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# Sacramento Regional Emergency Food & Shelter Program Phase 37 Request for Proposals

## Bidders Conference

# Structure of the National Emergency Food & Shelter Program

- National program established in 1983
- Authorized under the McKinney-Vento Act
- Funds allocated to Dept. of Homeland Security, Federal Emergency Management Agency (FEMA)
- Administered by Emergency Food and Shelter National Board Program under United Way Worldwide (Washington DC)
- National Board allocates funding to local jurisdictions
- Sacramento Regional Emergency Food and Shelter Board allocates funding to local agencies.

# Sacramento Region Emergency Food & Shelter Local Board



**Chair:** Brian Moore, St. Vincent de Paul Society


**Vice Chair:** Jeremiah Rhine, Sacramento Food Bank & Family Services

**Members:**

- Rabbi David Azen, Fresher Sacramento
- Nancy Baglietto, Foothill House of Hospitality
- Michelle Cook, Folsom Cordova Community Partnership
- Patricia Davis, American Red Cross
- Julie Davis-Jaffe, SETA
- Julie Field, Sacramento County Dept. of Human Assistance
- Yasmin Hichborn, El Dorado County
- Elizabeth Hudson, Sacramento Self-Help Housing
- Greg Larkins, United Way Capital Region
- Emily Meza, Yolo County
- Danielle Munoz, CSU Sacramento, Homeless Advocate
- Sergei Shkurkin, Shores of Hope



## Phase 36 Allocations by County

- Alpine County: \$ 5,000
  - El Dorado County \$ 45,000
  - Nevada County \$ 45,000
  - Placer County: \$ 90,000
  - Sacramento County: \$629,898
  - Yolo County: \$105,778
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# EFSP Allocations: Direct vs. Set-Aside Funding

## **Direct Funding:**

To receive direct funding from National EFSP, a county must meet one of the following criteria:

- 300 or more unemployed and 7% rate of unemployment, OR
- 300 or more unemployed and a 17.6% rate of poverty
- Or, the County includes a major city in that county that qualifies via the abovementioned criteria

## **State Set-Aside (SSA):**

Counties that do not meet the above criteria and receive allocations for SSA funding. Requests for funding are made by the Local Board Coordinator

# Eligibility Criteria for EFSP Funding

## Agencies cannot:

- Charge fees for EFSP-funded services
- Supplement existing programs
- Start a new program with EFSP funds
- Replace federal, state or city contracts with EFSP funds
- Be debarred or suspended from receiving Federal funding

## Agencies must:

- Provide services in the six Sacramento Region EFSP region
- Be a 501[c][3] non profit or governmental agency
- Have a Federal Employer Tax ID number + a DUNS number
- Provide an independent annual audit if award is \$50,000 or more; comply with OMB single audit requirement if award is over \$300,000
- Have a non-discrimination policy in place
- Have a voluntary board of directors [if a private nonprofit]

**See Phase 37 RFP for more details**

# Eligible Activities for EFSP Funding

## FOOD

- ✓ **Food Closets:** distribution of bagged groceries, mileage
- ✓ **Served meals [mass feeding]:** Ready to eat meals, served on-site or delivered
- ✓ **Food Vouchers:** vouchers for food at local grocery stores or restaurants
- ✓ **Food Banks:** distribution of food to food closets, shared maintenance, mileage

## SHELTER

- ✓ **Per Diem Shelter:** lodging at a mass shelter facility
- ✓ **Motel/Hotel Vouchers:** temporary lodging at a motel/hotel
- ✓ **Rent/Mortgage Assistance:** Eviction prevention or first month's rent
- ✓ **Utility Assistance:** Assistance with gas, electricity, water, sewer service and cut wood (for heating purposes)

# Sample: Eligible and Ineligible Expenditures

CATEGORY	SAMPLE ELIGIBLE EXPENDITURES	SAMPLE INELIGIBLE EXPENDITURES
<b>MASS FEEDING</b>	Any food or equipment essential to the operation of a mass feeding program. (Payment made as a per meal allowance)	Any items not related to feeding of client. Staff events/functions
<b>FOOD CLOSET / FOOD BANK</b>	Food purchased for food banks/food closets. Mileage to deliver food to sites	Non-nutritive and non-food items (with exceptions). Tobacco, alcohol. Paper products. Holiday or special celebratory events.
<b>FOOD VOUCHERS</b>	Purchase of food vouchers, gift cards, or gift certificates to food retailers, such as markets or restaurants.	Gift cards / certificates/ vouchers must state “food and diapers” only.




