EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD
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UNITED WAY BAY AREA

DATE: December 20, 2022

TO: Alameda County
Emergency Food, Shelter, and Rent/Utility 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 National Board Program (EFSP)
Phase 40 Funding

Funding Availability

The Alameda County Emergency Food and Shelter Program Local Board has received $627,792 in funding for Phase 40 under the McKinney-Vento Homelessness Assistance Act.

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.

The grant period for these funds runs from November 1, 2021 – December 31, 2023 (concurrently with previous Phases 39 and ARPA-R). Agencies may bill eligible costs anytime during the grant period, but expenses must be kept separately for each Phase of funding, if awarded funding from multiple phases.

New for Phase 40 Funding

Shelter programs will once again be asked numerical information about **exits to housing** in the "outcomes" section of the application. Additional **demographic data** is also being requested for the Phase 40 application.

Utility assistance continues to be an eligible category for funding requests. Agencies providing utility assistance to clients should be providing these services countywide or in addition to already existing rent assistance services. Rental assistance is limited to agencies already operating a robust housing assistance program that is **open to the general public** for both eviction prevention and rehousing activities.

Several changes were also made to the proposal questions, so please read through the application carefully and do not just "copy and paste" last year's narrative.

Application Deadline

Please review all proposal items carefully and use only the current forms to apply.

Application forms can be e-mailed to your agency by contacting lescobar@uwba.org. 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." On-line applications may not be available until after 1-5-23. If downloading from the web site, be sure to download the correct county's application, as several are in process at this time.

Completed proposals must be **received from all applicants by 5:00 p.m. on January 27, 2023**. Applications received after this date and time will not be accepted. The Local Board requires an email submission only. 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. Don't wait until 4:59 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.

Because of limited in-office hours, no hard copy of the application needs to be mailed to staff. However, it is the agency's responsibility to confirm receipt by Local Board staff, Laura Escobar, (lescobar@uwba.org). Local Board staff will confirm receipt by email, so if your submission does not result in an email confirmation within 24 hours, please contact staff immediately. **No appeal will be accepted** if the agency did not attempt to confirm that staff received the application by the stated deadline.

Agency Eligibility

As in past phases, 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 and shelter, to supplement and extend current available resources and not to substitute or reimburse ongoing programs and services.

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. Have an accounting system and conduct an annual audit (if grant exceeds more than $50,000); or have a non-profit fiscal agent with such capability;
4. Practice non-discrimination, **not require religious services** for the receipt of services and **not charge a fee** for services;
5. Have demonstrated the capability to deliver emergency food, shelter, and rent/utility assistance programs (no start up programming); and,
6. Have a Federal Employer Identification Number (FEIN) and DUNS number.

Please note that your program will not be considered for funding if:

- Your agency has not corrected documentation problems from a previous funding cycle.
- Your application is late.

Your program may not be considered for funding if:

- Your application is not filled out completely and/or is missing required attachments.

Food Box Collaborative

The Local Board will consider one collaborative request for food box services, benefitting multiple food pantry programs, generally submitted by the Alameda County Community Food Bank. The collaborative proposal may request more than the maximum allowed for individual pantries.

Administrative Allowance

Please note that **no administrative allowance** to agencies is allowed. The Local Board retains the full 2% administrative allowance for Local Board staffing.

If you have any questions about the enclosed application or the Emergency Food and Shelter Program, email Laura Escobar, at lescobar@uwba.org.

Alameda County Emergency Food and Shelter Program
Phase 40 Funding
EFSP Timeline, Priorities and Submission Instructions

Application Timeline

December 20, 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 in early January 2023.

Technical Assistance is available from staff from January 3 – 27, 2023 by contacting Laura Escobar, staff to Local Board:

By email: lescobar@uwba.org.

January 27, 2023	**Final Deadline for all Application Materials. All applications and attachments must be received by 5:00 p.m. on this date to be eligible for consideration.**

February 27, 2023	Local Board meets to allocate funding.
By March 3, 2023	Allocation notification sent to agencies (or within 5 days of meeting).
By March 10, 2023	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 5:00 p.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.

