(1) Each area designated by the National Board to receive funds shall constitute a Local Board. In a local community where there are affiliates of the United Way of America; The Salvation Army; the National Council of Churches of Christ in the U.S.A.; Catholic Charities, U.S.A; Council of Jewish Federations; and the American Red Cross; which are represented on the National Board, they must be invited to serve on the Local Board. The National Board mandates that if a jurisdiction is located within or encompasses a federally recognized Indian reservation, a Native American representative must be invited to serve on the Local Board. All Local Boards are required to include in their membership a homeless or formerly homeless person. Local Boards should seek recommendations from LROs for an appropriate representative. Local Boards that are unable to have homeless or formerly homeless representation must still consult with homeless or formerly homeless individuals, or former or current clients of food or housing services for their input. The County Executive/Mayor, appropriate head of local government or his or her designee will replace the FEMA member. An agency's own governing board is not an acceptable substitute for a Local Board. Local Boards are encouraged to expand participation and membership by inviting or notifying minority populations, other private non-profit organizations and government organizations; the jurisdiction should be geographically represented as well.

The members of each Local Board will elect a chair. Local Board membership is not honorary; there are specific duties the board must perform. If a member cannot regularly attend meetings, the member should be replaced by another representative of the member's designated agency. If a member must be absent from a meeting, the member's organization may designate an alternate.

(2) If a locality has not previously received funding and is now designated as being in high need, the National Board has designated the local United Way to constitute and convene a Local Board as described above. If there is no local United Way, or it does not convene the board, the local American Red Cross, the local Salvation Army, or a local government official will be responsible for convening the initial meeting of the Local Board.

If a locality has previously received National Board funding, the former chairman of the Local Board will be contacted regarding any new funding the locality is designated to receive. Each award phase is new; therefore, the Local Board is a new entity in every phase. The convener of the Local Board must ask each agency to designate or redesignate a representative every program year.

(3) The Local Board must establish and follow regular procedures. The National Board encourages Local Boards to hold at least two meetings: a meeting to allocate the grant and a second to monitor LRO activities. A majority of members must be present for the meeting to be official. Attendance and decision-making minutes must be kept. Meeting minutes must be approved by the Local Board at the next meeting. They must also be available to the National Board, Federal authorities, and the public on request.

(4) The Local Board will have 25 working days after the notification of the award selection by the National Board in which to advertise and promote the program and consider all

promote the program and consider all private voluntary and public organizations for participation, including those on Indian reservations. Consideration must be given to any agency providing or capable of providing emergency food and shelter services, not only those represented on the Local Board or affiliates of State or national organizations. Advertising must take place prior to the Local Board's allocation of funds. Failure to advertise properly will delay processing

of the jurisdiction's board plan. (5) The Local Board selects and recommends which local organizations should receive grants and the amounts of the grants. Since member agencies of the Local Board may also apply for funding, care must be taken that every applicant is judged by common, consistent criteria. Local Board members should strive to use sound judgement and fairness in their approach. The Local Board should be prepared to justify an allocation of onethird (1/3) or more of its total award to a single LRO. NOTE: The minimum grant per LRO is \$300 and only wholedollar amounts may be allocated.

(6) Local Boards are responsible for monitoring LROs that receive over \$100,000 in Federal funds and ensuring that they comply with, OMB Circular A–133.

- (7) Local Boards must complete and return all required forms to the National Board. (Local Board Plan, Local Board Certification Form, and Local Board Roster).
- (8) Local Boards shall secure and retain signed forms from each LRO certifying that program guidelines have been read and understood, and that the

LROs will comply with cost eligibility and reporting requirements.

(9) Local Boards must establish a system to ensure that no duplication of service occurs within the expenditure categories of rent, mortgage or utility assistance (RMU).

(10) Local Boards must notify the National Board of changes in the Local Board chair, staff contact, or LRO contacts, including complete addresses and phone numbers.

(11) Local Boards that determine they can better utilize their resources by merging with neighboring boards may do so. The head of government or his or her designee for each jurisdiction must sit on the merged board, along with agency representatives from each jurisdiction. The merged Local Board must ensure that the award amount designated for each civil jurisdiction is used to provide assistance to individuals within that jurisdiction.

(12) Local Boards are required to be familiar with current guidelines and to provide technical assistance to service providers. Advice and counsel can be provided by National Board staff.

(13) An appeals process must be established to address participation or funding including, where deemed appropriate, the involvement of individuals not a part of the dispute in the decision, to hear and resolve appeals made by funded or non-funded organizations, and to investigate complaints made by individuals or organizations. Appeals should be handled promptly. Cases that cannot be handled locally should be referred in writing to the National Board and include details on action that has been taken. Cases involving fraud or other misuse of Federal funds should be reported to the Office of the Inspector General, FEMA, in writing or by telephone at 1-800-323-8603.

(14) The chair of the Local Board or his or her designated staff will be the central coordination point of contact between the National Board and the LRO selected to receive assistance from EFSP. To facilitate program coordination, the chair of the Local Board will contact the State agencies through which surplus food and other Federal assistance are provided.

(15) If requested by the National Board, the Local Board should nominate an appropriate feeding organization to receive surplus food from Department of Defense commissaries.

(16) Local Boards will be responsible for monitoring programs carried out by the LROs they have selected to receive funds. Local Boards should work with LROs to ensure that funds are being used to meet immediate food and