

# EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

550 Kearny Street, Suite 1000 • San Francisco, CA 94108 • (415) 808-4380 • FAX (415) 544-9823

---



**DATE:** March 6, 2023

**TO:** Solano County  
Emergency Food, Shelter, and Rent 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 Solano County Emergency Food and Shelter Program Local Board has received \$205,804 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**

For Phase 40 funding, all categories of services listed in the proposal materials will be eligible for funding, but with very limited funding, lower priority may be given to rental assistance requests.

The Local Board will hold an information session to review the application and submission process on March 16, 10:00 AM via Zoom. **Email [lescobar@uwba.org](mailto:lescobar@uwba.org) by 12:00 PM on March 15** to be sent Zoom log-in credentials. While not mandatory to receive funding, the Board highly encourages participation from new applicants. 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.

Read through the application carefully and do not just “copy and paste” last year’s narrative. Make sure to download the correct application from the website as there are several counties in process at this time.

## **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 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 or request a fee/donation** for services;
5. Have demonstrated the capability to deliver emergency food, shelter, or rental assistance programs (no start up programming); and,
6. Have a Federal Employer Identification Number (FEIN) and a Unique Entity Identifier (UEI).

**Please note that your program may not be considered for funding or scored lower if:**

1. Your agency has not corrected documentation problems from a previous funding cycle (including in another county).
2. Your application is late.
3. Your application is not filled out completely and/or is missing appropriate forms.

### **Application Deadline**

The Request for Proposal (RFP) materials are available on-line at the United Way Bay Area website ([www.uwba.org](http://www.uwba.org)) under the “What We Do” tab, “Programs” and “Emergency Food and Shelter Program.” On-line forms may not be available until after 3-9-23. Completed proposals must be **received by 5:00 p.m. on March 31, 2023.**

The Local Board requires an emailed submission of all required materials. 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 4:55 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](mailto: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.

### **Administrative Allowance**

Please note that **no administrative allowance (“indirect” cost)** is allowed under the EFSP grant. 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](mailto:lescobar@uwba.org).**



## Solano County Phase 40 Funding EFSP Timeline, Priorities and Submission Instructions

### **Application Timeline**

March 6, 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 newspapers.

Technical Assistance is available from staff from March 6 – March 31 by contacting  
Laura Escobar, staff to Local Board:

By email: [lescobar@uwba.org](mailto:lescobar@uwba.org).

March 16, 10:00 AM

Information and technical assistance session for potential applicants via ZOOM, 10:00 – 11:00 AM. Email [lescobar@uwba.org](mailto:lescobar@uwba.org) by noon, March 15th, to request login info for meeting. The session is optional, but highly encouraged for new applicants.

### **Friday, March 31, 2023**

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

April 13, 2023

Local Board meets to allocate funding.

Allocation notification sent to agencies *(within 5 days of allocation decisions)*

Week April 17, 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 4:30 p.m.

If no appeals are received, the Local Board's Allocation Plan will be submitted to the National Office for approval.

### **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 or request a fee/donation for services.
5. Have demonstrated the capability to deliver emergency food and shelter programs; and,
6. Have a Federal Employer Identification Number (FEIN) and Unique Entity Identifier (UEI).

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 needs throughout the entire county.
- For Phase 40 funding, all categories of services listed in the proposal materials will be eligible for funding, but because of limited funding, lower priority may be given to rental assistance requests.
- 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 assistance is limited to agencies already operating a robust program for both eviction prevention and/or 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.
- The Local Board will not fund rehabilitation/repair projects, grocery vouchers/gift cards, restaurant vouchers/gift cards, or utility assistance.



## 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 and Statement of Need

- Program description of EFSP funded service
- Support and specialized services provided by the agency for the EFSP funded program. The Board will look at the array and comprehensiveness of services; the quality of services; and whether services are available to all or only some clients.
- Client feedback mechanisms
- Description of community needs, service response, and capacity of agency to respond to community needs
- Impact of funding on client experience and/or community needs

### 2. Leveraging Community Resources - In-kind donations, partnerships with other non-profit providers, community groups, etc.

### 3. Agency's Organizational Management

- Board of Directors information (attachment)
- Audit reports (attachment)
- History of EFSP funding and ability to comply with EFSP documentation guidelines
- Program Budget – standardized format
- Entire agency's **Board approved** budget
- Cover sheet of your most recent IRS 990 Form
- Compliance with other funders

## Submission Instructions

A.     \_\_\_     All applicants should carefully review the following materials:

1. Local Recipient Organization's Responsibilities (*on-line only*)
2. Eligible/Ineligible Costs (*on-line only*)
3. Budget Form and Instructions
4. LRO Certification Form sample from *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.     \_\_\_     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. Application form (all pages)
- \_\_\_     2. Program Budget Form (attachment provided - see question 8, page 6)
- \_\_\_     3. Entire agency's *Board approved* budget for your current fiscal year  
(see question 9 on page 6)
- \_\_\_     4. Board of Directors roster
- \_\_\_     5. IRS tax exempt letter, and
- \_\_\_     6. Cover sheet of your most recent IRS 990 Form
- \_\_\_     7. Most recent independent financial audit, including any management  
letters\*

\* **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.

D.     \_\_\_     All items listed in C. must be **received by Friday, March 31, 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](mailto: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 March 31, 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](mailto: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](mailto:lescobar@uwba.org), or call 415-808-4380.**



## **BUDGET FORM INSTRUCTIONS – SOLANO 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](mailto: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 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 this EFSP grant will be expensed.

### **SERVED MEALS PROGRAMS** (complete 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** (complete 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** (complete 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 program site’s PGE, water, garbage

## **OTHER SHELTER (MOTEL) AND RENTAL ASSISTANCE PROGRAMS**

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