Phase ARPA-R
Emergency Food and Shelter Program
Competition Overview

Coordinating Agency Point of Contact

- **Alliance of Community Assistance Ministries, Inc. (ACAM) – Sarah Malcolm**
  - Email: efsp@acamweb.org
  - Phone: 713.429.5958
- Application Submission Email
  - Email: efsp@acamweb.org
- Eligible Activities for Application
  - Food (Served Meals)
  - Other Food
  - Mass Shelter
  - Rent/Mortgage Bills Paid
  - Utility Assistance Bills Paid

Coordination of Services

In order to coordinate services within our jurisdiction, Local Recipient Organizations (LROs) that provide EFSP activities including Mass Shelter, Rent/Mortgage Assistance, and/or Utility Assistance are required to use the Homeless Management Information System (HMIS). The Coalition for the Homeless manages and coordinates the training and upkeep of this system. All local agencies receiving funds for Mass Shelter, Rent/Mortgage Assistance, and/or Utility Assistance are required to follow the rules listed below for Rent/Mortgage Assistance and participate in HMIS. Information must be entered into HMIS within 48 hours of service provision.

Please visit https://www.homelesshouston.org/hmis-v2 to review all information about HMIS, register for trainings, and establish EFSP Funded programs.

Those agencies specifically identified as Domestic Violence Service Providers are exempt from the HMIS requirement, however, they should use a comparable database for the expenditure categories of Mass Shelter, Rent/Mortgage Assistance and Utility Assistance as necessary.

Local Board Funding Priorities

The Local Board only funds those activities deemed eligible by the EFSP National Board. Identifying local priorities assists the Local Board in disseminating the EFSP funds to supplement and expand the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic emergencies (not disaster-related [i.e., fires of any kind, floods, tornadoes, etc.] emergencies).

Local Board Funding Priorities are determined annually, which guide the local board in the prioritization of awards and the reallocation funding. The Local Board has clustered the ESFP eligible activities into 3 categories: **homelessness prevention** (rent/mortgage assistance and utility assistance), **food** (other food and served meals), and **emergency shelter**. The target allocations are 50%, 30%, and 18%, respectively. The Local Board reserves 2% for administrative expenses for the Coordinating Agency.

Application and Award Value Threshold

The Local Board has determined that applicants must apply for **no less than $10,000 per funding area** (i.e. homelessness prevention, food, emergency shelter) and that the **minimum total award amount is $10,000**. (Note: Organizations are encouraged to apply for more than $10,000, as the allocation methodology may cause applications for $10,000 to fall below the threshold and be disqualified.)

Application Scoring and Funding Allocation

After threshold review, completed applications are scored by three individual scorers. All eligible activities receive the same comprehensive score (e.g., rent/mortgage assistance and other food receive the same score). The application's three scores are averaged, and the averages are ranked within the three funding priority areas to determine allocations. The Local Board has determined not to fund any applications that receive an average score below 70.

As the overall funding request generally exceeds the regional allocation, the Local Board has developed an allocation methodology to scale the requested amount to the regional allocation amount. In the case that an LRO's scaled request falls below the minimum $10,000 total award threshold, the application will be disqualified. Applicants are encouraged to take the allocation methodology into consideration when determining their funding request. Please see the 2022 EFSP Local Board Handbook for additional information about the application scoring and funding allocation process.

Rent/Mortgage Assistance

For EFSP Phase ARPA-R the Local Board requires all agencies awarded Rent/Mortgage Assistance to provide service equal to one month's rent/mortgage. To ensure adherence to this requirement, agencies must use EFSP funds exclusively to pay the full month's rent up to current Fair Market Rental (FMR) rate for the unit. (Do not factor in utilities when calculating FMR for

this purpose.)

Agencies may not combine EFSP funds with another funding source to meet this requirement. However, agencies may provide one month's assistance in excess of FMR by using EFSP funds to pay the FMR portion and funds from additional funding sources to pay the remaining balance. For the latest regional FMR rates, please visit https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2022_code/select_Geography.odn and select Houston-The Woodlands-Sugar Land, TX HUD Metro from the dropdown menu.

LROs should also use the one month's rent requirement and current FMR rates to correctly estimate the cost of their EFSP funding request. For example, if an LRO intends to provide service for 20 households (all two-bedroom units) and the current FMR for a two-bedroom unit is $1,208, the LRO should request $24,160.

Allocation for Jurisdictions
The EFSP National Board has announced a national allocation of $400 million for EFSP Phase ARPA-R (compare to $120 million for Phase 37). However, they have not yet announced regional allocations. Based on the National Board's posted funding formula criteria, the Local Board expects a regional allocation similar to Phase 37. The Local Board is moving forward with a competition to expedite the award process once regional allocations have been finalized. There is a high probability that EFSP National will not have announced our jurisdiction's allocation by the application due date. Please visit the EFSP web portal for more information on recent allocations: https://www.efsp.unitedway.org/efsp/website/websiteContents/index.cfm?template=EFSPAwardByPhase.cfm.

Grievance Procedure
If during the competition an agency feels as if a decision was made unjustly, there is a posted Grievance Procedure with the competition documents for EFSP that will be responded to by the Coordinating Agency Leadership, and if necessary, the Local Board.

