

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: June 14, 2023

TO: San Mateo County Emergency Food, Shelter,
and Rent Assistance Providers

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

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



Funding Availability

The San Mateo County Emergency Food and Shelter Program (EFSP) Local Board has received \$225,000 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.

New for Phase 40

Food and rent programs were determined to be the highest priority for Phase 40.

Mass shelters are not eligible to apply for funding for their shelter operating costs. Mass shelters *may* apply for “served meals” at their shelter programs. Motel stays are not eligible for funding in Phase 40.

Rent assistance proposals (direct client assistance funding paid directly to landlord) will also be accepted. Utility assistance will not be funding in this year’s round.

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 and EFSP background information are available on-line at the United Way Bay Area website (www.uwba.org). Be sure to download the correct county’s application, as there are other counties with applications in process.

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

Applications received after this date and time will not be accepted.

The Local Board is continuing to use the 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 4:55 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.

No hard copy application needs to be mailed to staff this year. Staff will confirm receipt usually within 24 hours. It is the agency’s responsibility to confirm with EFSP staff that the application has been received.

Agency Eligibility

Eligible activities for this round include **served meals** (dining centers open to the public, home delivered or at emergency shelters), **food boxes/pantry**, and **rental assistance** for clients (paid directly to landlords).

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/or rent, 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 and/or rental assistance programs (no start up programming); and,
6. Have a Federal Employer Identification Number (FEIN) and a Unique Entity Identifier (UEI) 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 (including in another county).
- Your application is late.

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

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

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 EFSP Phase 40, e-mail lescobar@uwba.org.**

San Mateo County Phase 40 EFSP Timeline and Submission Instructions

Application Timeline

- By June 14, 2023 Request for Proposals (RFPs) are e-mailed to current LRO's. RFP announcements are mailed to the rest of agency mailing list. RFP information is also published in local newspaper.
- June 14 – July 7 Technical Assistance provided by staff. E-mail lescobar@uwba.org.

**Friday,
July 7, 2023** **Final Deadline for Applications. All application materials must be received by 5:00 PM on this date to be eligible for consideration.**

- July 26 Local Board meets to allocate funding
- By July 31 Allocation notification sent to agencies within 5 days of meeting.
- 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 4:30 p.m. (within 7 days of notice of award notifications)
- Following appeals process, Local Board Allocations Plan will be submitted to the National Office for approval.

Instructions for Submission and Application Check Off List

- A. ____ Carefully review the following materials:
1. Local Recipient Organization's Responsibilities *(on-line only)*
 2. Eligible/Ineligible Costs *(on-line only)*
 ** The Local Board will not fund mass shelters, utility assistance, motel vouchers, grocery/restaurant vouchers or emergency repairs/rehabilitation projects.*
 3. Application Scoring Criteria
 4. Budget Form and Instructions
 5. LRO Certification Form from previous phase *for review*; signed version for Phase 40 will be submitted to staff via DocuSign, if funded, upon award notification, not with proposal *(on-line review only)*.
- B. ____ Your funding request should not be greater than 25% of the sum of your agency's Program budget for emergency food and shelter services and in-kind donations.

There are no minimum and maximum grant proposal amounts or caps for this round. Agencies should review the funding amount available *for the entire community* and consider their request accordingly. At the Board's discretion grants smaller or larger than the requested amount may be made. No single agency should request the entire pool of funding. The Board will

consider all eligible categories and the geographic spread of services throughout the county.

C. ____ Fill in all applicable blanks. Use only the space provided. Incomplete applications may not be accepted, or they may be scored lower. **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 one original of your:

- Application form
- Board of Directors' roster
- Program Budget Form (Excel attachment enclosed)
- Board-approved Program Budget for current fiscal year (for smaller organizations, this may be your entire agency budget)
- IRS tax exempt letter.
- Most recent independent financial audit, including any management letters and single audits (federal audit) *

* **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.

F. ____ Most agencies will receive the funding directly and will sign the “Local Recipient Organization Certification Form” after funding is awarded. If you wish to have a fiscal agent maintain your EFSP financial records, 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. Contact staff if your agency plans to apply using a fiscal agent.

G. ____ **DEADLINE AND SUBMISSION**

All items listed in E. must be **received** by **July 7, 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 July 7, 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
San Mateo County Local Board
Phase 40
Application Scoring Priorities and Criteria

Proposal evaluation will be conducted by Emergency Food and Shelter Program Board Members. Members affiliated with an applicant agency will not participate in the scoring process for their own agency proposal.

Agencies may apply for funding from one or all categories. Should an agency apply for funding from more than one service category, each category will be considered and/or scored.

The following criteria will be used to guide the Local Board's deliberations and allocation decisions. Allocations are made according to the agencies' scores/ranks, category of service, community need and geographic location. In addition to the initial scoring and ranking by the Local Board, impact of funding and the balance of funding throughout the entire county will be taken into consideration. At the Board's discretion, grants smaller or larger than the amount requested may be made.

Priorities / Changes for Phase 40:

- Any food pantry in the county may apply for its own funding. EFSP funding may only be used to purchase food and limited supplies. Pantry applicants should highlight what food they are purchasing to augment what is received from the county food bank.
- Meal programs open to the public may apply for funding and should include what expenses they would charge to the grant (Additional food? Supplies? Staffing?)
- Rental assistance requests must have a **county-wide** focus. A county-wide rental assistance application may be either one agency serving the entire county or a collaboration of agencies providing services through a network of satellite sites or several agencies within the county.

For Phase 40, requests for emergency mass shelter costs, motel stays/vouchers, and utility assistance will not be considered for funding. Emergency shelters may apply for the "served meal" costs for their shelter programs.

Board will assign a low, medium, or high score to your application using the following criteria:

Low score – does not meet/partially meets expectations
Middle score – satisfactory
High score – very good/excellent

Read this information carefully before completing your application.

Criterion One: Program Quality and Effectiveness

- 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. Agencies should only include their **current service capacity**, not speculative or proposed support services.

- Statement of Need and Services Provided - Agency will have the opportunity to describe program demand. Agencies providing increased services to meet heightened demand may be prioritized. Board members will obtain an overall impression of the agency's work related in meeting community need.
- Leveraging Community Resources (in-kind donations, collaborative efforts with other agencies, etc.)
- Outcomes, if applicable. Shelters applying for served meals should describe how they move their clientele to permanent housing. Rent programs should describe their engagement in follow up activities.

(Application Pages 2-4, Questions 1 - 4)

Criterion Two: Agency's Organizational Management

Staff will review Board of Directors roster, EFSP funding history (timeliness and accuracy in reporting), ability to comply with EFSP documentation guidelines and reporting, financial audit information. **(Application Page 5, Question 5)**

Criterion Three: Overall Proposal Quality

The overall quality of the proposal (including following directions and providing all requested attachments) will be evaluated under this criterion. **Please note that your agency will lose points for not adhering to page limit instructions and attachment requirements.**

Criterion Four: Cost

Applicants will be asked to calculate the cost of service for each type of service for which funding is requested. To compare agency costs for served meals and food boxes, the application gives the agency a method for calculating each of those costs. Given that every agency maintains different ways of calculating costs for vouchers, each applicant will be asked to describe how they determine units of cost for these services. **(Complete cost per meal information under each category where funding is requested).**

BUDGET FORM INSTRUCTIONS – SAN MATEO 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 emailing 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 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 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 C, D and E)

Fill out the “Meals Provision” Column C 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 C. 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 C 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 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, 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.

RENT/MORTGAGE ASSISTANCE

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 this category.