

LOS ANGELES COUNTY EMERGENCY FOOD AND SHELTER PROGRAM AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) APPLICATION GUIDELINES

Background

On February 17, 2009, the President signed into law the American Recovery and Reinvestment Act (ARRA). The Emergency Food and Shelter National Board Program was allocated \$100 million through the ARRA. Los Angeles County received \$3.9 million in ARRA funds. The purpose of these funds is to assist those programs throughout Los Angeles County that are experiencing an increase in the number of requests for services due to the economic crisis we are facing.

Who is eligible to apply for the Stimulus ARRA Funds?

All applicants must be a non-profit or unit of government to receive funds through the Emergency Food and Shelter Program (EFSP). Those applicants who are not currently receiving funds through EFSP must provide necessary documentation listed in the application. Additionally, your program must currently be providing services to clients and may not utilize EFSP funding to start up a program or utilize funding to prevent closure of a program. EFSP National Board regulations state that all those receiving funds must certify that funds will be used to supplement and extend existing resources and not be used to substitute or reimburse ongoing programs and services.

How much can I apply for?

Each organization can apply for a maximum of \$50,000 in funding, with the exception of the foodbanks throughout Los Angeles County. It is your responsibility to clearly indicate in your application narrative the increased need your organization is experiencing and your organization's capacity to meet the increased need. Please note that funding is dependent upon the number of applicants received.

When will an audit be required?

For those applicants who are currently receiving EFSP funds, should your agency be awarded additional ARRA funds and your total funding amount is greater than \$25,000 (between Phase 27 funds and ARRA funds), you will be required to submit an audit at the end of the fiscal year.

For those not currently receiving EFSP funds and are awarded ARRA funds will be required to submit an audit if your grant amount is \$25,000 or more.

What costs will the funding cover?

Applicants are able to apply for costs associated with food programs (served meals programs, bagged grocery programs, and/or food voucher programs), motel voucher programs, rental assistance and utility assistance. Unlike our previous application, the Local Board is allowing each applicant the opportunity to apply for rental assistance funds and utility assistance funds for their program clients. A portion of our funding is also targeting those applicants who run food banks throughout Los Angeles County. Listed below is a brief description of each eligible funding category. *It is the responsibility of each applicant to contact the Local Board staff for required documentation needed for each funded category.*

Served Meal Programs: EFSP funding can be used to purchase food, and limited necessary supplies, for hot/cold served meal programs.

Bagged Grocery Programs: EFSP funding can be used to purchase food only. A limited amount of funding can be used on the purchase of bags/boxes used to distribute the food to clients.

Food Vouchers Programs: EFSP funding can be used to purchase food vouchers, such as, but not limited to, McDonald's, Carl's Jr., Ralphs, Vons, to distribute to clients.

Motel Voucher Programs: EFSP funding can be used to voucher a client in a motel for up to 30 days. The Local Board has requested a waiver to extend the amount of days covered under EFSP ARRA funding to 60 days. Approval of this waiver is pending.

Rental Assistance Programs: EFSP funding can be used to pay a clients' portion of first months rent, not including the security deposit. Rental assistance must be made within 5 days of the client moving into housing or must be paid within 5 days if payment is in arrears.

Utility Assistance Programs: EFSP funding can be used to pay a maximum of one month's usage and must be made within 5 days of payment being due.

Agencies Not Currently Receiving EFSP Funds

Applicants who are not currently receiving funding through the EFSP program and are awarded ARRA funding through EFSP, will be required to attend a mandatory orientation being held in early June. Award letters will contain further information about the training.

The National EFSP Board does not set eligibility criteria. It is the responsibility of the applicant to set criteria for the population being served. However, you may not discriminate against anyone seeking services. In addition, the population being served through these funds can include those who are already homeless and those who are at risk of becoming homeless.

Do I complete one application for my entire organization if I have multiple sites?

Yes, all applicants should complete one application. However, those organizations with multiple sites will be required to complete a narrative section for each site in which they are requesting funds. In addition, if you are a fiscal agent and have multiple sites for which you are responsible, you must complete a narrative section for each of those sites.

How will funding decisions be made?

Funding will be determined based on a current needs assessment the Local Board already has in place. A chart detailing how the funds will be distributed across Los Angeles County for food and motel vouchers funds is listed below. These percentages will be modified based on information currently being collected and analyzed by the Local Board. This new information will allow us to see where the greatest need is in Los Angeles County based on unemployment rates and the number of foreclosures due to job losses and the economic crisis. In addition, each applicant will be reviewed for the need reported and the demand requested in the respective area.

