



ROBERT RYANS
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

BOARD OF SUPERVISORS

GLORIA MOLINA
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MICHAEL D. ANTONOVICH

March 4, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE OF FUNDS FROM THE EMERGENCY
FOOD AND SHELTER PROGRAM
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept the Emergency Food and Shelter Program (EFSP) Phase 21 of the Stewart B. McKinney Act funds in the amount of \$24,998 (Attachment A).
2. Authorize the Director of Community and Senior Services (CSS), or his designee, to obtain food from the Los Angeles Regional Foodbank and the Food Bank of Southern California using the Phase 21 funding.

PURPOSE/JUSTIFICATION OF RECOMMEND ACTIONS:

The recommended action will allow CSS to continue the Food Distribution program, which provides food baskets to homeless and low-income individuals and families.

Implementation of Strategic Plan Goals

The recommended actions support the County's Strategic Goal of Service Excellence.

FISCAL IMPACT/FINANCING:

There is no net County cost, as funding is 100% revenue offset. Funding has been included in the Department's FY 2002-03 Final Adopt Budget and FY 2003-04 Proposed Budget.

The Honorable Board of Supervisors
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FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Los Angeles local Federal Emergency Management Agency (FEMA) board issued a Request for Proposal for Phase 21 of the Emergency Food and Shelter Program. The Department submitted a proposal for its Emergency Food Distribution program. CSS was awarded \$24,998 for the period from February 1, 2003 through October 30, 2003. The funds are used to purchase food from the Los Angeles Regional Foodbank and the Foodbank of Southern California. Food is obtained at 14 cents per pound but the retail value is approximately 16 times greater.

IMPACT ON CURRENT SERVICES:

The recommended actions will ensure continuation of the Department's Emergency Food Distribution program.

Respectfully submitted,



ROBERT RYANS
Director

Attachments (1)

c: David E. Janssen
Lloyd W. Pellman
Violet Varona-Lukens

Los Angeles
Emergency Food and Shelter Program
Local Board

January 9, 2003

Sent via Fax: (818) 896-1534 and U.S. Mail

Mr. Roberts Ryans
Community & Sr. Citizens Services of Los Angeles County /Foodnet
3175 West 6th St.
Los Angeles, CA 90020

Dear Mr. Ryans,

I am writing in regards to your application for funding under the Emergency Food and Shelter Program (EFSP) Phase 21 of the Stewart B. McKinney Act. I apologize for the delay in informing you of your request for funding. The National Board received their budget late due to the delay processing at the federal level. The Local Board received over \$10 million in requests for funding, while the amount of funding available to Los Angeles County has been maintained at the current funding level as Phase 20. The Local Board continues to ensure that the scarce resources are distributed throughout the County to as many service providers as possible.

Your agency has been selected for a Phase 21 award of \$24,998.00, in the following categories:

Food ¹	\$24,998.00	Shelter ¹	\$0.00	Vouchers	\$0.00
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¹ Out of the EFSP 21 Food/Shelter award amount, you may spend up to \$2,500.00 on eligible equipment, mileage and supply expenses. All equipment purchases MUST be requested via letter for pre-approval. Please refer to the National Board Phase 21 Manual for a list of eligible program expenses in the Equipment, Mileage and Supply categories.

Your first check should be released by February, pending satisfactory clearing of your Phase 20 closeout, if your agency was funded in Phase 20. **Note the change in EFSP payment policy -- all checks will be distributed via electronic fund transfer (EFT) ONLY.** New agencies' first payment will be a mailed check. If you have not completed the EFT form, please contact our office at (213) 630-2117 to receive an EFT form.

The Emergency Food and Shelter Program is a restricted federal grant and only expenditures authorized by the Program are eligible. *For agencies that are providing Hotel/Motel and Food Vouchers you must use the attached vouchers in order to receive EFSP funds.* **NO CASH/CREDIT CARD/PROCUREMENT CARD PAYMENTS OR REIMBURSEMENTS TO STAFF ARE ALLOWABLE.** Payments cannot be made with these funds to other agencies receiving EFSP funds. If during Phase 21 you need to transfer funds from one category to another, please submit a written request to our office for pre-approval before making any adjustments. Transfers between regions are no-longer allowed. Keep in mind, the Local Board will utilize transfer histories in determining future funding cuts and allocations. A copy of the Phase 21 manual will be sent to you under separate cover by the National Board.



c/o United Way
523 W. Sixth Street, 2nd Floor • Los Angeles, California 90014 • (213) 630-2117 • FAX (213) 630-2119

All agencies **MUST** have the agency Accountant and Program Director that will be responsible for EFSP documentation/funds in attendance at one of the two **MANDATORY** orientation trainings. The mandatory orientation training will review program rules, record-keeping and closeout requirements. The orientations will be held on Wednesday, January 29, 2003 from 12 noon to 3:00 p.m. or Thursday, January 30, 2003 from 9:30 am to 12:30pm at 523 West 6th Street, 2nd floor Pacific Ballroom (**no validated parking will be provided**). Please RSVP to Susana Mikhail at (213) 630-2117.

Appeals are **only** permitted for agencies that were not recommended for funding. However, you are welcome to provide written comments. Request for appeals are due to the EFSP Local Board by January 17, 2003 at 4:00pm. Appeal letters can be faxed to (213) 630-2119.

The Local Board is grateful for your work on behalf of the homeless and low-income people.

Sincerely,



Elizabeth Charlton, EFSP Director

Enclosures

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