EXPANDED MEAL SERVICE PLUS (EMSP)

REQUEST FOR PROPOSALS (RFP)
INFORMATIONAL SESSION
Hosted by Hawaii Public Health Institute (HIPHI)

JULY 21, 2020
10:00am
Housekeeping for this virtual session

► You will be muted automatically upon joining.
► For all questions and/or comments, please utilize the Chat box or Question & Answers box located at the bottom of your screen.
► Session will be recorded and emailed to the session registrants.
Presenter: Jessica Yamauchi, Executive Director of HIPHI and Roella Foronda, Programs Director of HIPHI

Partner: Thomas Atou, City and County of Honolulu - Budget and Fiscal Operations, Elderly Affairs Division (EAD)

Contractor: JinYoung (Jenny) Lee
Agenda

- Brief recap of goals and objectives of EMSP from first virtual session
- Review RFP
  - Identify roles and capacity of potential service providers
  - Vulnerable populations
- Review Application Form
  - Components for a proposal package (forms, narrative and additional materials)
- Questions and answers from participants
Expanded Meal Service PLUS

$3 million in Federal COVID-19 Relief Funds to support meal, food (delivery), and wraparound social and health services for older adults, individuals with disabilities, and other vulnerable populations affected by the COVID-19 pandemic.
Expanded Meal Service PLUS (EMSP)

- Under contract with City and County of Honolulu Hawaii Public Health Institute (HIPHI) coordinates and administers these COVID-19 Relief funds.

- HIPHI issued an RFP on July 15 (with an addendum on July 16) and plans to subcontract with community organizations. Posted on hiphi.org

- Funds must be expended by November 30, 2020.
Goals and objectives of EMSP

- Limit exposure to COVID-19 virus for vulnerable populations
- Support food and meal access through direct distribution (delivery).

- Wraparound health and social services including:
  - telephone reassurance, counseling; health and wellness checks; and
  - targeted outreach, education, and enrollment into existing community food programs and services (SNAP, traditional home delivered meal programs, community food pantries)
Intended populations identified in the RFP

► “Older Adult” means 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
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 Hawaiʻi 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;
Eligibility (Continued)

(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.

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

- STRONGLY recommending meal and food organizations partner with social/health providers in submitting joint proposals to HIPHI.
- STRONGLY recommending working/partnering with service and advocacy organizations to identify and serve targeted vulnerable populations.
Evaluation & Data Collection

- define, register, and document clients being served when invoicing HIPHI.
- Shall submit regular narrative and data reports as determined by HIPHI.
- Additional details on reporting will be provided in the Application portion of the session.
Financial reporting

► Reimbursement based contract with monthly invoices and expenditure reports
► Expenditure report must include a budget tracker that provides detail on all budget line items.
► Organizations must retain all back-up documentation (including copies of receipts) for audit purposes.
► 25% of total award will be provided upon execution of the contract to serve as working capital and will be adjusted on the final invoice.
► Final budget report is due at the end of the project.
Checklist for proposals

► PDF Fillable Form with Narrative of the the project: https://drive.google.com/file/d/1Z_SAw8HMwYK0aCQEKX4hB Mbpst43DMbn/view?usp=sharing
► Project Budget Form: https://drive.google.com/file/d/12itirNjgH_1xJwfd_41p3D XYUc0EKJE/view?usp=sharing
► Board List (if applicable)
► Current operating budget
► Letters of commitment from all partners identified in the project.
► Letters of support (2)
► Most recent financial audit
PDF Fillable - Proposal Submission Form
Proposal Submission Form

► Page 1
  ▶ Organization information
  ▶ Organization type
  ▶ Length of time your organization has been in business
    ▶ 2 year requirement is for the prime lead organization or lead applicant. Lead applicant must have been in operation for at least 2 years.
  ▶ Proposal narrative (required segments of your proposal is described from page 1 to page 3)
    ▶ Project title
    ▶ Partnerships
    ▶ Target population
Proposal Submission Form

Page 2

- Key partners
- Project duration
- Experience
- Project narrative
- Current data being collected
- Financial reporting - systems or controls in place to manage the funds and respond to reporting needs.