FOOD ALLOCATION		MOTEL VOUCHERS	
SPA	% in Poverty	SPA	% Gap
SPA 1	4.50%	SPA 1	4.50%
SPA 2	15.15%	SPA 2	13.20%
SPA 3	13.28%	SPA 3	13.40%
SPA 4	17.96%	SPA 4	19.90%
SPA 5	3.87%	SPA 5	8.00%
SPA 6	18.45%	SPA 6	20.20%
SPA 7	12.33%	SPA 7	8.10%
SPA 8	14.48%	SPA 8	12.80%
TOTAL	100.00%	TOTAL	100.00%

Funding for rental assistance and utility assistance will be determined based on each applicant's demonstrated need, capacity for administering the funds and number of applicants.

When is the application due?

All applications are due no later than Tuesday, May 5, 2009 at 12:00 PM (noon) at the Emergency Food and Shelter Program Local Board office. The Local Board office is located at the United Way of Greater Los Angeles Offices' at 523 West 6th Street, Suite 345, Los Angeles, CA 90014. Please note that no late or faxed applications will be accepted.

Where can I access the application?

You can access the application on our website at www.losangelesefsp.org under the EFSP link on the left hand side of the page.

Who do I contact if I have any questions?

You can contact either Elizabeth Heger, EFSP Director, by phone at 213 – 808 – 6610 or by email at eheger@unitedwayla.org or Kelly Whited, Program Associate, by phone at 213 – 808 – 6612 or by email at kwhited@unitedwayla.org.

V. SITE INFORMATION (All agencies to complete)

Please complete the following section for each of the sites that you are requesting EFSP funding for. Attach additional pages if necessary. If the site is confidential, give the city, state, and zip code. Please list SPA's in numerical order.

SITE NAME: _____		
STREET OR P.O. BOX NUMBER: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
CONTACT NAME: _____		SPA: _____
PHONE NUMBER: _____		FAX: _____
TYPE OF PROGRAM: (CHECK ALL THAT APPLY)		
<input type="checkbox"/> Served Meals	<input type="checkbox"/> Grocery Distribution	<input type="checkbox"/> Motel Vouchers
<input type="checkbox"/> Food Vouchers	<input type="checkbox"/> Rental Assistance	<input type="checkbox"/> Utility Assistance

SITE NAME: _____		
STREET OR P.O. BOX NUMBER: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
CONTACT NAME: _____		SPA: _____
PHONE NUMBER: _____		FAX: _____
TYPE OF PROGRAM: (CHECK ALL THAT APPLY)		
<input type="checkbox"/> Served Meals	<input type="checkbox"/> Grocery Distribution	<input type="checkbox"/> Motel Vouchers
<input type="checkbox"/> Food Vouchers	<input type="checkbox"/> Rental Assistance	<input type="checkbox"/> Utility Assistance

SITE NAME: _____		
STREET OR P.O. BOX NUMBER: _____		
CITY: _____	STATE: _____	ZIP CODE: _____
CONTACT NAME: _____		SPA: _____
PHONE NUMBER: _____		FAX: _____
TYPE OF PROGRAM: (CHECK ALL THAT APPLY)		
<input type="checkbox"/> Served Meals	<input type="checkbox"/> Grocery Distribution	<input type="checkbox"/> Motel Vouchers
<input type="checkbox"/> Food Vouchers	<input type="checkbox"/> Rental Assistance	<input type="checkbox"/> Utility Assistance

VI. MULTI-AREA ALLOCATION BREAKDOWN—*Complete this section only if Multi-Area applicant*

If you are Multi-Area applicant applying for Served Meals, Other Food, Hotel/Motel Vouchers, Rent/Mortgage and/or Utilities complete the following charts, as applicable. Indicate the percentage (%) of funds you are requesting **by SPA** for each category you are applying for in the space below. Please be sure that each category totals 100%.

SERVED MEALS	
SPA	PERCENTAGE %
SPA 1	
SPA 2	
SPA 3	
SPA 4	
SPA 5	
SPA 6	
SPA 7	
SPA 8	

OTHER FOOD	
SPA	PERCENTAGE %
SPA 1	
SPA 2	
SPA 3	
SPA 4	
SPA 5	
SPA 6	
SPA 7	
SPA 8	

HOTEL/MOTEL VOUCHERS	
SPA	PERCENTAGE %
SPA 1	
SPA 2	
SPA 3	
SPA 4	
SPA 5	
SPA 6	
SPA 7	
SPA 8	

RENTAL ASSISTANCE	
SPA	PERCENTAGE %
SPA 1	
SPA 2	
SPA 3	
SPA 4	
SPA 5	
SPA 6	
SPA 7	
SPA 8	

UTILITY ASSISTANCE	
SPA	PERCENTAGE %
SPA 1	
SPA 2	
SPA 3	
SPA 4	
SPA 5	
SPA 6	
SPA 7	
SPA 8	

VII. ELIGIBILITY CHECKLIST (All agencies to complete)

- A. Are shelter and all related services free of charge to clients on a **continuous, year-round basis**? (Fees include cash, benefits including GR, CalWorks, SSI, etc or vouchers from DPSS, GR, etc.) *If not, attach a document following this page that explains fees charged or donations expected from clients for any services.* YES NO
- B. Are all related services provided without discrimination, without any requirement of participation in religious observances, and without proselytizing? YES NO

