

**2008 EMERGENCY FOOD AND SHELTER PROGRAM
EFSP -PHASE 26 SONOMA COUNTY
REQUEST FOR PROPOSALS**

FUNDING SOURCE, TIME PERIOD AND AMOUNT:

The EFSP National Board allocates funds on the recommendation of the EFSP California State Set-Aside Committee. Our 2008 allocation will be announced prior to the EFSP Local Board recommending distribution of funds to agencies. The Sonoma County Task Force for the Homeless is the Local Board Administrator. Sonoma County received \$169,000 in 2007. The Task Force used two percent (\$3380) for administration, and \$165,620 was distributed to 14 agencies. EFSP funds supplement existing food and shelter programs for people experiencing economic emergencies. Funds originate with the Federal Emergency Management Agency (FEMA). All EFSP Phase 26 funds will be received in Spring, may be claimed for eligible expenses retroactively to January 1, 2008, and must be expended by December 31, 2008.

TO BE ELIGIBLE FOR EFSP FUNDS, THE APPLICANT ORGANIZATION:

MUST:

- ✓ Demonstrate the capability to provide emergency food, emergency shelter, or one-time utility or rental assistance in Sonoma County.
- ✓ Propose to use funds to supplement or expand existing programs and services.
- ✓ Be a non-profit corporation or an agency of government. (Religious organizations with non-profit status are eligible).
- ✓ Have, or use a fiscal agent with, an accounting system approved by the Local Board.
- ✓ Maintain a checking account in a federally insured bank.
- ✓ Conduct an independent annual audit or financial review if receiving \$25,000 or more in EFSP funds.
- ✓ Have a Federal Employer Identification Number (FEIN) or be securing one.
- ✓ Not discriminate based on age, race, sexual orientation, national origin, disability, religion, source of income, marital status, or familial status.
- ✓ If private non-profit, have a voluntary Board of Directors.
- ✓ Provide required reports and documentation in a timely manner to the Local Board.
- ✓ Spend all monies only on eligible costs (*see Eligible Costs Chart*) and keep complete documentation on expenditures for at least three years after the end of the program.

MUST NOT:

- ✓ Propose to use EFSP funds to develop new programs or compensate for lost funding or budget shortfalls.
- ✓ Charge program participants a fee for service.
- ✓ Refuse services to an individual based on religion or require attendance at religious services as a condition of assistance. Furthermore, an agency may not engage in any religious proselytizing within any program receiving EFSP funds.
- ✓ Require an individual to attend counseling activities as a condition of assistance.
- ✓ Conduct lobbying activities using EFSP funds.

- ✓ Act as a vendor for itself or other EFSP funded agency, except for shared maintenance fees for food banks.

FUNDING CRITERIA: If the applicant complies with the eligibility requirements above, the proposed program will be evaluated on its capacity to provide the food and/or shelter services, including prior EFSP performance; the projected impact of proposed expenditures; geographic and demographic distribution of services; and the extent to which the proposed program meets one or more of the following preference criteria.

PREFERENCE CRITERIA:

- ✓ Meets the specialized needs of homeless individuals with mental health, physical, medical, or substance abuse disabilities.
- ✓ Facilitates access for homeless individuals to other sources of services and benefits.
- ✓ Places special emphasis on identification of and assistance to the elderly, families with children, Native Americans and/or veterans.
- ✓ Provides specialized support to individuals transitioning from temporary to permanent housing.
- ✓ Involves homeless individuals and families (through employment, volunteer programs, etc.) in providing emergency food and/or shelter services.

ALL APPLICANTS ARE REQUIRED TO ATTEND OR BE REPRESENTED AT THE EFSP APPLICANT'S WORKSHOP THURSDAY, FEB. 14, FROM 10 AM TO NOON, at the Task Force for the Homeless in the California Human Development Corp. building, 3315 Airway Drive, Santa Rosa (entry faces Center Street). **ONLY INFORMATION INCLUDED IN THE APPLICATION ITSELF WILL BE CONSIDERED BY THE LOCAL EFSP BOARD IN FUNDING DECISIONS.**

Applications may be requested from the Task Force office or downloaded from: <http://www.sonomacountyhomeless.org/> .

Proposals must be received by Noon on Thursday, February 28, at Sonoma County Task Force for the Homeless 3315 Airway Drive, Santa Rosa, CA 95403.

12 printed copies are required.

An electronic copy is requested in addition, sent to sctfhmls@pacbell.net or submitted on CD with the printed copies

LATE PROPOSALS WILL NOT BE ACCEPTED.

Please refer any questions to:
Georgia Berland, Executive Officer
EFSP Phase 26 Local Board Administrator
Sonoma County Task Force for the Homeless
(707) 575-4494 or 431-7559
gberland@aol.com