

EMERGENCY FOOD AND SHELTER PROGRAM LOCAL BOARD

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DATE: June 28, 2023

TO: Sonoma County Emergency Food and Shelter 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 Sonoma County Emergency Food and Shelter Program (EFSP) Local Board has received \$157,000 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 shelter programs were determined to be the highest priority for Phase 40.

Motel vouchers and rent/utility assistance programs are not eligible to apply for funding in Phase 40.

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 (to efsp@uwba.org) by 5:00 p.m. on July 26, 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. 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 **mass shelter**.

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 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 require a fee for services;
5. Have demonstrated the capability to deliver emergency food and/or shelter 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:

- 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.**

**Sonoma County Emergency Food and Shelter Program
Phase 40 Funding
EFSP Timeline, Priorities, and Submission Instructions**

Application Timeline

- June 28, 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 May.
- July 11, 1:00 – 2:30 PM Information session for potential applicants via ZOOM, 1:00 – 2:30 PM. Email lescobar@uwba.org by noon, July 10th, to request login info for meeting.

Technical Assistance is available from June 29 – July 26, 2023 by contacting Laura Escobar, staff to Local Board:
By email: lescobar@uwba.org.

July 26, 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.
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- Week of August 14 or 21 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.

Applicant 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 a fee for services;
5. Have demonstrated the capability to deliver emergency food and shelter programs (no start up programming); and,
6. Have a Federal Employer Identification Number (FEIN) and Unique Entity Identifier (UEI).

Instructions and Application Check Off List

A. ___ Carefully review the following materials:

1. Local Recipient Organization's Responsibilities (*on-line information available at <https://uwba.org/emergency-services/>*)
2. Eligible/Ineligible Costs (*on-line*)
 - * The Local Board will not fund motel vouchers, rent/utility assistance, emergency repairs/rehabilitation projects or grocery/restaurant cards.
3. Application Scoring Criteria
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 for reference only*).

B. ___ **Grant Amounts and Priorities**

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, and/or mass shelter).

Minimum and Maximum grant proposal amounts:

- **Served meals** program (dining centers/to-go meals, home delivered meals) requests may not exceed a maximum of \$25,000 per agency.
- **Emergency Mass Shelter** program requests may not exceed a maximum of \$25,000 total per agency (*including costs for served meals* which must be identified in the application separately). You may not ask for \$25,000 in served meals costs *and* another \$25,000 in mass shelter costs.
- **Food Box (pantry)** program requests may not exceed a maximum of \$25,000 per agency.
- The **minimum grant request** in any category is \$5,000.

At the Board's discretion, grants smaller or larger than the amount requested may be made.

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.**

D. ___ Round all amounts to the nearest dollar.

E. ___ Most agencies will receive the funding directly and will sign the "Local Recipient Organization Certification Form" via DocuSign upon award. If you wish to have a

fiscal agent maintain your EFSP financial records, contact staff at lescobar@uwba.org.

F. _____ Submit your:

- _____ 1. Application form (pages 1 - 7)
- _____ 2. Board of Directors' roster
- _____ 3. Program Budget (should equal amount in Question 10, Page 7)
- _____ 4. IRS tax exempt letter
- _____ 5. SHELTERS only - Submit your shelter policies and procedures.
- _____ 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.

G. _____ **DEADLINE AND SUBMISSION**

All items listed in F. must be **received** by **July 26, 2023, 5:00 p.m.**, in the following manner:

E-mail a PDF scanned version of all of the items listed above to efsp@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 26, 2023, 5:00 p.m., to be eligible.

NO hard copy needs to be mailed. **It is the agency's responsibility to confirm receipt by Local Board staff** (efsp@uwba.org). Staff will confirm receipt of application (generally within 24 hours), so please reach out to staff if you do not receive confirmation receipt by the close of business on July 27th. Confirming receipt is the responsibility **of the applicant agency**. Appeals will not be granted if the agency cannot prove that staff *received* the materials by the 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, call 415-808-4380 or email Laura Escobar, lescobar@uwba.org.

**Emergency Food and Shelter Program
Sonoma County Local Board
Phase 40 Funding
Application Scoring Criteria – Food and Shelter Requests**

Overall proposal evaluation will be conducted by members of the Emergency Food and Shelter Program Local Board. Members affiliated with an applicant will not score that applicant's proposal. Each proposal will be given a score for each subcategory of request (served meals, food boxes, mass emergency shelter). These scores will be averaged to determine the final score(s) for each applicant in each subcategory.

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).

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 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

Points may be deducted if proposal directions are not followed, attachments are missing, or narrative/budget questions not answered completely or correctly.

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 25 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 **5, 10, 15, 20, or 25 points**. **(Application Page 3, Question 3)**

- * **Demographic, Target Populations, Geography (no points assigned)**
The Local Board will review applicant information to assess overall impact and balance of funding throughout the entire county. **(Application Pages 4-5, 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 and leverage of other resources. 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 Page 6, Question 7)**

Points Overview - 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 / Service Provision	5	10	15	20	25
Impact	5	10	15	20	25
Organizational Management	5	10	15	20	25