

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: June 28, 2022



TO: Marin County Emergency Food, Shelter, and
Rental Assistance Providers

FROM: Laura Escobar
Vice President, Safety Net Services, UWBA
Emergency Food and Shelter Program Local Board

**RE: Request for Proposals
Emergency Food and Shelter Program (EFSP)
Phase 39 and ARPA-R Funding**

Funding Availability

The Marin County Emergency Food and Shelter Program (EFSP) has been awarded \$15,000 in funding for Phase 39 under the McKinney-Vento Homelessness Assistance Act and \$100,000 in American Rescue Plan Act (ARPA-R) funding.

These are federal funds made available through the Department of Homeland Security / Federal Emergency Management Agency under the Emergency Food and Shelter National Board Program (EFSP). The CFDA number is 97.024.

United Way Bay Area convenes the Local EFSP Board and staffs the allocations process for these funds. As mandated by national program guidelines, representatives from American Red Cross, Salvation Army, Catholic Charities, National Council of Churches, United Jewish Communities, United Way, and local government staff comprise the Local Board seats. A consumer or former consumer of services also participates on the Board. The Board meets to decide priorities for funding, conducts a proposal process and allocates the funding according to the priorities set.

The grant period for these funds is November 1, 2021 – April 30, 2023. Eligible costs must be expensed during this grant period.

Agency Eligibility and Priorities for Phase 39 and ARPA-R updated

Grant awards from this program are designed to address emergency needs. This program is not intended to address or correct structural poverty or long-standing problems. Rather, this appropriation is intended for the purchase of food, shelter, and/or rental assistance services to supplement and extend current available resources and not to substitute or reimburse ongoing programs and services.

Programs providing food at served meal sites or shelters, home delivered meals to low-income/homeless people, food box/pantry food, emergency mass shelter facilities, motel stays, and/or rental assistance paid directly to landlords may apply for funding.

Because of the limited funding and the requirement to make sure that there is a system in

place to avoid duplication, the Local Board may choose only one agency to provide rental assistance in the county.

Under the terms of the grant from the National Board, local organizations chosen to receive funding must:

1. Be a non-profit or public agency;
2. Have a voluntary Board, if a private non-profit agency;
3. Practice non-discrimination and not require religious services for the receipt of services;
4. Not charge clients for EFSP services;
5. Have demonstrated the capability to deliver emergency food, shelter, and/or rent assistance services (no start up programs);
6. Have a Federal Employer Identification Number (FEIN) and;
7. Have a federal DUNS number (or can acquire a DUNS number if awarded funding).

No hard copy proposals will be mailed out to applicants. All proposal materials are located on the United Way of the Bay Area website (www.uwba.org) under the “What We Do” tab, “Programs” and “Emergency Food and Shelter Program.” General EFSP program information and a county specific application can be found on the website. Be sure to select the Marin proposal, as there may be more than one application on the website! *(Applications may not be available on the website until July 5, 2022).*

Application Deadline

Completed proposals must be **received electronically by 5:00 p.m. on July 27, 2022.**

Your program will not be considered for funding if your application is late. Your program may not be considered for funding if you have outstanding compliance issues from previous rounds of funding, your application is not filled out completely and/or is missing appropriate forms. Complete directions for mailing and delivering proposals can be found in the instructions and application checklist informational pages.

Please allow adequate time for sending the materials – due to high e-mail volume, larger attachments may take up to 20 minutes to arrive in the staff inbox. Occasionally, there are issues with firewalls and spam filters. Do not wait until 4:29 PM on deadline day to hit “submit”! A slightly imperfect on-time application is eligible for funding. A perfect but submitted-past-the-deadline proposal will not receive any funding.

No hard copy by mail will be required in this round. All applications will be submitted by email. Please contact staff well before the deadline if there is an issue with scanning and emailing the proposal materials. **It is up to each agency to confirm receipt of the proposal** – staff will confirm receipt by email, so if you do not receive a receipt within 24 hours of submission, please reach out immediately!

Administrative Allowance

Please note that there is no administrative / indirect cost allowance available to agencies with this funding.

If you have any questions about EFSP or the application, e-mail lescobar@uwba.org.

