

Sacramento Regional Emergency Food and Shelter Program Phase 38 Request for Proposals

The Emergency Food and Shelter Program (EFSP) was established in 1983 by Congress with the intent of supplementing local efforts to provide emergency food and shelter to people in need. Since its inception, the program has distributed over \$3.7 billion to communities across the country. The EFSP National Board governs the EFSP. The Sacramento Regional Emergency Food and Shelter Board is the local governing board. Its members represent member agencies, as well as a range of service providers, coalitions, advocacy groups, technical assistance providers, planning and community development agencies, and minority and grassroots providers.

The Sacramento Regional Emergency Food and Shelter Board anticipates that funding will again be available in Phase 38 for the jurisdictions in the Sacramento region, which includes El Dorado, Placer, Sacramento, Yolo, Nevada and Alpine counties. In Phase 37 the Sacramento Regional Emergency Food and Shelter Board allocated approximately \$1 million to 39 non-profit social service agencies in the abovementioned counties with grant sizes ranging from \$4,000 to \$164,000.

The Local Board of the Sacramento Regional Emergency Food and Shelter Program invites all interested, qualified non-profit community organizations and local units of government to apply for EFSP funding to provide emergency food and shelter to people in need in El Dorado, Placer, Nevada, Sacramento, Yolo, and Alpine Counties.

We anticipate a spending period for Phase 38 to run from retroactive expenses incurred from January 1, 2020 through eligible expenses until October 31, 2021 for Sacramento County, Nevada County, Placer County, Yolo County El Dorado and Alpine Counties. Awards are dependent upon funding availability from the National Emergency Food and Shelter Board.

APPLICATION PROCESS

- Submit ONE [1] signed original application and all attachments by **mail or drop-off** to the Community Link Office below:

**ATTN: Holly Brown, Community Link Emergency Food & Shelter Board
c/o Goodwill Industries Sacramento Valley & Northern Nevada
8001 Folsom Boulevard
Sacramento, CA 95826**

AND: ONE [1] application and all attachments **electronically** emailed (preferably) to Holly Brown at hbrown@communitylinkcr.org or on a USB Drive to the same address noted above.

Applications are to be completed using 8½ x 11" white paper with 1" margins and 12-point Arial type. The electronic documents should be in Microsoft Word, Excel, or Portable Document Format (PDF). Consecutively number the narrative pages of the application (attachments need not be numbered).

- **Bidders ZOOM Conference Dates:** Attendance at the Bidders ZOOM Conference is strongly encouraged, but not mandatory. Applicants unable to attend the Bidders Conference are encouraged to communicate with other potential applicants from their county to discuss needs, priorities, and funding levels needed in each category to best meet community demand.

Zoom Bidders Meeting

Tuesday, February 10th 2021, 1:30pm

<https://us02web.zoom.us/j/86123872943>

Meeting ID: 861 2387 2943

One tap mobile +16699006833, 861 2387 2943 #

Find your local number: <https://us02web.zoom.us/u/kdlNAQkqms>

ZOOM mtg will be recorded and posted to website for those unable to attend

- The deadline for submission of proposals [one original and one electronic] is **Friday, March 12, 2021 at 5:00 p.m.** Late applications will **not** be accepted. Please note that **mailed applications must also be received by this date and time.**
- Applications are reviewed and scored by the Sacramento Region Emergency Food & Shelter Local Board, taking into consideration agency qualifications and past performance in the use of EFSP grants, when applicable.
- Agencies will be notified by email of the application outcome.

APPLICANT ELIGIBILITY

Eligible applicants **must**:

- Submit the application by the abovementioned application deadlines.
- Not charge fees for EFSP-funded services.
- Be utilizing funding for **supplementing** existing programs. The funds cannot be used to start new programs.
- Be a 501 (c) 3 non-profit or governmental agency.
- Have a Federal Employer Tax ID Number.
- Have an accounting system or fiscal agent approved by the Local Board.
- Have a checking account.
- Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual review if receiving \$50,000 to \$99,999 in EFSP funds.
- Comply with OMB single audit requirements if receiving more than \$750,000 in federal funds.
- Have a nondiscrimination policy.
- Have a voluntary board if private, not-for-profit.
- Involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services, to the extent applicable.
- Be able to collect and submit required reports, as well as documentation of all expenditures.