Quarterly Reporting Requirements
In order to ensure the full utilization of the ESFP funding allocation, the Local Board requires LROs to submit quarterly performance and expenditure reports. The reports will demonstrate that LROs are serving the number of clients proposed and that the allocated EFSP funds are being spent. The Local Board may require a reallocation of funds if an LRO is not meeting targets. The quarterly reports will also require verification that clients and services are being entered into HMIS for those LROs receiving awards for mortgage, rent, and utility assistance. Reports will be due on the 10th day after the close of each quarter to efsp@acamweb.org. Reports will be used to inform reallocations and future application processes.

Phase ARPA-R Important Dates

Program Start Date
- November 1, 2021
  - On November 25, 2021 the EFSP National Board announced that Phase ARPA-R would run beginning on November 1, 2021 and ending on April 23, 2023. The National Board allows LROs to charge eligible, properly documented expenditures back to the beginning of the spending period.

Applications Released Online
- December 8, 2021
  - Applications will be posted electronically on https://acamweb.org/funding-vendor-opportunities.

Optional RFP Conference via Zoom
- December 15, 2021 – 10:00 AM CST
  Registration:
  https://us02web.zoom.us/meeting/register/tZAlcu2tqjwsHNR6L5VdgJP2HL9F45x-Cl8q

Last Day for Technical Assistance/Questions
- December 16, 2021, by 12PM CST
  - Technical Assistance/Questions will be accommodated up to this date.
  - All questions are required via email and should be directed towards Sarah Malcolm at efsp@acamweb.org.

Applications Due by Email
- **January 7, 2022 by 12PM CST**
  - Applications will be due to the Coordinating Agency, ACAM, via email at efsp@acamweb.org.
  - Early submissions are encouraged to avoid delivery issues.
  - **Late applications will not be reviewed. The time stamp on the recipient email will serve as the official time of submission.**

Threshold Review
- Applications will be reviewed to ensure all required documents are submitted. Any missing documents will be requested via email. **Any missing documents will be due by 12:00 PM CST on January 19, 2022. You will be notified regarding missing documentation no later than January 14, 2022, at 5:00 PM CST.**
  - LROs with open holds in the EFSP National System before Phase 37 will not meet threshold, and the application will not be scored.
- An applicant LRO may earn five (5) bonus points if the LRO expended all EFSP funds in the last 2 contiguous completed Phases (i.e., Phase CARES and Phase 38) as evidenced by the LRO's final quarterly report(s) submitted to the coordinating agent. The bonus will apply to applicant LROs that were awarded funds in either or both of the last 2 phases.
- An applicant LRO may earn five (5) bonus points if the LRO reported a ratio of total EFSP expenditures to total program expenditures less than or equal to the proposed ratio for the most recent Phase as evidenced by the LRO's final quarterly report(s) submitted to the coordinating agent.
- Only LROs with timely and accurate final quarterly reports will be considered for bonus points.

- To encourage complete applications, five (5) additional points will be earned by agencies requiring no follow-up for missing documents in the threshold review process.

- **<u>Incomplete applications will not be reviewed.</u>**

Awards Announced
- o TBD

Beginning of Award Payments
- o TBD – The National Board determines the date of award payments.

Checklist for Proposal Submittal

_____ Cover Page (PDF)

_____ Application for Funding (Fillable PDF)

_____ Agency's Current Board Roster (Name, Position, Term of Office – PDF)

_____ Program Level Budget (Excel Form)

_____ Program Level Organization Chart (PDF)

_____ Agency's Most Current Audit or Financial Statement (PDF)

Proposal Submittal Process

1. Submit the complete proposal application to The Alliance of Community Assistance Ministries, Inc. (ACAM) at efsp@acamweb.org according to the posted timeline with the subject line "EFSP Phase ARPA-R Application – [Insert Agency Name]".

2. Each document in the application checklist must be sent as a separate file using the following nomenclature:

   a. Existing Local Recipient Organizations (LROs):
      i. "Initials + LRO Number" Cover Page (PDF File)
      ii. "Initials + LRO Number" Application for Funding (PDF File)
      iii. "Initials + LRO Number" Board Roster (PDF File)
      iv. "Initials + LRO Number" Program Level Budget (Excel Document)
      v. "Initials + LRO Number" Program Level Organization Chart with Contact Info (PDF File)
      vi. "Initials + LRO Number" Most Current Audit-Financial Statement (PDF File)

      Example for ACAM – LRO 103
      ACAM103 Cover Page
      ACAM103 Application for Funding
      ACAM103 Board Roster
      ACAM103 Budget
      ACAM103 Organization Chart
      ACAM103 Audit

   b. **NEW** Local Recipient Organizations (LROs):
      i. "Initials" Cover Page (PDF File)
      ii. "Initials" Application for Funding (PDF File)
      iii. "Initials" Board Roster (PDF File)
      iv. "Initials" Program Level Budget (Excel Document)
      v. "Initials" Program Level Organization Chart with Contact Info (PDF File)
      vi. "Initials" Most Current Audit-Financial Statement (PDF File)

      Example for Agency without LRO Number
      AGENCY Cover Page
      AGENCY Application for Funding
      AGENCY Board Roster
      AGENGY Budget
      AGENCY Organization Chart
      AGENCY Audit

3. Per the posted timeline, a threshold review will be conducted on applications. If there are missing documents, applicants will have a limited opportunity to submit missing documents. **After that deadline, incomplete applications will not be reviewed.**