Marin County Emergency Food and Shelter Program
Application Timeline - Phase 39 and ARPA-R

June 28, 2022 RFPs are sent to the current LRO's. RFP announcements are sent to the rest of agency mailing list. RFP information is also published in local newspaper within week of release.

Technical Assistance is available from staff from June 29 – July 27 by contacting Laura Escobar, staff to Local Board:

By email: lescobar@uwba.org
By telephone: 415-808-4380

July 27, 2022: **Final Deadline for all Application Materials.** All applications and attachments must be received by **5:00p.m. on this date to be eligible for consideration.**

August 15, 2022: Local Board meets to allocate funding

By August 22: Allocation notification sent to agencies *(or within 5 days of meeting).*

August 29, 2022 Appeals Deadline - If an agency would like to appeal the funding decision made by the Local Board, a written appeal must be filed with staff by 4:30p.m. *(or within 7 days of notice of award decisions).*

Local Board Allocations Plan will be submitted to the National Office for approval, pending no appeals.

Applicant Eligibility, Funding Priorities and Criteria

Agency Eligibility

Grant awards from this program are designed to address emergency needs. This program is not intended to address or correct structural poverty or long-standing problems. Rather, this appropriation is intended to supplement and extend current available resources and not to substitute or reimburse ongoing programs and services.

To be considered eligible for funding, all agencies must:

1. Be a non-profit or public agency;
2. Have a voluntary Board, if a private non-profit agency;
3. Practice non-discrimination and not require religious services for the receipt of services;
4. Not charge for the receipt of EFSP services;
5. Have demonstrated the capability to deliver emergency food, shelter, and/or rental assistance services (no start up programs); and,
6. Have a Federal Employer Identification Number (FEIN); and
7. Have a federal DUNS number (or can acquire a DUNS number if awarded funding).

For reference only, **see the Phase 38 “Local Recipient Organization Certification Form”** (online at <https://uwba.org/what-we-do/emergency-food-and-shelter-program/>) that all agencies must sign as a condition of receiving EFSP funding. Your agency must meet all requirements listed in this form. If awarded funding, you will receive the Phase 39 or ARPA-R certification form via DocuSign for signature.

- Please note that your program will not be considered for funding if your application is late.
- Your program may not be considered for funding if your application is not filled out completely and/or is missing appropriate forms.

Priorities

The Board will consider the following priorities in allocating Phase 39/ARAPA-R funding:

- Type of service - The Local Board will consider funding emergency served meals (dining centers, delivered meals to low-income/homeless people, meals at shelters), food boxes (pantries), emergency mass shelter facilities, motel vouchers, and rental assistance services.
- Geographic diversity: The Local Board is committed to meeting emergency needs throughout the entire county.
- Populations served: The Local Board is committed to meeting emergency needs of all population groups for food and emergency shelter facilities. For motel stays and rental assistance, the Local Board will prioritize serving the following populations/household types:
 - Households containing someone with a disability (child or adult)
 - Seniors
 - Chronically homeless individuals/families
 - Households with undocumented individuals
- The Local Board will not fund rehabilitation/repair projects, grocery vouchers, restaurant vouchers, or utility assistance for gas/electric bills.

At the Board's discretion, grants smaller or larger than requested amounts may be made. Because of the limited funding and the EFSP requirement to make sure that there is a system in place to avoid duplication, the Local Board may choose only one agency to provide rental assistance in the county.

Criteria

The Local Board will use the following criteria to guide its Phase 39/ARPA-R allocations process. Board members will read each proposal and consider each agency's:

1. Program Quality and Effectiveness by reviewing the program description of the EFSP funded service and population(s) served by the program. Motel and rental assistance programs will be prioritized according to population served (page 2).
2. Community Need and Services Provided by reviewing the agency's description of any increased demand and/or any new services being provided. Agencies sustaining increased services to meet heightened demand may be prioritized (page 3).
3. Impact of EFSP funding on services provided by considering the degree to which funds would make a significant impact on the program's service delivery to clients (page 3).
4. Use of in-kind donations (page 4).
5. Cost effectiveness and number of individuals served as described on pages 5-7 of the proposal.