## Sample: Eligible and Ineligible Expenditures (cont.)

CATEGORY	SAMPLE ELIGIBLE EXPENDITURES	SAMPLE INELIGIBLE EXPENDITURES
MASS SHELTER	Direct expenses associated with housing a client--supplies, rent, utilities--transportation costs	Any items not related to sheltering of client.
RENT/ MORTGAGE ASSISTANCE	Past due rent or mortgage [P/I only]. Current rent/mortgage <u>due within 10 calendar days</u> . <b>Limit is one month's cost</b>	Payment exceeding one month; deposits; down-payment; late fees; legal fees, taxes, insurance, escrow
SHELTER VOUCHERS	Any <u>reasonable</u> motel or non-profit facility acting as a vendor; SRO; 30 day limit	An LRO <u>may not</u> act as a vendor for themselves or another LRO; motel prepayments
UTILITIES	Past due bills, or current bills <u>due within 5 calendar days</u> for gas, electricity, oil, water, reconnect fees. <b>Limit is one month's cost</b>	Payment exceeding one month; deposits; cable TV bills, phone bills, internet service, late fees



## Sample: Eligible and Ineligible Expenditures (cont.)

- The Emergency Food & Shelter Program only funds the direct delivery of services.
  - Funded agencies **cannot** charge administrative or indirect fees
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# End of Grant Year Required Documentation

Service Area	Documentation
<b>MASS FEEDING</b>	Mass feeding per diem schedule.
<b>FOOD CLOSET / FOOD BANK</b>	Dated, itemized receipts for food purchased <b><u>and</u></b> canceled checks (or evidence of electronic payment).
<b>FOOD VOUCHERS</b>	Dated, itemized receipts for food purchased <b><u>and</u></b> canceled checks (or evidence of electronic payment). A single copy of the voucher/gift card/ gift certificate stating, “food and diapers only.”
<b>MASS SHELTER</b>	Mass shelter per diem schedule.
<b>RENT/ MORTGAGE ASSISTANCE</b>	Dated, signed letters (pay or quit notices) from landlords (must include amount of one month’s rent <b><u>and</u></b> due date) and canceled checks (or evidence of electronic payment).
<b>SHELTER VOUCHERS</b>	Dated, itemized receipt/vouchers for lodging stay <b><u>and</u></b> canceled checks (or evidence of electronic payment).
<b>UTILITIES</b>	Monthly billing statement and/or past due notice indicating monthly usage charges, <b><u>and</u></b> cancelled checks (or evidence of electronic payment).

# Client Eligibility


EFSP-funded assistance must be distributed to all who qualify. Agencies cannot discriminate by:

- ✓ Age
- ✓ Race
- ✓ Sex
- ✓ Religion
- ✓ National origin
- ✓ Disability
- ✓ Economic status
- ✓ Sexual orientation

Verification of proof of citizenship or qualified alien status of any applicant is not required



## Spending period, payments and reporting

- Phase 37 spending period: Alpine and El Dorado Counties (4/1/20 - 3/31/21);
  - Nevada, Placer, Sacramento and Yolo Counties (3/1/20 - 2/28/21)
  - First and second payments
  - Funded agencies must submit final documentation at the end of the spending period
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# Proposal Narrative

**In no more than THREE (3) pages**

1. Community Need [20 points]
2. Project Description [20 points]
3. Population to be served with EFSP funds [10 points]
4. Agency capacity to provide proposed services [20 points]
5. Collaboration and awareness of community capacity [20 points]

***Other criteria considered in scoring (do not include narrative for the following criteria):***

6. Budget. [10 points]
7. Previous year EFSP reporting. [10 points], as applicable



# Agency Info. and Income Report, page 2

EMERGENCY FOOD & SHELTER PROGRAM - PHASE 37 Income Report (Page 2)

FESP - FUNDING REQUEST FORM & SIGNATURE PAGE

(Page Two of Two)

AGENCY NAME: \_\_\_\_\_

FOOD (ELIGIBLE ACTIVITIES FOR FUNDING)

- \* FOOD BANKS - Distribution of bulk foods to Food Closets
- \* FOOD CLOSETS - Distribution of bagged groceries to individual clients
- \* MASS FEEDING - Ready to eat meals, served on-site or delivered to clients
- \* FOOD VOUCHERS - Vouchers for use at local grocery stores or restaurants

SHELTER (ELIGIBLE ACTIVITIES FOR FUNDING)

- \* PER DIEM/MASS SHELTER - Lodging at a mass shelter facility
- \* MOTEL/HOTEL VOUCHERS - Temporary, emergency lodging at motel/hotel
- \* RENT/MORTGAGE ASSISTANCE - Eviction prevention or 1st months rent
- \* UTILITY ASSISTANCE - Includes gas, electricity, water, sewer service and cut wood (for heating purposes)

FUNDING REQUEST - FOOD COMPONENT (Funding Request Cannot Exceed 50% of Program Budget)

