



UNITED WAY OF  
GREATER LOS ANGELES

**LOS ANGELES COUNTY EMERGENCY FOOD AND SHELTER PROGRAM  
REQUEST FOR PROPOSALS  
Phase 40**

**Key Dates**

**Application Opens: Monday, February 27, 2023**

**Informational Webinar #1: Thursday, March 9, 2023, 3:30 – 5:00 PM**

**Informational Webinar #2: Tuesday, March 14, 2023, 1:00 – 2:00 PM**

**Application Closes: Thursday, March 23, 2023, 11:59 PM**

**Awards Announced: Late April**

## BACKGROUND

United Way of Greater Los Angeles (UWGLA) believes we can accomplish more together than alone. By combining community power, donations, and new solutions to long-standing challenges, we can support neighbors in crisis and close the prosperity gap. Through investments like the Emergency Food and Shelter Program, we aim to support households across Los Angeles County with food and shelter resources to promote economic and housing stability.

The Emergency Food and Shelter Program (EFSP) is a federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) to supplement local jurisdictions' efforts to combat housing and food insecurity. The funds are managed nationally by United Way Worldwide, also known as National EFSP (National), who identifies the local allocation of the federal funding for each qualifying county.

EFSP is managed in Los Angeles County by a board comprised of program staff and leadership from local social service organizations and government organizations. The Los Angeles EFSP Local Board requests applications on behalf of EFSP for the County of Los Angeles. UWGLA administers the request for proposals and application process as well as program oversight and compliance.

This Request for Proposals (RFP) aims to identify nonprofit organizations and local government organizations to provide services in alignment with the program intent in high need areas of Los Angeles County. This funding intends to support and supplement the efforts of organizations providing services to alleviate food and housing insecurity in Los Angeles County. Program funding is supplemental and meant to expand ongoing programming rather than provide start-up or pilot funds to organizations.

## EFSP ELIGIBILITY

*All organizations applying for EFSP funding must meeting the following minimum requirements:*

- Be a nonprofit or government organization with a Federal Employer Identification Number (FEIN).
- Have a Unique Entity Identifier (UEI). To obtain a UEI, visit: [sam.gov](https://sam.gov). DUNS numbers are no longer accepted for federal funding.
- Be in operation for at least 3 years.
- Provide services in Los Angeles County for the funding categories requested.
- Have a valid email address for program communication and electronic signature processes.
- Practice nondiscrimination. Agencies with a religious affiliation wishing to participate in the program must not refuse services to an applicant based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds.
- Have an accounting system or fiscal agent approved by the local board that can help support the following financial criteria:
  - Not be debarred or suspended from receiving Federal funding.
  - Have a checking account to be able to sign up for electronic financial transfer for grant payments.
  - Be able to conduct all related financial transactions with an organizational bank account or credit card (no cash payments allowed for EFSP expenditures).
  - Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds.

- Conduct annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance).

## PHASE 40 FUNDING OVERVIEW

### Funding Availability

EFSP defines grant cycles as “Phases.” The Los Angeles County Emergency Food and Shelter Program (EFSP) has been awarded \$5,902,469 for Phase 40.

### Spending Period & Funding Disbursement

The spending period for Phase 40 will run from **November 1, 2021, through December 31, 2023**. Grantees can charge eligible, properly documented expenditures back to the beginning of the spending period. At the discretion of National, spending periods may also be extended.

Grantees must spend down all awarded funds within the grant period set by National and the local board. Grantees must return unspent funds to National or another EFSP grantee at the direction of the local board.

Awards will be disbursed in two even installments, the first shortly after the time of award and the second following the submission of an interim report. All awards will be paid by National via direct deposit. Cash or check payments will not be issued. Organizations with compliance issues from previous issues may experience a delay in payments.

### Funding Categories

The local board will consider applications in the funding categories detailed below. Eligible expenditures for each funding category can be reviewed by clicking the links in each section.

Applicants may apply for funding in multiple categories of funding. While all categories will be considered for funding, in Phase 40 the Board is particularly interested in applications that showcase supports for homelessness prevention programs within Rent/Mortgage Assistance and Other Food.