VIII. MANDATORY ATTACHMENTS (New agencies only)

Those agencies not currently receiving funds through the Emergency Food and Shelter Program must submit the items listed below. If you are unsure if your agency receives funds through this program, please visit our website (www.losangelesefsp.org) and review the list of current agencies under the “EFSP” link on the left side of the home page.

ATTACHMENT

INCLUDE

- A. Copy of 501 (c)3
- B. Copy of most recent form 990
- C. Copy of most recent financial report).
(Skip if you provided a Form 990)
- D. Copy of most recent audit
- E. Copy of by-laws
- F. Copy of Articles of Incorporation
- G. Narrative describing fiscal and accounting procedures
(see EFSP website for sample narrative)

XI. ORGANIZATION DESCRIPTION

Please answer each of the following narratives on separate sheets of paper for each category of funding. ***For Multi Site applicants: You are required to complete a narrative section for each site. Please indicate clearly in your application submission package the site being referenced.***

Food Programs (Served Meals and Other Food):

1. Please provide a brief description of your organization, including the following: a) agency’s mission; b) services provided that are relevant to your request; c) how long such services have been provided; and d) target population.
2. Answer the following question in response to the site for which you are requesting funds. Please describe the increase in requests for food services your agency has experienced as a result of the current economic and housing crisis. Please include supporting data/evidence, such as the number of clients facing foreclosure and/or job loss and methods for tracking.

3. Please indicate the number of unduplicated additional clients requesting food services from your agency in the chart below:

Activity	Number requesting services in January 2008	Number requesting services in January 2009	Percentage change
Food			

4. Describe briefly your agency’s current capacity, the ability to meet the increased need and whether or not you are turning away clients, reducing the amount of food provided to clients, or taking any other measures, due to a lack of funds/resources or capacity issues?

5. Does your agency provide services that promote assistance for any of the following? If no, mark N/A.

- Youth Nutrition Services
- Meals for seniors
- Programs to promote the availability of fresh foods in neighborhoods with limited grocery options

Motel Voucher Programs

1. Please provide a brief description of your organization, including the following: a) agency’s mission; b) services provided that are relevant to your request; c) how long such services have been provided; and d) target population.

2. Answer the following question in response to the site for which you are requesting funds. Please describe the increase in requests for housing services your agency has experienced as a result of the current economic and housing crisis. Please include supporting data/evidence, such as the number of clients facing foreclosure and/or job loss and methods for tracking.

3. Please indicate the number of unduplicated additional clients requesting housing services from your agency in the chart below:

Activity	Number requesting services in January 2008	Number requesting services in January 2009	Percentage change
Housing			

4. Describe briefly your agency’s current capacity, the ability to meet the increased need and whether or not you are turning away clients, reducing the number of motel days provided or taking any other measures, due to a lack of funds/resources or capacity issues?

Rental Assistance

1. Describe any experience your agency has in providing rental assistance for your clients?
2. Estimate the number of persons and specific geographic area(s) to be served and explain how your organization proposes to perform outreach to the eligible population.
3. How do you establish relationships with landlords?
4. Describe the agency’s methodology for certifying all required documentation. This would include mortgage/rent amount verification letter signed by the landlord and / or signed lease.

Utility Assistance

1. Describe any experience your agency has in providing utility assistance for your clients?
2. Estimate the number of persons and specific geographic area(s) to be served and explain how your organization proposes to perform outreach to the eligible population.
3. How do you establish relationships with landlords?
4. Describe the agency’s methodology for certifying all required documentation. This would include mortgage/rent amount verification letter signed by the landlord and / or signed lease.

Food Banks

1. Please describe the increase in requests for food services your agency has received from member agencies as a result of the current economic and housing crisis. Please include supporting data/evidence, such as clients facing foreclosure and/or job loss and methods for tracking.
2. Please indicate the number of unduplicated additional requests for food services in the chart below:

Activity	Number requesting services in January 2008	Number requesting services in January 2009	Percentage change
Food			

3. Describe briefly your agency’s current capacity, the ability to meet the increased need and whether or not you are turning away new member agencies, reducing the amount of food provided to member agencies, or taking any other measures, due to a lack of funds/resources or capacity issues?