

Sacramento Region Emergency Food & Shelter Program Application Questions & Answers



Phase 37 Q&As

1. For the electronic submission. Do you want us to send the application, budget and attachments as separate documents or do you prefer them to be scanned & sent as a single pdf?

A. It is preferred that you scan all of the documents into one pdf and send in as one file. However, if you are not able to do that, it is ok to send multiple files.

2. For the current agency non-discrimination policy. Is it ok to send just the non-discrimination policy or do you want the complete employee handbook?

A. Please just attached your agency's non-discrimination policy.

3. On the attachment page. What is meant by "Agency Audit (if applicable)"?

A. If you are applying for \$50,000 or more in Phase 37 EFSP funds, please include your agency's audit with your attachments.

4. In the Proposal Narrative, #2 Project Description. The statement about who your agency serves is redundant.

A. Here is the corrected statement:

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. ~~and the number of people that will be served by your agency.~~ 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.

5. The RFP mentions that "the total funding request cannot exceed 50% of the total agency budget". Do you mean the full agency budget or just the program budget that you are applying for?

A. The total agency budget. All programs.

6. On page 1 of the budget, do I have to put a total in for food or any other category if I am not asking for funding in any of those categories?

A. No.

7. On page 1 of the budget, do I have list all ten of the agency's top sources of income?

A. No. You can list sources of income until you reach a total that demonstrates that the total of what you are asking is supplemental i.e. the total that you are requesting is not more than 50% of what you have listed.

8. Can you list in-kind donations as sources of income.

A. No.

Q&As from Previous Years

1. What kind of documentation are we required to keep if funded?

A. Here is the [link](#) to EFSP required documentation for the previous funded phase. Though we do not expect changes, current documentation requirements will most likely be posted in June 2019.

2. Should I ask for a lot expecting to be funded for less?

A. Ask for what you need--what is appropriate.

3. In the attachments it is listed that the agency must provide the "most recently approved agency budget". Are you asking for the agency's FULL budget AND a more detailed budget for our Food Program?

A. They are asking for the full agency budget.

4. Can EFSP funding be used to cover administrative costs?

A. No. The Administrative fee is applied to the Local Board Coordinator which is Community Link. The Administrative fee covers some of the costs to administer the grant in each of the Sacramento Region EFSP counties.

5. If approved for funding, when can an agency expect to receive the funds?

A. Typically, EFSP grant recipients do not receive the funds until well into the grant period. However, agencies may track expenses and receive reimbursement for all of the months within the phase grant period.

6. Can agencies currently funded by EFSP review how their grant application scored in a previous phase?

A. Yes. If you would like to see how your proposal scored, please contact Valeri Mihanovich at vmihanovich@communitylinkcr.org.

7. On page four of the RFP it asks for the agency budget. Do we just list our top 10 sources of income?

A. The RFP asks for the total agency budget that funds your agency's food and/or housing/shelter programs. Please provide complete information on funding for those programs.

8. Is there a word/character count for the attachment pages?

A. No. Please provide exactly what is asked for in the attachments.

9. Can we get a list of who is/has been funded by EFSP funds?

A. Here is a [link](#) to a current list of Sacramento Region EFSP Phase funded agencies.

10. Is it ok to submit the electronic application and attachments in one pdf file?

A. Yes, please. It is highly recommended that you submit the application and attachments as one pdf.

11. Are food banks allowed to re-coup shared maintenance costs?

A. Yes, but only the lead food bank for a county is allowed to re-coup this cost. Please review the [EFSP manual](#) for more information about this.

12. Can the value of volunteer hours be included with the budget section as a funding source?

A. No. The budget should only include monetary support, not in-kind. However, leveraging volunteers to deliver a program's services can be included in the Program Description.

13. Could one agency work as an umbrella organization for other EFSP recipients?

A. Yes. See page 43 of the [EFSP manual](#) under *Fiscal Agent/Fiscal Conduit*.

14. It sounds like many counties go up in funds annually, but our county stays the same every year; any idea why that is?

A. Direct funds for any County do fluctuate up and down over the years. When asked that question, the National Board staff does not have any kind of explanation as they are not the ones who meet with the National Board when the allocation decisions are made.

15. We expanding our space (new building) and capacity to serve the community and need to increase all of our operations and food distributions significantly in 2019 and beyond; should we write up a few sentences describing this as an argument to get more money next round?

A. The local board recommends that make your case and ask for what you think you will need to serve your community.

16. Is there a usual amount/range that the program distributes? My program is in El Dorado County, and based on the amount of funding available, I wasn't certain if I should ask for a smaller amount because you want to fund more programs, or if we ask for a higher amount do you sometimes distribute a smaller amount? Just hoping for a little guidance -- applying for something for the first time can be a challenge!

A. That is a really good question! El Dorado County typically gets \$20,000-25,000 each phase. There are typically five agencies that apply in your county and it looks like there may be seven in Phase 36. Just ask for what you need.

17. When you ask for the 12-month budget - is that specific for the project or the whole organization budget? And do you want current year or next year?

A. Please submit the current year budget for the whole organization.

18. For the list of donors for our current fiscal year, when it states list individual donors on a single line, do you mean the total collected from individual donors so far this fiscal year? Or the total from the top 10 donors? Or perhaps I'm making it more complicated than necessary? Do you count businesses or corporations as "individual donors"?

A. Just list the lump sum for one year of individual donors (people, not businesses, that would be good). Our board just wants to make sure EFSP would not be the only source of funding for a program.

Q. Regarding the Phase 36 proposal, does the three-page limit include the Funding Request Tables or is it only for the Proposal Narrative questions 1-5?

A. The three-page limit is only for the narrative questions 1-5, not the budget.