



## Los Angeles County Capacity Building Cohort Application Frequently Asked Questions (FAQs)

### **TOPIC: Survey Monkey System**

**Question: Do I already have an account? How can I check?**

**Answer:** We encourage all partners to verify if they have an organizational account in UWGLA's Survey Monkey Apply system before launching a new account, which can cause long-term issues. 1) Try to login or recover a password if you feel you already have an account; 2) Check internally with your staff and team members to see if anyone set up an account for a recent funding opportunity with UWGLA such as Daytime Services and Seniors Centers; and 3) Email [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org) and our team will help verify and give access if an account exists.

**Question: If I run into an issue using the online grant management system, who should I contact?**

**Answer:** For RFP related questions, please contact [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org). If you run into a technical problem with the online system, please use the Help Center feature within the Survey Monkey Apply system directly to troubleshoot any issues may be having. If you are still encountering issues, please let us know.

### **TOPIC: General and Admin**

**Question: What time does the portal close for applications on Wednesday, November 8, 2023**

**Answer:** The portal closes at 11:59 pm PST. If you encounter technical submission issues, please email [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org).

**Question: Is it possible to set up a call with UWGLA to ask questions about our proposal?**

**Answer:** To promote equity and transparency, we are unable to take meetings or calls with applicants to address RFP questions. We request that all questions be submitted in writing to [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org)

**Question: Our organization does work in Los Angeles County but is not based there. Can I still apply?**

**Answer:** No. This funding opportunity is for organizations that are both based in and serving Los Angeles County communities.

**Question: What is the role of United Way of Greater Los Angeles?**

**Answer:** United Way of Greater Los Angeles ("UWGLA") sits on the LA EFSP local board ("local board") and is the local administrator for the program. UWGLA works with the local board to set priorities for

**Question: What is the spending period for this grant?**

**Answer:** Currently, the spending period for this grant is from the date of contract execution through June 30, 2024. Depending upon how quickly progress is made in completing the capacity building needs assessment and initiating the implementation of the identified organizational needs, the spending period could be subject to revision. As of the writing of this response, all awarded organizations should plan on having all awarded funds committed, if not fully spent, by June, 2024.

**Question: When and how will funds be disbursed to grantees?**

**Answer:** We are currently planning to disburse funds in two installments. The first disbursement to occur following contract execution and the second to occur following completion of the capacity building needs assessment.

**Question: Can we budget for administrative expenses? If so, how much?**

**Answer:** Up to 12% of the total amount awarded can be used for administrative costs associated with managing this funding opportunity. This can be understood as including staff costs, overhead, rent, etc.

**TOPIC: Reporting**

**Question: What are the documentation and reporting requirements for this grant?**

**Answer:** As of now, the only formal documentation and reporting requirements that we are requiring include the following:

- Completion of the capacity building needs assessment
- Completion of a final report through our online grant's management system, Survey Monkey Apply