

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: January 23, 2023

TO: Fresno County Emergency Food, Shelter,
and Rent/Utility Assistance Providers

FROM: Laura Escobar, Vice President, Safety Net Services
United Way Bay Area
Emergency Food and Shelter Program

RE: **Request for Proposals**
Emergency Food and Shelter Program (EFSP)
Phase 40 Funding



Funding Availability

The Fresno County Emergency Food and Shelter Program (EFSP) Local Board has received \$635,566 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

The application has a new look and format, and I will be staffing the technical assistance period and the allocations process. The Local Board will hold an information session to review the application and submission process on Wednesday, February 1, 2023, at 1:00 PM via Zoom. **Email lescobar@uwba.org by 12:00 PM on January 31** to be sent Zoom log-in credentials. While not mandatory to receive funding, the Board highly encourages participation from all applicants, especially considering the new proposal format and questions. This information session can be especially helpful for new agencies that are applying and for staff that are responsible for grant management and/or the application process.

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. The Request for Proposal (RFP) materials are available on-line at the United Way Bay Area website (www.uwba.org).

Completed proposals must be **received by 5:00 p.m. on February 17, 2023.**

Applications received after this date and time will not be eligible for funding.

The Local Board will use an electronic submission format. 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 4:59 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.

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

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. See the instructions page to review the full list of eligibility criteria.

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

1. Your agency has not corrected documentation problems or submitted a final report from a previous funding cycle (including in another county).
2. Your application is late.

Your program may not be considered for funding or scored lower if:

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

No administrative allowance (indirect cost) is available to agencies. 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, e-mail lescobar@uwba.org.

Fresno County Emergency Food and Shelter Program

Phase 40 Funding

EFSP Priorities, Timeline, and Submission Instructions

Background and Purpose of EFSP

The Emergency Food and Shelter Program (EFSP) was created in 1983 to supplement* and expand the work of local social service agencies, both nonprofit and governmental, to help people with economic emergencies (not disaster-related emergencies such as fires, floods, tornadoes, etc.). EFSP funds are not to be used to provide emergency assistance for circumstances that are the immediate result of a disaster situation. EFSP funds may be used to provide economic assistance, even if the current circumstances may have been impacted by an earlier disaster occurrence. The EFSP funding is open to all organizations helping hungry and homeless people. EFSP funds must be used to supplement feeding, sheltering (including transitional sheltering), rent/mortgage, and utility assistance efforts only.

*The Local Board has interpreted this as funds being used to supplement current funding of programs that have been established for at least 12 months. Funds will not be used for startup/new programs or programs with no supplemental funding.

Overview of Application Process

The Fresno County Emergency Food and Shelter Local Board is accepting applications for federal funds to provide relief to Fresno County residents. The program is funded by the Federal Emergency Management Agency (FEMA). Please read through the information below as it will help you complete the application and ensure you meet the criteria to apply.

Our Local Board's Review Committee will evaluate applications and make a recommendation to the Local Board who will then allocate funds to qualified agencies serving people who are experiencing lack of food, shelter, or are at risk of homelessness. EFSP funding can be used to provide emergency assistance with food, utilities, or rent/mortgage payments. It can also be used to support local shelters. Nonprofit organizations, government agencies, and faith-based organizations that have previously received funding, as well as new agencies, may apply.

To receive EFSP funding, organizations must abide by the criteria below. Please use this checklist to ensure your organization is eligible to apply.

- _____ Be a nonprofit or an agency of government
- _____ Not be debarred or suspended from receiving Federal funding
- _____ Have a checking account and sign up for Electronic Funds Transfer
- _____ Have an accounting system or fiscal agent approved by the Local Board
- _____ Have a Federal Employer Identification Number (FEIN)
- _____ Have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B). State in application if your number has been requested and your agency is waiting to receive it.
- _____ Have a valid email address for program communication and electronic signature processes
- _____ Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds
- _____ Conduct an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds

- _____ Conduct annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance)
- _____ Practice nondiscrimination (those agencies with a religious affiliation wishing to participate in the program must not refuse services to an applicant based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds)
- _____ Have a voluntary board if private, not-for-profit; and, to the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.

Application Timeline

January 23, 2023 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 January 2023.

Technical Assistance is available from January 23 – February 17, 2023, by contacting Laura Escobar, staff to the Fresno County Local Board:

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

February 1, 1:00 PM Information session for potential applicants via ZOOM, 1:00 – 2:30 PM. Email lescobar@uwba.org by noon, January 31, to request login info for meeting.