Key partners
Please list all of your key partners associated with this project and their roles. Describe how your organization or group is working with other organizations. Explain the duration and strength of the project partnerships.

Project duration
Please describe your proposed project duration or period.

Experience
1. Describe the applicant’s history, mission, goals, target population served, past accomplishments, including community partners and roles.
2. Explain the applicant’s experience or expertise in performing work within the proposed project. Describe how you engage, interact, or reach out to your community.

Proposal Narrative
Limit: No more than 5 pages, double spaced, with 12 point font. Please state your intentions, goals, outcomes and reach of this project.

Describe your project in detail. Include all planned activities, the project timeline, the partnerships and their roles, the location and/or facilities used, include project outputs/outcomes, any specific measures and other pertinent information to clearly explain the proposed project. At least 20% of food used for the project must be locally sourced (locally grown produce or locally sourced protein). How will you ensure this?

What data are you currently collecting?
Limit: No more than 1 page, double spaced, 12 point font.

With this funding, awardees are expected to provide data on the population(s) served, number of meals provided, and social and health wrap-around services provided by zip code. Describe your systems and procedures in place to ensure efficient documentation and record keeping for the specified target populations. How will the project register, document and report on clients that will be served? How will the applicant ensure all partners follow those systems and procedures? Describe what you hope to achieve and how you will measure the effectiveness of your program.

Financial reporting
Describe the applicant’s fiscal and administrative controls in place to properly manage the fund and provide weekly and/or monthly reports.
Proposal Submission Form

- Page 3
  - Project budget (template is provided)
  - Project budget narrative
  - Other materials for submission
    - Board list
    - Current operating budget
    - Partner LOC
    - LOS
    - Recent financial audit

**Project Budget**

Please complete a project budget form/template. Click here for the [EXCEL TEMPLATE].

**Project Budget Narrative**

Please provide a detailed project budget narrative. Explain in detail the sources of funds committed to the proposed project. Explain expenses in terms of the project activities described in the project narrative. Explain the consequences if the grant award is lower than requested.

**Other materials for submission**

Please PDF all materials before submitting:

1. Board list.
2. Current operating budget.
3. Letters of commitment from all partners.
4. Letters of support (2).
5. Most recent financial audit.

**DEADLINE:** Completed proposals must be submitted to Roella Foronda at hipi.funding@gmail.com by July 31, 2020, 5:00PM.
Project Budget Form (template)
## Project Budget Form

- Personnel costs
- Subcontracts
- Direct costs
- Other costs
- Indirect/admin expenses
- Total budget

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<th>Total</th>
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<td>TOTAL BUDGET</td>
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Data collection form

https://drive.google.com/file/d/1CLQdKWN8y0HFp8U3RQgIm2By-1o4ltZX/view?usp=sharing
Data collection form

Note: Data is collected weekly

By Zip code and group supported:

► Individuals served
► Meals provided
► Food or Produce boxes provided
► Telephone reassurance provided
► Counseling provided
► Health and wellness checks
► Food program education delivered
► Food program enrollment completed

Technical assistance provider will be in contact with you to help troubleshoot issues that may arise.
Additional Learnings

- Midpoint and endpoint reports
  - Lessons-learned
  - Community impact
- Goals:
  - Support for future initiatives (ex. continued funding and support)
  - Learnings to accelerate future disaster response
Submission of a complete proposal package

Deadline is July 31, 2020 at 5:00PM
Email to: hippi.funding@gmail.com

Deadline to email questions: July 24, 2020 at 5:00 pm
Questions: Roella Foronda at hippi.funding@gmail.com
808-591-6508 Extension 5

Answers to questions will be posted on HIPHI website & emailed to: registered participants on this webinar and those who submitted questions on Monday, July 27 by 5:00 pm.
QUESTIONS?
Inquiries

Roella Foronda, Programs Director at Hawaii Public Health Institute
hiphi.funding@gmail.com 808-591-6508 Ext 5