Funding Categories
<a href="#">Rent/Mortgage Assistance</a> : Funding may be used for rent/mortgage arrears and/or due within 10 days. First month’s rent can be covered up to 30 days in advance. Payment must ensure at least an additional 30 days of housing. Rental assistance may cover up to 3 months of rent per phase. Grantees must make payments directly to a landlord, property manager, or mortgage holder.
<a href="#">Other Shelter (Hotel/Motel Assistance)</a> : Funding for off-site emergency lodging (room and tax only) in a hotel/motel is limited to 90 days of assistance per individual per phase.
<a href="#">Mass Shelter</a> : Funding for mass shelters with 5 or more beds where there are no fees charged and no religious requirements. Eligible expenditures include anything related to sheltering, such as shelter monitor staff, other direct shelter staff, utilities, or supplies for shelter.

**Served Meals:** Funding for a meal program. Typically, these are meals at a shelter or dining center. Eligible expenditures include services or purchases related to feeding such as food, spices, paper plates, silverware, a cook’s salary, a pro-rated portion of utilities, and some equipment. Meals can now be charged at a rate of \$3.00.

**Other Food (Food Pantries and Food Banks):** Funding for food pantries, food banks, or agencies that provide food boxes or groceries. Organizations can purchase food such as canned goods, pasta, produce, some supplies, diapers, and feminine products. Grocery and restaurant gift cards or vouchers may also be considered as well as transportation and mileage.

**Supplemental Funding Uses**

- **Supplies:** Only organizations applying for Mass Shelter, Served Meals, or Other Food funding are eligible to use funds for supplies. Some examples of eligible expenditures include plastic bags and boxes for food, shelving, small freezers, cooking utensils, first-aid supplies, pillows, toothpaste, soap, and cleaning materials. Expenditures under this category are limited to a maximum amount of \$300.00 per item.

**PHASE 40 APPLICATION**

**Total Request Amount**

New and returning applicants may apply for funding in multiple categories. Total request amounts across all categories must fall within the ranges listed in the chart below.

Type of applicant	Minimum Request Amount Across Funding Categories	Maximum Request Amount Across Funding Categories
New EFSP applicant (all organizations not funded in Phase 39 / ARPA-R)	\$10,000	\$300,000
Returning EFSP awardee	\$10,000	\$500,000*

\*For returning EFSP Awardees, no more than \$1,010,000 is eligible to be requested across BOTH funding categories within Phase 40 and funds awarded Phase 39/ARPA-R. For example, if you are a returning awardee and were awarded \$500,000 in the last phase you would be eligible to apply for \$510,000 through Phase 40. Within the application organization will be able to explain where spending pace on previous phase may require higher funding consideration within Phase 40.

EFSP funds are intended to supplement, expand, and/or enhance existing programs. As a result, the EFSP board requires that within each of the funding categories:

- New applicants may not request more than 30% of their current program budget.
- Applicants that have previously been awarded EFSP funds may submit funding requests not to exceed 50% of their current program budget in each of the funding categories.

Based on funding availability and at the discretion of the local board, awards may differ from the amount requested in an application.

### Informational Sessions

Prior to submitting an application, we encourage all applicants to thoroughly read the information provided in this RFP as well as the [EFSP Manual](#). Two informational sessions will be hosted related to this RFP and application process. We encourage all applicants to attend one of the following informational sessions:

Thursday, March 9, 2023, from 3:30 – 5:00 PM via Zoom. Register here (required):  
<https://us06web.zoom.us/j/81729080078?pwd=cklhL2IndU5qeGJwWHBqZFhaemxGZz09>

Tuesday, March 14, 2023, from 1:00 -2:00 PM via Zoom. Applicants do not need to register for this session. <https://us06web.zoom.us/meeting/register/tZ0udu2sqDwjH9EkeGKelcUVUnJS4KUK79Jo>

### RFP Questions Information

The local board will also provide updates and maintain an updated FAQ document on the [United Way Grantseekers webpage](#). Application questions may be emailed to [esfp@unitedwayla.org](mailto:esfp@unitedwayla.org) with the subject line “EFSP RFP.” Relevant questions will be answered within 2 business days through Monday, March 20, 2023.

