

MEMORANDUM

TO: Phase 39 Emergency Food & Shelter Program (EFSP) Applicants
FROM: Kristin Lyons, EFSP Local Board Contact
RE: Enclosed EFSP Package for **Phase 39** 11/01/2021 to 12/31/2022
DATE: February 2, 2022

Enclosed is the Request for Proposal (RFP) application packet for Phase 39 of the Emergency Food and Shelter Program (EFSP). The amounts available, by county, appear on the introductory page.

******PLEASE NOTE******

1. Organizations funded in a previous year do not have to complete section A (on page 3), but must still complete section B on (page 3); the Proposal Summary Form (page 4); the LRO Certification form (must be downloaded after being docu-signed and may not be available prior to the application deadline) from www.efsp.unitedway.org; and a brief narrative on the proposed activity (this can be in your cover letter).
2. Payments will be made by EFSP through Electronic Funds Transfer (EFT).
3. All applicants are required to provide a DUNS number, FEIN number and their e-mail address.

Proposals are due in our office by email to kristin.lyons@vermont.gov no later than **4:30 P.M. on Monday, February 14, 2022.**

Feel free to call if you need help or have questions. (802) 760-0116.

REQUEST FOR PROPOSAL
FOR
PROVISION OF EMERGENCY FOOD AND SHELTER
TO DISADVANTAGED INDIVIDUALS IN THE STATE OF VERMONT

FOR THE PERIOD
November 1, 2021 – December 31, 2022

PHASE 39

DUE: Monday, February 14, 2022 by 4:30 PM

VERMONT LOCAL BOARD
c/o State Office of Economic Opportunity

kristin.lyons@vermont.gov
802-760-0116

EMERGENCY FOOD AND SHELTER NATIONAL BOARD PROGRAM

PHASE 39

INTRODUCTION TO PROGRAM

The State of Vermont has been awarded Federal funds made available through the Department of Homeland Security (DHS)/Federal Emergency Management Agency under the Emergency Food and Shelter National Board Program for the provision of emergency food and shelter services to disadvantaged individuals.

In this phase, Chittenden County has also been chosen to receive direct funds.

The Chittenden County Emergency Food and Shelter Program Local Board and the State Set-Aside Committee have combined. All Vermont applicants should use the following process and application below in Phase 39.

Vermont's fourteen counties, including Chittenden County applicants, are eligible to apply for National Board funds totaling **\$250,000** through the combined Vermont Emergency Food and Shelter Program (EFSP) Committee. The Combined Vermont EFSP Committee has further allocated the state award available to those remaining counties. The amounts available are:

Addison: \$11,285	Bennington: \$17,341	Caledonia: \$17,008
Chittenden: \$31,363	Essex: \$3,837	Franklin: \$19,496
Grand Isle: \$2,428	Lamoille: \$15,566	Orange: \$12,739
Orleans: \$15,812	Rutland: \$26,461	Washington: \$27,416
Windham: \$26,072	Windsor: \$23,176	

The conditions for eligibility of funds are found in the section titled: Selection Process.

If an agency meets all the criteria but does not have an adequate accounting system, the State Set-Aside Committee may authorize funds to be channeled through a fiscal agent.

Further details on the eligibility of costs and general procedures are included in this request for proposal.

Please read all of the information before completing your proposal. **Your completed proposal is due in the State Office of Economic Opportunity on or before Monday, February 14, 2022.**

PROPOSAL FORMAT

Proposal for funds should briefly address the following items:

*****NOTE*****

Section A. Is For New Applicants Only. Previous grantees go DIRECTLY to SECTION B. and Proposal Summary Form.

SECTION A. NEW APPLICANTS ONLY

A. Background of Your Organization

1. Describe your organization's demonstrated capabilities to provide emergency food or shelter in a timely and efficient manner, including the following information:
 - a. Prior participation in emergency food or shelter activities.
 - b. The number of clients served during the last year.
 - c. Profile the type of clients served.
 - d. The geographic region that is served by the organization.
2. A profile of the organization delivering emergency food and shelter which includes:
 - a. How long has the food or shelter activity been in operation?
 - b. How is the food and shelter activity managed and by whom?
 - c. How does the board of directors control the activity's operations?
3. The type of accounting and record-keeping system the organization utilizes.
4. How and when does the organization get audited?
5. The sources of federal and state funds currently being used in paying for food and shelter operations.

