Expanded Meal Service Plus

Request for Proposals (RFP)

Proposals due: Completed proposals must be submitted to Roella Foronda at hiphifunding@gmail.com by July 31, 2020, 5:00PM.

Overview: As part of an agreement with the City and County of Honolulu to coordinate and administer Federal COVID-19 Relief Funds, Hawaii Public Health Institute (HIPHI) will subcontract with community organizations to support meal, food, and wraparound health and social support services for older adults, individuals with disabilities, and other vulnerable populations affected by the COVID-19 pandemic.

Service Area: Specific to City and County of Honolulu (Oahu)

Target population: Projects must serve at-risk older adults and seniors (kupuna) who are residents of the City and County of Honolulu, persons with disability, and other vulnerable populations within the state of Hawaii, affected by the COVID-19 pandemic. For the purposes of this funding opportunity the following apply:

“Older Adult” means a person 60 years of age or older.

“Person With Disability” means an individual who has a severe and chronic mental or physical impairment that has a substantial and adverse effect on an individual’s ability to carry out major life activities.

“Vulnerable Populations” means people with access and functional needs that may interfere with their ability to adequately access food, social, or health services before, during, or after a disaster or emergency.

Individuals shall also be determined to have at least one of the following barriers:

- Homebound/isolated.
- Underlying health conditions.
- Economically disadvantaged (i.e. recently unemployed, income does not exceed 100% AMI or Area Median Income).
- Rural geographic area.
- Limited family or other informal supports.
- Individual with a developmental disability residing with elderly parents.

Purpose: HIPHI is administering $3 million in Federal COVID-19 Relief Funds to support meals, food (delivery), and wraparound social and health services for the identified target population. Goals of these funds are intended to limit exposure to COVID-19 virus for the identified vulnerable population, by supporting food and meal access through direct distribution (delivery), provide wraparound health and social services including but not limited to: telephone reassurance, counseling; health and wellness checks; and provide targeted outreach, education, and enrollment into existing community food programs and services (SNAP, traditional home delivered meal programs, community food pantries).
Applicants are encouraged to: 1) pre identify the vulnerable or at-risk population to be served, 2) work together and collaborate between food/meal organizations with social/health providers towards a joint effort, and 3) work and partner with service and advocacy organizations to identify and serve targeted vulnerable populations.

**Funding:** HIPHI seeks to award no more than six subcontracts in this funding round by mid-August, and funds must be expended by no later than November 30, 2020. This is a cost reimbursement contract, with monthly disbursements to be made pending submission of invoices that include expenditures and outputs for the month as well as proper documentation of those reimbursables.

**Eligibility:** Organizations that comply with all of the following criteria are eligible to apply: (1) are 501(c)(3) nonprofits, private businesses, corporations (LLCs), faith based and volunteer organizations, and fiscal sponsors; (2) are a “compliant” vendor in the Hawai‘i Compliance Express (HCE) system; (3) are not on the Debarred or Suspended lists for both State and Federal Contracts; (4) been in business for at least 2 years or more; (5) provide service to areas within the City and County of Honolulu, (6) be in good standing with the DCCA (Department of Commerce and Consumer Affairs); and (7) be able to show a portfolio of results and outcomes in their delivery of services. These funds are not intended to support start up projects.

**Review and Award Process:** Priority will be given to groups whose work meets the immediate needs of the economic and public health crisis brought on by COVID-19, while also strengthening Hawaii for the long term. Applications will be scored based on meeting needs in underserved areas, potential for positive impact and reach, depth of experience and partnerships, scalability, ability or capacity to register, document and report on clients that will be served, as well as other factors that ensure the greatest possible ability to meet the needs of vulnerable populations within Honolulu County. Projects must be able to ensure efficient documentation and record keeping. HIPHI is serving as the fiduciary representative for these funds and will subcontract directly with awardees.

**Subcontract awards:** Awards will be short-term subcontracts with targets and intentions to serve high needs within the City and County of Honolulu for vulnerable populations (see definitions stated above for vulnerable populations). Notification of awards will be no later than August 24, 2020. Subcontracts are anticipated to begin August 24, 2020. Subcontracts awarded must be completed and deliverables executed by November 30, 2020.

**Reporting needs:**

*Evaluation & Data Collection:*

Sub-contractors will be required to define, register, and document clients that benefit from this project, and to submit regular narrative and data reports regarding client demographics and service delivery when invoicing and reporting in a timeline and format to be provided by HIPHI.
HIPHI and the City and County of Honolulu are interested in learning about how to serve Hawaii’s vulnerable populations better. By submitting an application, you will be agreeing to provide data on the population(s) served, number of meals provided, and social and health wrap-around services provided by zip code (noted in the application form). An initial template for data capture can be found here. Additionally, qualitative data on the impact of these services will be valuable and data collection for this qualitative data will be mutually determined. Applicants must be able to collect data to support these efforts. Technical assistance support can be available for data collection and data reporting and must notate this need in the application form. More information will be provided at the time of award.

To learn more about and review an example of current data mapping efforts, please access these view-only resources here:

- Data Mapping Overview (example)
- Weekly Meal Trend (example)

**Financial reporting**

This is a cost reimbursement subcontract, with monthly disbursements to be made pending submission of monthly invoices that include expenditures and outputs for the month as well as proper documentation of those reimbursables.

In addition, sub-contractors will be required to submit a final budget report that details all the actual expenses for the project. HIPHI will provide the timeline and format for the final budget report.

**Criteria for proposal review.** Proposals will be reviewed and scored by experience, program design, partnerships and scalability. Competitive proposals are those that:

- clearly describes how funds will be used to feed and support the identified vulnerable populations;

- clearly delineates how partners are involved and the activities and responsibilities of each;
have strong staff support and organizational capacity for project implementation;

show capacity for immediate action and implementation;

provide clear and detailed budget that are realistic and capable to expend within the stated time frame;

show strong ability or capacity to register, document and report on clients that will be served;

have systems in place to ensure efficient documentation and record keeping for the specified target populations; and

have a sound financial tracking system in place and ability to report on expenditures on a weekly or monthly basis.

Submit a proposal:
All applicants must complete a proposal submission form and includes:

1. Proposal narrative (5 pages limit – double spaced with 12 point font).
2. Narrative on data collection (1 page limit - double spaced with 12 point font)
3. [Project Budget form](#)
4. Project Budget narrative
5. Board list
6. Current operating budget
7. Letters of commitment from all partners
8. Letters of support (2)
9. Organization’s most recent financial audit.

Submit to Roella Foronda at hiphifunding@gmail.com

Deadline for proposals: July 31, 2020, 5:00PM

Contact and Questions: Questions regarding this funding opportunity may be submitted to hiphifunding@gmail.com.

Informational session: An informational session on this RFP will be conducted on July 21, 2020 at 10:00 am. To register for this information session please [click here](#).
ADDENDUM (as of July 16, 2020)
to the Emergency Meal Services Plus Request for Proposals (RFP) document

Under page 3 and 4 of the RFP, section titled “Criteria for proposal review”. Adding Bullet 8 with respect to competitive proposals:

- have at least 20% of food used for the project be locally sourced (locally grown produce or locally sourced protein).