

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

550 Kearny Street, Suite 1000 • San Francisco, CA 94108 • (415) 808-4380 • lescobar@uwba.org

DATE: June 9, 2023



TO: Napa County Emergency Food and Shelter Providers

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

RE: Request for Proposals – EFSP Phase 40 Funding

Funding Availability

The Napa County Emergency Food and Shelter Program (EFSP) Local Board has received \$30,000 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.

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.

NEW for Phase 40

Because of reduced funding for Phase 40 funding, the Local Board will not accept proposals from agencies providing shelter through motel vouchers, rent assistance, or utility assistance.

Requests for served meals (dining centers, meals at shelters, home delivered), food pantry programs, and mass shelters are the only services eligible for Phase 40 funding.

Agency Eligibility and Priorities for Phase 40

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 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. Practice non-discrimination and **not** require religious services or payment for the receipt of services;
4. Not charge clients or request donations for EFSP services;
5. Have demonstrated the capability to deliver emergency food and shelter services (not start up programs); and,
6. Have a Federal Employer Identification Number (FEIN) and a Federal Unique Entity Identifier (UEI).

Examples of funded activities include **emergency congregate meal sites (soup kitchens), emergency shelters for the homeless, and emergency food box pantry programs.**

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 all be found on the website. Be sure to select the Napa proposal, as there may be more than one application on the website (*Applications may not be available on the website until 6-14-23*).

Application Deadline

Completed proposals must be **received electronically by 5:00 p.m. on July 7, 2023.**

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. Complete directions for submitting proposals can be found in the instruction pages of the application form.

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. Because of limited in-office hours, no hard copy needs to be mailed to staff this year.

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, e-mail lescobar@uwba.org.**

Napa County Application Timeline - EFSP Phase 40

By June 9 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.

June 9 – July 7: Technical Assistance provided by staff. Call 415-808-4380 or e-mail lescobar@uwba.org.

July 7, 2023

Final Deadline for Applications. All application materials must be received by 5:00 p.m. on this date to be eligible for consideration.

July 26: Local Board meets to allocate funding

By July 28: Funding notification sent to agencies (*within 5 days of Board meeting date*)

August 4: 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. (*within 7 days of notification letter/date provided in determination letters*)

If no appeal hearing needed, Local Board Allocations Plan will be submitted to the National Office for approval.

Applicant Eligibility and Funding Priorities

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. Practice non-discrimination and not require religious services or payment for the receipt of services;
4. Not charge a fee or request a donation for the receipt of EFSP services;
5. Have demonstrated the capability to deliver emergency food and shelter services (no start up programs); and,
6. Have a Federal Employer Identification Number (FEIN) and a Federal Unique Entity Identifier (UEI).

For reference, see the on-line document, the Phase 38 “Local Recipient Organization Certification Form,” that all agencies sign as a condition of receiving EFSP funding. If awarded funding, you will receive the Phase 40 certification form via DocuSign for signature.

Detailed financial and reporting requirements are outlined in the “Local Recipient Organization's Responsibilities” and “Eligible/Ineligible Costs” (on-line for reference at United Way’s website: <https://www.uwba.org/homepage/what-we-do/emergency-food-and-shelter-program>).

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 safety net needs throughout the entire county.
- The categories of services selected as the funding priorities for Phase 40: served meals, food boxes (pantry items), and mass emergency shelter facilities.
- The Local Board will not fund rehabilitation/repair projects, other shelter/motel vouchers, and rent/utility assistance, grocery gift cards/vouchers or restaurant gift cards/vouchers.

The Local Board will also consider the following criteria in reviewing agency applications for Phase 40 funding:

- Program quality and effectiveness
- Agency efforts in responding to community need and demand
- Impact of EFSP funding on services provided
- Overall organizational management and capacity

Instructions and Application Check Off List

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*) **only served meals, food pantry boxes, and mass emergency shelters are eligible for funding.*
3. Instructions on obtaining a UEI number is available at the federal website <https://sam.gov/content/home>.
4. LRO Certification Form from a previous phase *for review on-line*; signed version for Phase 40 will be submitted to staff via DocuSign, if funded, upon award notification, not with proposal (*on-line review for reference 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 one original of your application materials:

- _____ 1. Five-page Application form
- _____ 2. Program budget (see question 7 on page 5)
- _____ 3. Board of Directors roster
- _____ 4. IRS tax exempt letter

D. _____ Item C must be **received** by **July 7, 2023, by 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 7, 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.