Instructions and Application Check Off List

A. ___ All applicants should carefully review the following materials:

1. Local Recipient Organization's Responsibilities *(on-line information at <https://uwba.org/what-we-do/emergency-food-and-shelter-program/>)*
2. Eligible/Ineligible Costs *(on-line information)*
**only served meals, food boxes/pantries, mass shelters, motel vouchers, and rental assistance are eligible for funding*
3. Instructions on obtaining a DUNS number *(on-line information)*
4. LRO Certification Form from Phase 38 *only for review on the website*. A signed version for Phase 39/ARPA-R will be requested by staff via DocuSign, only if funded, upon receipt of the award notification. This form is not to be submitted with the proposal.

B. ___ Fill in all applicable blanks. Use only the space provided. Incomplete applications may not be accepted. **Agencies must keep original pagination and must use the space provided in nothing smaller than 12-point type or font size.**

C. ___ Submit an email version of your:

- ___ 1. Seven Page Application form
- ___ 2. Program Budget Attachment (see question 8 on page 7)
- ___ 3. Board of Directors roster
- ___ 4. IRS tax exempt letter
- ___ 5. DUNS information only if you are a NEW agency that has never been funded by EFSP (a screenshot from DUNS system is adequate)
For new applicants without a DUNS number, you may apply without item 5, but your agency will be required to obtain a DUNS number if awarded funding.

- D. _____ All items listed in C. must be **received** by **July 27, 2022, 5:00 p.m.**, in the following manner:

E-mail a PDF scanned version of all of the items listed above to lescobar@uwba.org. All e-mail applications must be **received** by **July 27, 2022, 5:00 p.m.**, to be eligible.

Since NO hard copy needs to be mailed this year, **it is the agency's responsibility to confirm receipt by Local Board staff (lescobar@uwba.org)**. Local Board staff will confirm receipt by email, so if your submission does not result in an email confirmation with 24 hours, please contact staff immediately.

If you cannot scan and email proposal materials, contact staff for technical assistance well before the final deadline. Faxed proposals will not be accepted.

If you need assistance completing this application:
e-mail lescobar@uwba.org or call 415-808-4380

BUDGET FORM INSTRUCTIONS – MARIN COUNTY

Questions about your specific program should be directed to staff at e-mail lescobar@uwba.org.

It is not required to keep the budget form to one page. In the revenue section, you may add rows since you are asked to specify “other” income. You are NOT allowed to change the other categories/line items in Column A for either revenue or expenses. Do not add other line items in the expense section.

REVENUE

ALL PROGRAMS must complete the Program Budget for revenue – Column D.

EXPENSES

ALL PROGRAMS must complete the “Total Food/Shelter Program Budget” for expenses – Column D. An appropriate allocation / percentage of indirect costs should also be included for the program. DO NOT include in-kind donations.

DO NOT FILL IN SHADED BOXES (Shaded boxes are ineligible expenses under that category). Not all line items will apply to all agencies; fill in only the appropriate costs for your program.

ALL PROGRAMS must complete the “Amount Charged to EFSP Grant” for expenses – Column E. Your agency must indicate how grant will be expensed.

SERVED MEALS PROGRAMS (fill out Columns B, D and E)

Fill out the “Meals Provision” Column B for only the costs related to feeding clients. Do NOT include your in-kind donations or administrative costs, only your cash budget. Check “hot meals” in Column B.

Typical costs for a meal program include:

Food (not in-kind) purchased at Food Bank/various stores;

Personnel such as a full time or part time cook; janitorial. If time of Executive Director or Program Director is included in Column B costs, it must be for time dedicated to direct meal service provision (shopping, cooking, serving meal). Do not include Executive Director or Program Director’s time in Column B if they are only providing management oversight of program or if time given to program is in a substitution capacity (if program staff is ill for example). Include percentage of oversight and management costs for Directors’ time in Column D.

Rent/mortgage: cost of leasing building, might be pro-rata portion for program if sharing site with another program;

Supplies: cleaning supplies, paper goods for kitchen;

Utilities: PG&E, garbage, etc. might be pro-rata portion for program if sharing site with another program.