Instructions and Application Check Off List

A. ___ Carefully review the following materials:

1. Local Recipient Organization's (LRO) Responsibilities *(on-line only)*
2. LRO Program Costs and Requirements *(on-line only)*
   * The Local Board will not fund food/restaurant vouchers, emergency repairs/rehabilitation projects
3. Application Scoring Criteria
4. Budget Form and Instructions
5. Instructions on obtaining a DUNS number *(on-line only)*
6. LRO Certification Form sample from previous phase *for reference/review* only; signed version for Phase 40 will be submitted to staff via DocuSign, *if funded*, upon award notification, not with proposal *(on-line only).*

B. ___ Your total funding request may not be greater than 25% of the sum of your agency's Program Budget for emergency services and in-kind donations. Minimum request is $5,000 per agency. Requests for the different types of services are as follows:

- Mass shelters (including money for "served meals"):
  - Under 46 beds $40,000 max per agency
  - 47 – 65 beds $60,000 max per agency
  - 66 and over beds - $75,000 max per agency

- Served meals only programs (hot meals/dining rooms) - $50,000 max per agency

- Food pantries - $50,000 max per agency

- Motel voucher programs - $25,000 max per agency

The grant period for Phase 40 is November 1, 2021, to December 31, 2023. If your agency was funded in either Phase 39 or ARPA-R, these grant periods overlap with Phase 40. Your agency must be able to provide clear and separate expenses for each phase of funding. Agencies using per diem must have enough meals/bed nights available in the grant period to account for all funding. Agencies should only request what they can spend and document by December 31, 2023 (in conjunction with any earlier funding).

The above caps are <u>by agency</u> – An agency <u>may not ask</u> for $40,000 for their shelter and $50,000 for their food pantry. The max would be $50,000 total divided up by categories as the agency prefers. Motel voucher requests should not exceed $25,000 per agency and may be part of an agency's maximum cap allowed.

Rental/utility assistance requests may be submitted from an individual agency **or in addition to one of the above categories**, and there is no maximum request allowed. Agencies should be cognizant of the total funding pool available and the large number of potential applicants.

Rental assistance is limited to agencies already operating a robust housing assistance program that is **open to the general public** for both eviction prevention and rehousing activities (not just your own shelter clients, for example). You may NOT pay rent bills for any client in your own or another EFSP funded agency-owned housing complex.

Rental assistance is limited to first month's rent (move-in) to end a household's homelessness OR up to 3 months' back rent/mortgage to prevent eviction/foreclosure and keep people housed. If more than one agency is awarded rental assistance funds, they must agree to work as a functional collaborative with other agencies, as the Local Board is required to ensure there is no duplication of funds to the same household in the grant period.

Utility assistance will only be awarded to agencies providing services countywide, or to those with an existing rental assistance program. Agencies awarded with utility assistance must have a history of providing financial assistance in the community.

For Phase 40 funding, different types of services may be funded to ensure that different service needs of the population are met.

C. ___ Fill in all applicable blanks. Use only the space provided. Incomplete applications will not be accepted. **Agencies must keep original pagination and must use the space provided in** nothing smaller than 12-point type or font size, and a minimum margin size of .5 inches. **You will lose up to 5 points for not adhering to page limit requirements.**

D. ___ Round all amounts to the nearest dollar.

E. ___ Submit your application materials:

___ 1. Application form (all pages)
___ 2. Board of Directors roster
___ 3. Program Budget Form (Excel attachment provided)
___ 4. Board-approved program budget for current fiscal year (for smaller organizations, this may be your entire agency budget)
___ 5. Organizational chart, if applicable (see question 6C on page 5)
___ 6. IRS tax exempt letter.
___ 7. Most recent independent financial audit, including any management letters*. If your agency is required to conduct a single audit for federal funds, and it is a separate document from your audited financial statements, please send both.

