for the administration of the EFSP.

Phase: the grant cycle.

Phase Spending Period: the period of time in which a jurisdiction has to spend its entire EFSP award. The spending period may vary for each jurisdiction. (See Begin Date, End Date.)

Second Payment/Interim Report: the form necessary for the LRO to submit to the Local Board and National Board for release of their second half of an award which reflects their program spending of the first payment.

State Set-Aside (SSA) Committee: the decision-making body for each state receiving funds to award to jurisdictions with a need not reflected or greater than reflected in the statistics used by the National Board in the funding formula.