Prior to applying, agencies should consider their ability to operate within the funding parameters of the program. Specifically, the full amount of the award must be expended from retroactive eligible costs from January 1, 2020 – October 31, 2021 spending period. While the full amount of the award must be spent within this time period (unless an extension is granted), it is likely that funded agencies will not receive payments until late in the spending period.

Funded agencies must be able to provide documentation of all expenditures within the spending period, regardless of when payment is actually received. Agencies unable to incur and carry program costs for part or all of the spending period should not apply.

ELIGIBLE ACTIVITIES FOR FUNDING

FOOD

- **Food Closets** —distribution of bagged groceries to individual clients.
- **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 bulk food to food closets.

SHELTER

- **Per-diem Shelter**—lodging at a mass shelter facility.
- **Motel/Hotel Vouchers**— temporary, emergency lodging at motel.
- **Rent/Mortgage Assistance**—eviction prevention or first month's rent.
- **Utility Assistance**— assistance includes gas, electricity, water, sewer service, and cut wood (for heating purposes).

SACRAMENTO REGION EMERGENCY FOOD & SHELTER PHASE 38
PROPOSAL NARRATIVE

The Local Board uses scoring to help guide its funding decisions; however, scoring is not the sole determinant. To ensure broad and appropriate reach into communities of need, geographic distribution, availability of services through varying modes of service delivery, and continuity of services with a strong performance history are all considered in reaching funding decisions. Successful applicants must **address the following in no more than THREE (3) pages**.

1. Community Need. (20 points)

What is the Community need that your Program is proposing to address using EFSP funds? Provide statistics, if available, as to your community's needs. How does your Program Align with your community's needs?

2. Project Description. [20 points]

Describe the services that will be provided and the key activities associated with delivering those services. Clearly state the target population to be served. Include discussion of processes such as intake, client tracking, eligibility requirements, and referrals for or integration with other services (internal or external). Note: Applicants must include service guidelines/processes attachment(s) (see Attachments Checklist on last page of the RFP). Applicants may refer to the attachment(s) in supporting the response to this question.

3. Population to be served with EFSP funds. [10 points]

State the number of people to be served by your agency. Include descriptors such as age, income, ethnicity, family-type, disability status, or other descriptors, as relevant. List the zip codes that will be served. If serving an entire county or city or other recognized geography, you may list the county in lieu of a complete list of zip codes.

4. Agency capacity to provide proposed services. [20 points]

Discuss the agency's qualifications to provide services. Include discussion of agency mission, history, agency/staff experience, use of volunteers or donated services, evidence of past success, other services provided, etc. Describe your agency's training programs.

5. Collaboration and awareness of community capacity. [20 points]

List the names and locations of other agencies with comparable services operating in your county. Discuss any relevant collaborative partnerships. Explain how the EFSP funded service(s) fill a needed gap or augment the other services available in the community. Describe the measures taken to assure that EFSP funded services are unduplicated across agencies. If you are reporting that your agency is providing a unique service, please describe.

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

6. Budget. [10 points]

Agency's budget and application demonstrate that EFSP funding is supplemental

7. (Note Only) EFSP Reporting.

Consideration will be given to the agency's record of timely reporting and achievement of EFSP service goals. (This assessment will not be applied to applicants that have not been previously funded.)

**SACRAMENTO REGION EMERGENCY FOOD & SHELTER PHASE 38
ATTACHMENTS CHECKLIST**

PHASE: 38

AGENCY NAME: _____

Attach a copy of each of the following to the application. Assure that each of the following attachments is clearly labeled. **Please be sure to submit all of the following attachments even if you have submitted them in the past. If any of the items below 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 agencies that apply 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
- Provide the following only where 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.

Printed Name & Title of Person who is authorized

Signature (Use Blue Ink)