** **If you do not have an audit,** enclose financial statements. The Local Board will determine eligibility and rate agency's financial management system based on the information presented. If you do not have an audit, your request must be less than $50,000 or you must use a fiscal agent (see item F.)*

F. ___ Most agencies will receive the funding directly and will sign a Phase 40 "Local Recipient Organization Certification Form" upon receipt of the award notification, if funded. If you wish to have a fiscal agent maintain your EFSP financial records, or your organization does not have an annual independent financial audit and your request is greater than $50,000 you will be required to complete a "Fiscal Agent/Fiscal Conduit Relationship Form." A fiscal agent receives the funds, writes all checks and is responsible for all reporting and documentation.

G. ___ **SUBMISSION DEADLINE**

ALL APPLICANTS: All items listed in E. must be **received** by **January 27, 2023, 5:00 p.m.**, in the following manner:

E-mail a scanned version of all the items listed above to lescobar@uwba.org. Send the agency audit in a separate attachment from the application materials (it should be in the same email, just not included with all the other documents). **All e-mail applications must be received by January 27, 2023, 5:00 p.m., to be eligible.**

Since NO hard copy needs to be mailed, 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. **No appeal will be accepted** if the agency did not attempt to confirm that staff received the application by the stated deadline.

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, email Laura Escobar at lescobar@uwba.org, or call 415-808-4380.**

Emergency Food and Shelter Program
Alameda County Local Board
Phase 40 Funding
Application Scoring Criteria – Food, Shelter, Rental and Utility Assistance Requests

Overall proposal evaluation will be conducted by members of the Emergency Food and Shelter Program Local Board. Members affiliated with an applicant will not score that applicant's proposal. Each proposal will be given a score for each subcategory of request (served meals, food boxes, mass emergency shelter, motel vouchers, rent assistance, utility assistance). These scores will be averaged to determine the final score(s) for each applicant in each subcategory. Shelter/motel/rent and food-only/utility-only proposals have different maximum point allotments. Point totals will be converted to percentages to determine the final point score for ranking purposes.

Applicants will be ranked by their final score(s) from highest to lowest. Allocations are made according to the agencies' scores/ranks, category of service, community need, target populations, and geographic location. In addition to the initial scoring and ranking by the Local Board, consideration of impact and balance of funding throughout the entire county will be taken into consideration. Extra consideration may be given to achieve countywide spread for certain types of services. At the Board's discretion, more funding than what is requested may be awarded.

For Phase 40 funding, different types of services may be funded to ensure that different service needs of the population are met (served meals, food boxes/pantry, mass shelter, motel vouchers, rent assistance and utility assistance).

The following criteria will be used to score each EFSP Phase 40 application for funding. **Read this information carefully before completing your application.**

* **Size of Budget/Dependency on EFSP Funding (Qualifier)**

An applicant's total request for food and shelter categories may not be greater than 25% of the sum of an agency's Program Budget for emergency services and in-kind donations. If the request is more than 25%, the applicant may not be considered for funding. Maximum request amounts are capped and vary by program type. Caps are listed in the **application instructions**. Note: The food box collaborative proposal may request more than the $50,000 maximum allowed for food pantries.

* **Allocation Determination**

In order to spread the limited funding among a greater number of agencies, the Board will allocate funding for each subcategory between 0 - 100% of the request.

* **Scoring definitions**

Board members will score each subcategory by a predetermined range of scores as defined below:

Low scores(s) – doesn't meet/partially meets expectations
Middle score – satisfactory
Highest score(s) – very good/excellent

Point Scoring Criteria

* **Program Quality and Effectiveness (Possible 25 points)**

Board members will compare applicant responses and score **5, 10, 15, 20 or 25 points** on how the agency describes their program and EFSP funded services, which includes:

- how fully and completely the agency describes the "nuts and bolts" of its EFSP funded program;
- the array and comprehensiveness of the support and specialized services; the quality of services; and whether or not services are available to all or only some clients (Agencies should only include their **current service capacity**, not speculative or proposed support services); and
- how client feedback and grievance procedures are incorporated into the program, when appropriate.

