

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: June 21, 2023

TO: Santa Clara County Emergency Food and Shelter 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 Santa Clara County Emergency Food and Shelter Program (EFSP) Local Board has received \$550,000 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

Because of reduced funding for Phase 40 funding, the Local Board will not accept proposals from agencies providing: shelter through motel vouchers, mass shelter operating costs (other than food), rent assistance, or utility assistance.

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

The Local Board will not hold an information session or bidder's conference to review the application and submission process. Local Board staff *will* be available in dedicated "office hours" to answer questions. Office hours will be held on June 29, 1:00 – 2:30 PM via Zoom. Agency staff may pop in anytime during that window to ask questions. Login credentials are listed in the proposal timeline. Ongoing technical assistance is also available from Local Board staff throughout the application period.

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 also available on-line at the United Way Bay Area website (www.uwba.org).

Completed proposals must be **received** by **5:00 p.m. on July 14, 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 4:59 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. It is the responsibility of agency staff to ensure email receipt of the application materials by Local Board staff.

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 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 services (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:

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 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 the Emergency Food and Shelter Program, e-mail lescobar@uwba.org.**

Santa Clara County Phase 40 EFSP Timeline, Priorities, and Submission Instructions

Application Timeline – Phase 40

By June 21, 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.

Office hours, June 29 Staff available via Zoom to answer application questions from 1:00 – 2:30 PM. Zoom information:

Join Zoom Meeting
<https://uwba.zoom.us/j/83888471943>
Meeting ID: 838 8847 1943
Passcode: 123123

June 22 – July 13 Technical Assistance provided by staff.
E-mail lescobar@uwba.org.

July 14, 2023:	<u>Final Deadline for Applications.</u> All application materials must be <u>received</u> by 5:00 p.m. on this date to be eligible for consideration.
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August 15 Local Board meets to allocate funding.

Funding notification sent to agencies *within 5 days of Board meeting date*

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 will be provided in award determination letter.

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 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 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:

- Your agency has not corrected documentation problems from a previous funding cycle.
- 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.

Request Amount - The Local Board will not fund any request that is greater than 25% of the sum of an agency's Program Budget for emergency services (including in-kind donations). There is no minimum/maximum amount that can be requested in the proposal. 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.

Priorities - The Board determined **food** as the highest priority for Phase 40 funding.

The following services may be funded for different populations and/or geographies:

- served meals (dining centers open to the public, home delivered meals, or meals at shelter programs)
- food boxes (groceries/pantries that provide food to be prepared by client)

In Phase 40, the Local Board will not fund mass shelter costs, rent/utility assistance, motel vouchers, rehabilitation/repair projects, grocery gift cards/vouchers, or restaurant gift card/vouchers.

Submission Instructions

A. _____ All applicants should carefully review the following materials at the United Way Bay Area website (<https://uwba.org/emergency-services/>):

1. Local Recipient Organization's Responsibilities *(on-line only)*
2. Eligible/Ineligible Costs *(on-line only)*
3. Application Scoring Criteria *(in Santa Clara County documents)*
4. 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. _____ 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 (Pages 1-5)
- ___ 2. Program Budget (see question 10 on page 5)
- ___ 3. Board of Directors roster
- ___ 4. IRS tax exempt letter or documentation from IRS website
- ___ 5. 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 **July 14, 2023, 5:00 p.m.**, in the following manner:

E-mail a scanned version of all of the items listed above to lescobar@uwba.org. Please send the agency audit in a separate attachment from other application materials (It should be in the same email, just a separate attachment).

Applications must be **received** by email by July 14, 2023, 5:00 PM to be considered for funding.

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
Santa Clara County Local Board
Phase 40 Application Scoring Criteria – Food**

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. **Agencies not in compliance for previous rounds must have all reporting up to date to receive Phase 40 payments.**

Funding will be available for food services, either meals and/or food boxes. Each proposal will be given a score for each category of request, if applicable (served meals and/or food boxes). Agencies may apply for funding from one or both categories. Should an agency apply for funding from both categories, the proposal will be scored separately for each category requested.

The following criteria will be used to score each EFSP Phase 40 application for funding. Scoring criteria will be used to guide the Local Board's deliberations and allocation decisions.

The Local Board will not fund any request that is greater than 25% of the sum of an agency's Program Budget for emergency services (including in-kind donations).

There is no minimum/maximum amount that can be requested in the proposal. **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.

The following criteria will be used to score each application for funding. **Read this information carefully before completing your application.**

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

Low scores(s) – doesn't meet/partially meets expectations
Middle score – satisfactory
Highest score(s) – very good/excellent

Point Scoring Criteria

* **Program Description (Possible 10 points)**

Board members will compare applicant responses in the following areas and score **2, 4, 6, 8 or 10 points**: Program description of EFSP funded service which includes how fully and completely the agency describes its program (staffing, target population, eligibility, intake restrictions, etc.). Agencies should only include their **current service capacity**, not speculative or proposed support services. **Application Page 2, Question 1**

* **Statement of Need, Service Provision (Possible 30 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. Board members will obtain an overall impression of the agency's work and score **5, 12, 18, 25 or 30 points**. **(Application Page 3, Question 2)**

* **Impact of EFSP Funding (Possible 20 Points)**

The Local Board will review how the agency sources food and consider the degree to which funds granted would make a significant impact on the quality and quantity of the program's service delivery to clients and score **4, 8, 12, 16 or 20 points**. **Application Pages 3-4, Question 3**

* **Organizational Management (Possible 15 Points)**

Provide the agency's audit information and Board of Directors information as attachments. Describe compliance with EFSP requirements and provide data on leveraging. Board members will obtain an overall impression of an agency's fiscal and service capabilities and will score **3, 6, 9, 12 or 15 points**. **Application Page 4, Question 4**

* **Cost Effectiveness (Possible 10 Points)**

Board members will review budget information and units of service to assess cost effectiveness. Applicants will be asked to provide a clear program budget, specific to the EFSP funded program. Board Members will compare each applicant's response and score **2, 4, 6, 8 or 10 points**.

* **Overall Quality of EFSP Services (Possible 15 Points)**

Board members will review the overall quality of the proposed program and will consider how the EFSP funded program meets community need and the overall array and comprehensiveness of services provided. Board Members will compare each applicant's response and score **3, 6, 9, 12 or 15 points**.

Points Overview (100 points total)

	Doesn't meet	Partially meets	Satisfactory	Very good	Excellent
Program Description	2	4	6	8	10
Statement of Need / Service Provision	5	12	18	25	30
Impact	4	8	12	16	20
Organizational Management	3	6	9	12	15
Cost Effectiveness	2	4	6	8	10
Overall Quality of EFSP program	3	6	9	12	15