	Estimated # of meals to be distributed	Estimated # of individuals to be served	Estimated # of households to be served	Estimated pounds of food to be distributed	THIS FESP FUNDING AMOUNT REQUEST \$	FUNDING AMOUNT TOTAL AVAILABLE FROM OTHER SOURCES
Food Bank	_____	_____	_____	_____	\$ _____	\$ _____
Food Closet	_____	_____	_____	_____	\$ _____	\$ _____
Mass Feeding	_____	_____	_____	_____	\$ _____	\$ _____
Food Vouchers	_____	_____	_____	_____	\$ _____	\$ _____
<b>FOOD COMPONENT TOTAL REQUEST</b>					\$ _____	\$ _____

FUNDING REQUEST - SHELTER COMPONENT (Funding Request Cannot Exceed 50% of Program Budget)

					THIS FESP FUNDING AMOUNT REQUEST \$	FUNDING AMOUNT TOTAL AVAILABLE FROM OTHER SOURCES
PerDiem/ Mass Shelter	(# of Beds x Fixed Rate Per Bed) Beds Total # _____ x \$12.50 Per Night = \$ _____	Nights to be Provided Total _____			\$ _____	\$ _____
Motel/Hotel Vouchers	Rate Per Room per night \$ _____	Nights to be Provided Total _____			\$ _____	\$ _____
Rent/Mortgage Assistance	Avg Cost per Bill \$ _____	Total # of Bills to be paid _____			\$ _____	\$ _____
Utility Assistance	Avg Cost per Bill \$ _____	Total # of Bills to be paid _____			\$ _____	\$ _____
<b>SHELTER COMPONENT TOTAL REQUEST:</b>					\$ _____	\$ _____
<b>COMBINED FOOD &amp; SHELTER COMPONENT TOTAL REQUEST:</b>					\$ _____	\$ _____

Printed Name and Title of Person who is authorized to apply for funds: \_\_\_\_\_

Signature (use Blue Ink)

Date



# Attachments

**All of the following must be submitted even if you have submitted them in previous years. If any of the items are missing, your agency will not be considered for funding.**

- Agency Mission Statement, Goals and Objectives
- Most Recently Approved Agency Budget
- Agency Audit (If applicable. Only if your agency is applying for \$50,000 or more)
- Organization Chart
- Board of Directors' Names with Addresses
- By-Laws
- Proof of Liability and Workers Compensation Insurance
- IRS Determination Letter. For example, 501(c) 3 Status Letter
- Current Agency Non-discrimination Policy

## Attachments (cont.)

**Provide the following when applicable:**

- **Food Closet or Mass Feeding:** attach guidelines for serving clients.
- **Food Vouchers:** describe process and attach a copy of forms used.
- **Food Bank:** list food closets and/or agencies served with their location and hours of operation.
- **Mass Shelter:** attach shelter guidelines, including days and hours of intake and the number of beds and rooms, and describe any limitations to meeting full capacity.
- **Shelter Vouchers:** describe process and attach a copy of forms used.
- **Rent/Mortgage or Utility Assistance:** attach procedures for determining eligibility and one-month verification process.

# Grant Application Format

**SUBMIT THE FOLLOWING BY Friday, March 20, 2020 at 5:00 pm**

- ✓ Submit ONE [1] signed original application and all attachments by **mail/drop off** to: Emergency Food and Shelter Board, c/o Community Link 8001 Folsom Blvd., Sacramento, CA 95826 and
- ✓ ONE [1] application and all attachments electronically (preferred) by email to [vmihanovich@communitylinkcr.org](mailto:vmihanovich@communitylinkcr.org) OR on a Flash Drive to the same address noted above.
- ✓ Applications are to be completed using 8 ½ x 11 inch white paper with 1-inch margins and 12-point Ariel type or larger. The electronic documents should be in Microsoft Word or Portable Document Format (PDF). Consecutively number the narrative pages of the application (attachments do not need to be numbered).

## Phase 37 Timeline

**Applications due Friday, March 20, 2020 by 5:00p.m.**

*Late applications will not be accepted. No exceptions.*

Preliminary funding announcement: TBD\*

Appeals process: TBD

Local Board of approval of final awards and submittal of Local Board Plan to EFSP National Board Program: TBD\*

Contract execution: TBD\*

Payments received: First payment automatic, second payment comes after any previous compliance issues have been cleared by National EFSP staff

*\*Awards timeline pending announcement of funding availability from National Board*



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## For More Information

### Contact

Valeri Mihanovich  
Staff, Sacramento Region Emergency  
Food & Shelter Program  
916-447-7063 x101  
[vmihanovich@communitylinkcr.org](mailto:vmihanovich@communitylinkcr.org)

### FAQs

[https://www.handsonsacto.org/phase\\_37](https://www.handsonsacto.org/phase_37)

***NOTE: DO NOT CALL ABOUT THE STATUS OF YOUR APPLICATION – AGENCIES WILL BE NOTIFIED AFTER THE ALLOCATIONS COMMITTEE MEETS AT A DATE TBD***