(Application Page 2, Question 1)

* **Statement of Need and Service Provision (possible 15 points)** – The agency will describe community needs and how they are providing services. Agencies providing increased services to meet heightened/sustained demand may be prioritized. Use of agency specific data is encouraged. Board members will obtain an overall impression of the agency's work in meeting community need and score **3, 6, 9, 12 or 15 points.** **(Application Page 3, Question 2)**

* **Impact of EFSP Funding (Possible 10 Points)**
The Local Board will consider the degree to which EFSP funds granted would make a significant impact on the quality and quantity of the program's service delivery to clients and score **2, 4, 6, 8 or 10 points.** **(Application Page 3, Question 3)**

* **Outcomes (Possible 10 Points)**
Board members will review the **Housing outcomes for mass shelters** under this criterion and score **2, 4, 6, 8 or 10 points.** For motel voucher and rent programs, the Board members will obtain an overall impression of an agency's program evaluation and follow-up and will score **2, 4, 6, 8, or 10 points.** **Food only and utility only programs** do not have an "outcomes" question. **(Application Page 4, Question 4)**

* **Organizational Management (Possible 20 Points)**
Provide the agency's Board of Directors listing, audit, and organizational chart if applicable. Shelter agencies should describe their compliance with Alameda County's Shelter Standards, if applicable. Agencies will be asked to describe their compliance with EFSP guidelines, leverage of other resources and in-kind donations. Board members will obtain an overall impression of an agency's fiscal and overall organizational capabilities and will score **3, 8, 13, 17 or 20 points**. Past performance with EFSP reporting will be factored into this criterion. **(Application Pages 5-6, Question 6)**

* **Overall Proposal Quality (Possible 5 Points)**
The overall quality of the proposal (including following directions and providing all requested attachments) will be evaluated. **Your agency will lose points for not adhering to page limit instructions and requirements.** Your responses should fit on the page where the question is listed (do not change pagination).

* **<u>Cost Effectiveness</u> (Possible 15 Points)**
Applicants will be asked to calculate the cost of service for each type of service for which funding is requested. In order to compare agency costs for served meals, food boxes and mass shelter, the application gives the agency a method for calculating each of those costs. Board Members will compare each applicant's response and score **3, 6, 9, 12 or 15 points. (Complete cost per meal or night information under each category where funding is requested).**

Points Overview – SHELTER, MOTEL VOUCHER and RENT proposals
Total max points = 100

	Doesn't meet	Partially meets	Satisfactory	Very good	Excellent
Program quality	5	10	15	20	25
Statement of Need and Service Provision	3	6	9	12	15
Impact	2	4	6	8	10
Outcomes	2	4	6	8	10
Organizational Management	3	8	13	17	20
Overall Proposal Quality*	0	3	5	5	5
Cost Effectiveness	3	6	9	12	15

Points Overview – FOOD ONLY (dining centers and food pantries) and UTILITY ASSISTANCE proposals Total max points = 90**

	Doesn't meet	Partially meets	Satisfactory	Very good	Excellent
Program quality	5	10	15	20	25
Statement of Need and Service Provision	3	6	9	12	15
Impact	2	4	6	8	10
Organizational Management	3	8	13	17	20
Overall Proposal Quality*	0	3	5	5	5
Cost Effectiveness	3	6	9	12	15

*Points may be deducted if proposal directions are not followed, attachments are missing, or narrative/budget questions not answered completely or correctly.
**Point totals will be converted to percentages to determine the final point score for ranking.

BUDGET FORM INSTRUCTIONS – ALAMEDA COUNTY

Questions arise every year about how to fill out the budget information that is requested. Questions about your specific program should be directed to staff by e-mailing 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, and Rent/Utility Program Budget" for expenses – Column D. Agencies should calculate all costs related to both direct service provision and support/specialized services for the program for which funding is being requested. All support services / enrichment staff (case manager, job developer, children's program) should be listed under the "case management" line item. 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.

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.

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

MOTEL VOUCHERS / RENT / UTILITY 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.