SECTION B. ALL APPLICANTS

B. Proposed Activity

1. Indicate the County for which you are applying for funding along with any towns that are served by your Agency.
2. Clearly indicate which program or site is applying for funding (i.e., which shelter, food shelf, etc). How many clients were served by this program in the past year?
3. Indicate the amount of funds being requested and the proposed use of these funds on the Proposal Summary Form. **Note that administrative costs are allowed only for the Local Board.**
4. Describe the ability of the organization to expend the funds from November 1, 2021 through December 31, 2022 (anticipated award period, subject to National Board approval).
5. Describe how administrative costs not allowable under the grant will be managed.
6. When was the last audit conducted? Were there any findings? If your agency does not conduct annual audits, what is your agency's approach to 3rd party financial reviews?

(OPTIONAL QUESTIONS)

Describe how COVID has impacted operations.

Is there anything you would like to share with us regarding your request amount, your services or your current needs.

PROPOSAL SUMMARY FORM

In the box below, TYPE or clearly PRINT the following information. **All lines must be completed.**

Executive/Responsible Officer: _____
Organization Name: _____
Street/P.O. Box #: _____
City, State, Zip Code: _____
Federal EIN # _____
DUNS # _____
Day Phone Number: _____
E Mail: _____

	Allocation	Estimate*
A. FOOD	\$	#
B. MASS SHELTER (\$12.50 per diem)	\$	#
C. OTHER SHELTER	\$	#
D. RENT/MORTGAGE	\$	#
E. FUEL/UTILITY	\$	#
F. TOTAL AWARD AMOUNT A+B+C+D+E	\$	

* Estimate number of meals per grocery order or voucher if not served directly.

For shelter, multiply the number of people in a family by the number of nights in the assistance period. (A family of 5 receiving one month only mortgage assistance would be 150 nights lodging (5 people x 30 nights = 150).

By submitting this application, I attest that my organization has reviewed and is prepared to meet the administrative and reporting requirements of the Emergency Food and Shelter Program.

OTHER INFORMATION

1. Selection Process

In selecting Local Recipient Organizations to receive funds, the Local Board must consider the demonstrated ability of an organization to provide food and shelter assistance. Local participation in the program is not limited to organizations that are part of any state or national organization.

For Phase 39 Funding, the Local Board intends to continue to prioritize funding for Food and Mass Shelter. However, where applicants have greater need for the funds in another category (e.g., Rent & Mortgage, Fuel & Utilities), we encourage applicants to let the Local Board know their own (applicant) priorities.

Please note: The Board has chosen to prioritize mass shelter and food at this time, due to a current understanding of how to most effectively use EFSP funds in Vermont.

The Board also would like to clarify that LRO's must provide service in the county in which they physically provide services or reside and that they will not be considered for funding for additional counties.

Organizations that received awards from previous legislation may again be eligible providing the organization still meets eligibility requirements.

When EFSP applicants receive funding from EFSP Board Members (including OEO) through other grant programs, those Board members will share monitoring and performance outcomes with the Board to consider when making funding decisions.

The Local Board should be prepared to justify an allocation of 1/3 or more of its total award to a single recipient organization.

2. Criteria for LROs

For a local organization to be eligible for funding, it must:

- be nonprofit
- have an accounting system; conduct an annual audit or complete an independent financial review
- practice nondiscrimination (those agencies with a religious affiliation wishing to participate in the program must agree not to refuse services to an applicant based on religion, nor will such groups engage in any religious proselytizing in any program receiving Emergency Food and Shelter Program funds); and,
- if a private voluntary organization, have a voluntary board.

Each Local Recipient Organization will be responsible for certifying in writing to the Local Board that it has read and agrees to abide by the cost eligibility and reporting standards of this publication and any other requirements made by the Local Board.

3. Fiscal Agent

FISCAL AGENTS/FISCAL CONDUITS ARE DEFINED AS:

For National Board purposes, a fiscal agent/fiscal conduit is an agency which is serving as the mechanism for other agencies to benefit from Emergency Food and Shelter Program funds.

