



UNITED WAY OF
GREATER LOS ANGELES

LOS ANGELES COUNTY EMERGENCY FOOD AND SHELTER PROGRAM
Phase 41 Request for Proposals

KEY DATES

Application Opens: Monday, April 22, 2024

Optional Applicant Information Webinar: Monday, April 29, 2024, 9:30 – 11:00 AM

Optional Applicant Office Hours: Monday, May 6, 2024, 1:00 – 2:00 PM

Submissions Due by Friday, May 10, 2024, at 11:59 p.m. through UWGLA Grants Portal

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. Through Phase 41, the local EFSP Board will identify local nonprofit and government organizations managing existing food, shelter, and rent/mortgage assistance programs to award \$5,562,160 in federally allocated funding from FEMA for L.A. 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.

ELIGIBILITY & APPLICANT TYPES

MINIMUM ORGANIZATIONAL ELIGIBILITY

All organizations applying for funding through this RFP must meet the following minimum criteria to apply.

- 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. DUNS numbers are no longer accepted for federal funding.
- Be in operation for at least 3 years.
- Currently provides 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).

APPLICANT TYPES

For the purpose of this application, the local EFSP Board has defined New and Returning organizations as listed below. Please assess which category your organization fits in and use that Applicant Type to understand funding eligibility, application pathway, and review criteria. If you are unsure if your organization meets the definition for New or Returning Applicant, please contact UWGLA at rpf@unitedwayla.org

NEW APPLICANTS: Organization meeting all above listed organizational eligibility requirements who meets one of the following criteria: 1) never awarded EFSP funding in LA County, OR 2) previously awarded for Phase 37 or before.

RETURNING APPLICANT: Organizations awarded Phase 38 or after.

PHASE 41 OVERVIEW

FUNDING ALLOCATION

EFSP defines grant cycles as “Phases.” The Los Angeles County Emergency Food and Shelter Program (EFSP) has been awarded a total of \$5,562,160 for Phase 41.

SPENDING PERIOD & FUNDING DISBURSEMENT

Spending period for Phase 41 will run from **October 1, 2022, through December 31, 2024**. 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 may experience a delay in payments.

PHASE 41 FUNDING DETAILS

FUNDING REQUEST AMOUNTS

Applicants must apply for a total award amount across funding categories between the below listed minimum and maximum amounts. This is not per category, this is an overall total maximum and minimum request amount.

Additionally, EFSP funds are intended to supplement, expand, and/or enhance existing programs. As a result, the EFSP board requires that an applicant request a total that is no more than 30% of their overall food and shelter program in LA County as outlined on the required budget submitted through the application process. Given this requirement, organizations are also required to have a local overall food and shelter program budget of at least \$16,666 to apply for the minimum \$5,000 (30% of \$16,666).

Minimum Total Request Amount	Maximum Total Request Amount
\$5,000	Up to \$250,000 Maximum of 30% of organization's overall local food and shelter program budget

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

FUNDING CATEGORIES

The local EFSP board will consider applications requesting supplemental funds in the below listed categories. Applicants may apply for funding in a single or multiple categories of funding up to the total allowable request amount (see above section).

For any Funding Category that you plan to apply in, we encourage you to click on the links provided to access National guidelines on eligible expenditures for that specific funding category. The Local EFSP Board is not able to approve funding for expense types that are not explicitly allowable in National guidelines.

ELIGIBLE FUNDING CATEGORIES
<p><u>Rent/Mortgage Assistance:</u> 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.</p>
<p><u>Other Shelter (Hotel/Motel Assistance):</u> 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.</p>
<p><u>Mass Shelter:</u> 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.</p>
<p><u>Served Meals:</u> 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.</p>

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:** 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 must not exceed \$300.00 per item.

APPLICATION PROCESS

SUBMISSION PROCESS

All application materials are available for download on [United Way Grantseekers webpage](#).

Applications will only be accepted through electronic submission using UWGLA's Survey Monkey Apply grant system. Applicants that have previously applied for UWGLA funding should use their existing login. If your organization is unsure if it has a login, contact rfp@unitedwayla.org.

Only one application will be considered per organization. Late or incomplete applications may not be considered.

OPTIONAL APPLICANT 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](#).