(over)

FOOD BOX (PANTRY) PROGRAMS (fill out Columns B, D and E)

Fill out the “Meals Provision” Column B for only the costs related to feeding clients. Do NOT include your in-kind donations or administrative costs, only your cash budget. Check “food box” in Column B. Typical costs for a pantry program include:

Food (not in-kind) purchased at Food Bank/various stores

Personnel, such as a full or part time pantry coordinator. If time of Executive Director or Program Director is included in Column B costs, it must be for time dedicated to direct pantry service provision (shopping, bagging food). Do not include Executive Director or Program Director’s time in Column B if they are only providing management oversight of program or if time given to program is in a substitution capacity (if program staff is ill for example). Include percentage of oversight and management costs for Directors’ time in Column D.

Rent/mortgage, cost of leasing building, might be pro-rata portion

Supplies, paper or plastic bags purchased, storage containers

Utilities

Please note, funding in this category may only be used to purchase food and a few limited supplies such as diapers and bags to carry the emergency food. These calculations are to help the Local Board gain an understanding of the cost of your entire emergency food program.

EMERGENCY MASS SHELTERS (fill out Columns C, D and E)

Fill out the “Bed Night Costs” Column C for only the costs related to sheltering clients. Do NOT include your in-kind donations or administrative costs, only your cash budget.

The mass shelter calculations requested in Column C are only the **costs relating to housing clients** (not feeding, case managing or counseling clients – those costs will be reflected in total program budget, Column D. In Column C, the Board is requesting information to evaluate your cost per bed night which reflects ONLY SHELTERING clients.

Typical costs for bed night costs include:

Personnel - any staff related to running of shelter only such as Shelter manager, shelter staff, fringe benefits of those salaries. Do not include case managers or cooks. Include janitorial staff (non-kitchen) under shelter staff. If your agency has staff that are part case manager and part shelter monitor, include the monitor portion of the salary which relates to the running of the shelter. If time of Executive Director or Program Director is included in Column C costs, it must be for time dedicated to direct shelter service provision (shelter shifts). Do not include Executive Director or Program Director’s time in Column C if they are only providing management oversight of program or if time given to program is in a substitution capacity (if program staff is ill for example). Include percentage of oversight and management costs for Directors’ time in Column D.

Rent/mortgage, cost of leasing building, might be pro-rata portion

Supplies used for shelter (bathroom, bedding, hygiene)

Utilities such as PGE, water, garbage

OTHER SHELTER / MOTEL VOUCHER and RENT ASSISTANCE PROGRAMS

Complete Columns D/E ONLY, “Total Program Budget” and “Amount Charged to Grant.” In column E, only the category “client assistance” is an eligible expense. EFSP does not pay for staff or other operating costs within these categories.

Other Shelter / Motel Voucher Requirements

For “other shelter” assistance, eligible program costs include off-site emergency lodging (room and tax only) in a hotel/motel as long as the following two conditions are met:

- No appropriate on-site shelter is available (emergency shelter facility) and
- It is limited to 90 days assistance per individual or household

Documentation for payments and services provided must be retained by the agency. Documentation includes:

- Proof of payment directly to the vendor by an acceptable payment method
 - o Copies of the canceled checks to the vendor (preferred)
 - o Agency debit card
 - o Agency credit card – third party (i.e., American Express, VISA)
 - o Electronic payments from agency’s bank account.

AND

- Dated vendor invoices/receipts from hotel/motel on their stationary. Vendors must be able to provide a vendor originated invoice and be able to accept an EFSP acceptable method of payment. Vendor invoices/receipts MUST include:
 - o Client’s name
 - o Length of stay and dates of stay
 - o Charge per night

Ineligible costs and procedures:

- An agency receiving funds may not act as a vendor for themselves or another funded agency.
- Clients may not stay beyond 90 days.
- **Agencies are not allowed to prepay motel costs. Payment must be made following the client’s stay.**
- Staff/volunteers may not be reimbursed for payments. Use of credit cards is limited only to **agency issued cards**, not personal ones.
- No cash payments are allowed.
- No other costs (food, telephone, computer, TV) may be charged to “other shelter” under this grant.