The fiscal agent/fiscal conduit is the organization responsible for the receipt, disbursement to vendors, and documentation of funds received. The fiscal agent/fiscal conduit must meet all of the requirements of a Local Recipient Organization.

An organization serving as a FISCAL AGENT should be listed separately on the Local Board plan for each agency it is assisting, along with the appropriate information on dollar breakdown and estimates on units of service.

Organizations serving as FISCAL CONDUITS should be listed only once on the Local Board plan. This "umbrella" will then provide a supplemental listing to the National Board with both the Local Board plan and the Final Report showing all agencies benefiting from the funding and breakdowns of spending and units of service. This supplemental list will be used to ensure that these agencies receive a copy of the Phase 35 manual and are included in other mailings from the National Board.

4. Client Eligibility

The National Board does not set client eligibility criteria. Local Boards may choose to set such criteria. If the Local Board does not set eligibility criteria, the LRO may use its existing criteria or set criteria for assistance under this award. However, the LRO's criteria must provide for assistance to needy individuals without discrimination (age, race, sex, religion, national origin or handicap).

The National Board does not mandate nor recommend the use of any particular existing criteria (i.e., food stamp guidelines, welfare guidelines, or income guidelines).

5. No Fee Requirement for Service

No individual, Family or household may be charged a fee for service or be required to attend religious, counseling services with relation to assistance received under EFSP. Please note, EFSP does not consider the receipt of donations to an agency to be the same as a fee for service. The receipt of donations does not prevent an agency from participating in the EFSP.

GENERAL GUIDELINES

Grant Award Process

United Way of America has been designated as the fiscal agent for the National Board and as such will process all Local Board plans. Checks will be written to organizations recommended by Local Boards for funding. Local Boards have the right to reallocate funds throughout the program period, as they determine necessary. When a Local Board reallocation between two or more LROs occurs, the Local Board must promptly notify the National Board in writing so that the National Board's records can be updated accordingly.

Second/Third Installments

To ensure greater accountability and reporting, awards totaling less than \$100,000 will be paid in two equal installments. Awards totaling \$100,000 or more will be paid in three equal installments.

Escrowed Funds

The National Board will distribute second/third checks (via EFT) once the jurisdiction's audit is completed for the

previous program period. Second/third payments will be held in escrow until all audit exceptions are satisfied by the LRO.

Receipt of Funds

All checks will be dispersed directly to the Local Recipient Organization. Second and third payments will be dispersed to the LRO only, upon the written request of the Local Board chair along with LRO's interim report. **Payments will be made by Electronic Transfer Only.**

ELIGIBILITY OF COSTS

Intent of Program

The intent of this appropriation is for the purchase of food and shelter, to supplement and extend current available resources and not to substitute or reimburse ongoing programs and services. Interpretation questions should be cleared by the recipient organizations with the Local Board prior to action.

GENERAL PROCEDURES

I. Submit the completed proposal **via email** to: kristin.lyons@vermont.gov

Kristin Lyons, Vermont Local Board Contact
c/o Office of Economic Opportunity
Email: kristin.lyons@vermont.gov

A completed proposal must be **received by 4:30 PM on February 14, 2022.**
Submissions will be accepted by email only.

The evaluation of proposals will include the completeness of the response by the organization, the need for services in the area, the ability of the organization to conduct a short-term project that does not provide administrative funds, and the performance record of the organization.

II. Grant Award -- Conditions

The successful applicants will be notified by the Local Board. Before any funds will be awarded, the organization must provide assurances that they will meet the federal requirements for program reporting, record retention, nondiscrimination, fiscal controls and audit.

It is the Board's intention to provide, so far as practicable, statewide assistance with these limited funds.

The Vermont Local Board reserves the right to reject any or all proposals:

Amy Carmola
United Way of Northwest Vermont

Susan Leff
Jewish Communities of Vermont-Temple Sinai

Rita Markley
Committee on Temporary Shelter
Representative for the Homeless

Stephen Marshall
Chittenden Homeless Alliance
Representative for the Homeless

Kevin Mazuzan
American Red Cross – Burlington

Captain Felisha Davis
Salvation Army – Burlington

Sarah Phillips
Office of Economic Opportunity

Mary Beth Pinard
Vermont Catholic Charities

To Be Determined
Church Organization or Ministerial Association