

**2010 EMERGENCY FOOD AND SHELTER PROGRAM  
EFSP -PHASE 28 SONOMA COUNTY  
REQUEST FOR PROPOSALS**

**FUNDING SOURCE, TIME PERIOD AND AMOUNT:**

The Emergency Food and Shelter Program (EFSP) National Board has this year allocated \$364,437 directly to Sonoma County to supplement existing food and shelter programs for people experiencing economic emergencies. Congress has allocated \$200 Million for EFSP nationwide this year. Sonoma County received a total of \$520,322 in two funding rounds in 2009. The Sonoma County Task Force for the Homeless is the Local Board Administrator. The Task Force uses two percent of the funds to administer the EFSP process (\$7,289 in 2010). \$357,148 will therefore be available for direct services in 2010. Funds originate with the Federal Emergency Management Agency (FEMA). EFSP Phase 28 funds will be disbursed about one month after the National Board deadline for receiving funding recommendations. That date has not yet been set but is expected to be in February. Funds may be claimed for eligible expenses retroactive to January 1, 2010, and must be fully expended by December 31, 2010.

**TO BE ELIGIBLE FOR EFSP FUNDS, AN 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.

**AN APPLICANT ORGANIZATION 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 funding; geographic and demographic distribution of services; and the extent to which the proposed program meets one or more of the following preference criteria. Shelter providers are expected to participate in the Homeless Management Information System (HMIS).

**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 NOT FUNDED IN 2009 ARE REQUIRED TO ATTEND OR BE REPRESENTED AT THE EFSP APPLICANT'S WORKSHOP**

**TUESDAY JANUARY 26, FROM 2:30 TO 5PM,** at the Task Force for the Homeless in the California Human Development Corp. building, 3315 Airway Drive, Santa Rosa (entry faces Center Street).

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

**Proposals must be received by 5PM on Wednesday, February 3<sup>rd</sup>, 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](mailto: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 28 Local Board Chair/Administrator  
Sonoma County Task Force for the Homeless  
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[gberland@aol.com](mailto:gberland@aol.com)