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|--------------------------|--|
| February 17, 2023 | <u>Final Deadline for all Application Materials.</u> All applications and attachments must be <u>received</u> by 5:00 p.m. on this date to be eligible for consideration. |
|--------------------------|--|

Week of March 13, 2023 Local Board meets to allocate funding.

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

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 at uwba.org*)
 2. LRO Program Costs and Requirements (*on-line only at uwba.org*)
 - * The Local Board will not fund food/restaurant vouchers, emergency repairs/rehabilitation projects
 3. Application Scoring Criteria
 4. Budget Form

5. Instructions on obtaining a DUNS number *(on-line only at uwba.org)*

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 at uwba.org)*.

- B. _____ The minimum request is \$5,000 per agency. The maximum request per agency for **all** requested categories is \$187,000.

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).

Rental / utility assistance is limited to agencies already operating a robust program for both eviction prevention and rehousing activities. 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.

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.

- D. _____ Round all amounts to the nearest dollar.

- E. _____ Submit your application materials:

- _____ 1. Application form (all pages)
- _____ 2. Board of Directors roster
- _____ 3. Budget sheet (Excel attachment provided)
- _____ 4. IRS tax exempt letter.
- _____ 5. 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. Consult staff if you are considering applying using a fiscal agent.

G. SUBMISSION DEADLINE

ALL APPLICANTS: All items listed in E. must be **received** by **February 17, 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 February 17, 2023, 5:00 p.m., to be eligible.

Contextual changes and/or additions to the proposal after it has been submitted will not be accepted.

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 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.

Emergency Food and Shelter Program

Fresno County Local Board

Phase 40 Funding

Application Scoring Criteria – Food, Shelter, Rental and Utility Assistance Requests

A Review Committee comprised of non-conflicted members of the EFSP Local Board will make funding recommendations to the full Board. Members affiliated with any applicant will not score proposals. Each proposal will be given a score for each subcategory of request (served meals, food boxes, mass emergency shelter, motel vouchers, rent/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 Review Committee, 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.

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.**

*** Pre-Screen Eligibility**

- All information is provided as requested
- Authorized representative signed application
- Application includes all required attachments
- Program has been established for at least 12 months and is not a new startup program

*** Scoring definitions**

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

- Poor - Does not meet expectations
- Fair - Partially meets expectations
- Satisfactory - Meets expectations
- Very Good - Slightly exceed expectations
- Excellent - Exceeds expectations

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 service delivery 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);
(Application Page 2, Question 1)

- * Statement of Need and Service Provision (possible 25 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 **5, 10, 15, 20, or 25 points**. (Application Page 3, Question 2)

* Impact of EFSP Funding (Possible 15 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 **3, 6, 9, 12, or 15 points**. (Application Page 3, Question 3)

* Outcomes (Possible 10 Points)

Board members will review how **mass shelters and motel voucher programs** are working to obtain permanent housing for their clients, under this criterion and score **2, 4, 6, 8, or 10 points**. For 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 programs** do not have an "outcomes" question. (Application Page 4, Question 4)

* Organizational Management (Possible 25 Points)

Provide the agency's Board of Directors listing and audit information, if applicable. Agencies will be asked to describe their compliance with EFSP guidelines, leverage of other resources, policies and procedures. Board members will obtain an overall impression of an agency's fiscal and overall organizational capabilities and will score **5, 10, 15, 20 or 25 points**. Past performance with EFSP reporting will also be factored into this criterion. (Application Pages 4-5, Question 6)

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

| Review | Poor | Fair | Satisfactory | Very good | Excellent |
|---|--------------|-----------------|--------------|------------------|-----------|
| Expectations | Doesn't meet | Partially meets | Meets | Slightly exceeds | Exceeds |
| Program quality | 5 | 10 | 15 | 20 | 25 |
| Statement of Need and Service Provision | 5 | 10 | 15 | 20 | 25 |
| Impact | 3 | 6 | 9 | 12 | 15 |
| Outcomes | 2 | 4 | 6 | 8 | 10 |
| Organizational Management | 5 | 10 | 15 | 20 | 25 |

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

| Review | Poor | Fair | Satisfactory | Very good | Excellent |
|---|--------------|-----------------|--------------|------------------|-----------|
| Expectations | Doesn't meet | Partially meets | Meets | Slightly exceeds | Exceeds |
| Program quality | 5 | 10 | 15 | 20 | 25 |
| Statement of Need and Service Provision | 5 | 10 | 15 | 20 | 25 |
| Impact | 3 | 6 | 9 | 12 | 15 |
| Organizational Management | 5 | 10 | 15 | 20 | 25 |

*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.