### Submission Process

The application will be open through Thursday March 23, 2023, via electronic submission on [Survey Monkey](#).

Applicants that have recently applied for EFSP funding in Phase 38, [Phase 39](#), and/or [Phase ARPA-R](#) should use Survey Monkey logins previously created. If your organization is unsure if it has a login, contact [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org).

Only one application will be considered per organization. Late or incomplete applications may not be considered. Applications missing answers to any required questions or missing required attachments may be considered incomplete.

## SCORING & EVALUATION

The EFSP funding process is highly competitive, and not all eligible applicants may be funded. All applications will undergo an initial screening for completeness, satisfaction of minimum requirements, and alignment with EFSP goals and priorities. Only applications meeting the minimum eligibility criteria will be considered, reviewed, and scored. Applications satisfying the initial screening will be assessed and scored based on the scoring guidelines outlined below.

Grantees will be selected based on the scoring and evaluation guidelines below. Applications will be reviewed by UWGLA staff, qualified volunteers, and the local board.

Area of Evaluation	Points	Description of Evaluation
Organizational Overview	5 points	Applicant meets the minimum eligibility and complete organizational information in its entirety.

Capacity and Budget	15 points	Applicant demonstrates organizational financial viability through an independent financial audit, accountant's review, or other financial statements. Additionally, applicant has a diverse set of funders and is in good standing to apply for public funding.
Funding Request	5 points	Applicant completes all essential information in alignment with funding rules and restrictions.
Program Information, Need, & EFSP Alignment	35 points	Applicant demonstrates clear alignment with EFSP goals to combat food and housing insecurity through program structure and staffing. Applicant shows how its program serves high-need communities in Los Angeles County at a scale significant to the communities it serves.
Past Success and Predicted Outcomes	20 points	Applicant demonstrates measurable successes and outcomes and has a clear vision of how the funds will be used to enhance its program.
Program Monitoring and Financial Oversight	20 points	Applicant demonstrates ability to appropriately staff and monitor the progress of its program, including the process of spending down funds. Strong applicants clearly illustrate the organization's financial processes to track and make payments to vendors and appropriate parties.
<b>TOTAL</b>	<b>100 points</b>	

*Additional Review Considerations*

- Prior performance and compliance issues may be considered in the evaluation of applications submitted by organizations that have previously been awarded EFSP funds. This may include unspent or reallocated funds, and pace of spending on active awards.
- The local EFSP Board will also consider the balance of investments to ensure awards are made across all eligible categories, as qualified applications are received.

**Appeals Process**

- Applicants not selected for an award have the right to appeal, provided that an appeal is based upon board violations of program regulations only as set forth in the [EFSP Manual](#). No appeals will be considered based on scores or award level.
- A written appeal must be submitted within the timeline indicated in your notification email.
- Applicants considered for an appeal will have the opportunity to present an appeal to the local board or a committee of local board members. Applicants will be notified in writing of the outcome of an appeal.

**REPORTING & COMPLIANCE**

**Funding Restrictions**

EFSP funding is meant to be supplemental funding, and as such, applicants should not regard EFSP funding as part of their annual operational funding base. EFSP funding is meant to meet specific emergency needs.

Additionally, administrative and operational funds are typically not awarded to EFSP grantees. Certain programmatic staffing may be charged to EFSP in the Served Meals, Other Food, and Mass Shelter categories. Applicants are strongly encouraged to review all funding restrictions detailed in the [EFSP Manual](#) from National.

All expenditures charged to EFSP must be properly documented in accordance with the [EFSP Manual](#) and are not considered final until acceptance of a grantee's final report by the local board and National. Grantees may be required to return funds to National for expenditures deemed ineligible by the local board or National.

### **Reporting**

At minimum, grantees will be required to submit interim and final reports for each phase in which they are funded. Additional reporting may be required at the direction of the local board. Reporting templates and processes will be provided by the local board.

Grantees must comply with all federal and local guidelines, rules, and reporting for EFSP. Lack of responsiveness, compliance, and cooperation with UWGLA, National, or the local board may result in a reduction or reallocation of a grantee's award. Grantees must spend down all awarded funds within the grant period set by National and the local board. Grantees must return unspent funds to National or another EFSP grantee at the direction of the local board.