An optional applicant webinar and an office hour will be hosted for this RFP and application process. All applicants are required to RSVP for any session attended, however, attendance is not required to apply. Click to RSVP or visit our Grantseekers webpage (www.unitedwayla.org/grantseekers) to access the registration link.

Optional Applicant Info Webinar – Monday, April 29 2024, from 9:30 – 11:00 AM via Zoom – **MUST RSVP to Attend Here:** https://us06web.zoom.us/webinar/register/WN_9NT06IHuTv6gCOPkazcJpA

Optional Office Hours – Monday, May 6, 2024, from 1:00 -2:00 PM via Zoom – (RSVP not required).

Join by using this link:

<https://us06web.zoom.us/j/88578490910?pwd=1UjQLn05RiXf9Ys9aCAwZ4dNanAUQO.1>

Application questions may be emailed to rfp@unitedwayla.org with subject line "EFSP Phase 41." Relevant questions will be answered within 2 business days through Wednesday, May 8, 2024.

REVIEW & SELECTION

REVIEW PROCESS

The EFSP funding process is highly competitive, and not all eligible applicants will be funded.

All applications will undergo an initial screening for completeness, satisfaction of minimum requirements, and alignment with the initiative’s goals and priorities. Only applications meeting the minimum eligibility criteria will be considered, reviewed, and scored. Applications will be reviewed by UWGLA staff, qualified volunteers, and the local board. Award announcements are anticipated by end of May 2024.

REVIEW CRITERIA

Applications satisfying initial screening will be assessed based on the considerations outlined below. In addition to the individual reviews, the Board may also consider overall portfolio-level considerations when making final decisions such as geographic distribution of awards, balance of awards across funding categories, and other overall considerations that promote impactful and equitable investment of EFSP funds.

Area of Evaluation	Maximum Points	Description of Evaluation
Program Overview & EFSP Alignment	25 points	<ul style="list-style-type: none"> • Scale and strength of food / shelter programming, including demonstration of how client needs and voices care centered, and the quality and accessibility of services and supports. • Level of integration of services within organization’s overall priorities and programming. • Level of alignment of program services with EFSP goals to combat food and housing insecurity.
Funding Request & Funding Leverage	15 points	<ul style="list-style-type: none"> • How clearly and completely application and budget request showcases how EFSP funds will supplement existing programming. • The level of diverse funding to ensure sustainability of program and demonstration of sufficient funding and financial processes to manage EFSP expenses. • Strong relationship between requested costs and program impact.
Proposed Impact & Past Success	25 points	<ul style="list-style-type: none"> • Demonstrated ability to track and share impact measurements. • Scale of effort and impact, particularly in relation to organizational size and budget.
Partnerships & Role in Sector	15 points	<ul style="list-style-type: none"> • Scale and strength of existing partnerships with organizations and/or agencies in Los Angeles County and a formalized role within the food and shelter sector. • Role organization plays within food and shelter systems in LA County, and participation in collective effort to address hunger and homelessness in LA County.

Public Funding Experience & Management	20 points	<ul style="list-style-type: none"> • Review of operational and financial capacity to manage public funding. • Review of experience with public funding or EFSP: <ul style="list-style-type: none"> ○ For New Applicants (Application Review), this includes level of experience with managing and deploying public funds through County, State, or Federal contracts related to food or shelter programs and services. Responses within Funding Categories related to record and fund management will also be considered. ○ For Returning Applicants (Administrative Review), this focuses on management of current and recent awards through EFSP. Point allocation will take into account level of compliance issues and communication challenges. Responses within Funding Categories related to record and fund management will also be considered.
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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.

EFSP REQUIREMENTS & REPORTING

AWARD CONTRACTING & MANAGEMENT

EFSP is dually managed by National and local entities. The Local EFSP Board and the local EFSP administrator, United Way of Greater Los Angeles, runs the award and decision process and will notify all agencies of award decisions. After that point, the local administrator will support awardees with orientation, deadline reminders, and ongoing problem solving. At the same time, all formal contracting, reimbursement and payments, and reporting is managed directly by the National entity (United Way Worldwide).

FUNDING RESTRICTIONS

EFSP funding is required to be supplemental, and as such, applicants should not regard EFSP funding as part of their annual operational funding base.

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 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.