

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: December 20, 2022

TO: Contra Costa 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 Contra Costa County Emergency Food and Shelter Program Local Board has received \$451,235 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

No motel stays will be funded in Phase 40. Demographic data is also being requested in this application. Shelters are once again being asked for more numerical data on exits from their shelter programs.

Several changes were made to the local 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 25, 2023**. Applications received after this date and time will not be accepted. **The Local Board requires an emailed submission.** 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, at 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 require a fee for services;
5. Have demonstrated the capability to deliver emergency food, shelter and rent 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:

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

Your program **may not** be considered for funding if:

1. Your application is not filled out completely and/or is missing appropriate forms.

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 application or the Emergency Food and Shelter Program, email lescobar@uwba.org.**

Contra Costa County 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.

Technical Assistance is available from staff from January 3 – 25, 2023 by contacting
Laura Escobar, staff to Local Board:

By email: lescobar@uwba.org.

January 25, 2023

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

February 13, 2023

Local Board meets to allocate funding.

Allocation notification sent to agencies (within 5 days of meeting).

February 22, 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 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 - 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.

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. 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 and shelter 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:

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

Your program **may not** be considered for funding if:

1. Your application is not filled out completely and/or is missing appropriate forms.

Priorities

The Board will consider the following priorities in allocating Phase 40 funding:

- Geographic diversity: The Local Board is committed to meeting emergency food, shelter, and rent/utility needs throughout the entire county.
- For Phase 40 funding, all categories of services listed in the proposal materials will be eligible and considered for funding.

The grant period for Phase 40 runs 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 Local Board will not fund motel stays, rehabilitation/repair projects, grocery/restaurant vouchers or gift cards of any kind.

Criteria

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

1. Program Quality and Effectiveness

- Program description of EFSP funded service. The Board will look at how fully and completely the agency describes the EFSP funded program, the comprehensiveness of the services; the quality and array of services provided; and whether or not services are available to all or only some clients.
- Client feedback mechanisms and the client experience
- Program evaluation and outcomes
- Geographic area served

2. Community Need and Services Provided – Agency will have the opportunity to describe any increased demand and any new services being provided. Agencies providing increased services to meet heightened demand may be prioritized. Board members will obtain an overall impression of the agency's work related to meeting community need.

3. Agency's Organizational Management

- Board of Directors information
- Audit report
- Key leadership of agency
- Performance with previous EFSP funding, reporting, compliance
- Infrastructure capacity and ability to comply with EFSP documentation guidelines

4. Cost Effectiveness - Cost of service for each type of service for which funding is requested.

Submission Instructions

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 motel stays, grocery/restaurant gift cards or emergency repairs/rehabilitation projects.
3. Budget Form and Instructions
4. Instructions on obtaining a DUNS number *(on-line only)*
5. LRO Certification Form sample from past round *for 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 value of in-kind donations.

C. _____ 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.**

D. _____ Round all amounts to the nearest dollar.

E. _____ Submit an email version of your:

- _____ 1. Application form (all pages)
- _____ 2. Program Budget Form (Excel attachment provided)
- _____ 3. Board-approved Program Budget for current fiscal year (for smaller organizations, this may be your entire agency budget)
- _____ 4. Board of Directors roster (include names and city of residence)
- _____ 5. IRS tax exempt letter, and
- _____ 6. Most recent independent financial audit, including any management letters.* If your agency is required to submit 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 “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 the checks and is responsible for all reporting and documentation.
- G. _____ All items listed in E. must be **received by January 25, 2023, 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. Send the agency audit in a separate attachment from 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 25, 2023, 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 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.

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.

BUDGET FORM INSTRUCTIONS – CONTRA COSTA 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 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 and/or 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

RENT AND UTILITY ASSISTANCE PROGRAMS

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