

**2012 EMERGENCY FOOD AND SHELTER PROGRAM  
EFSP -PHASE 30 SONOMA COUNTY  
REQUEST FOR PROPOSALS**

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

Emergency Food and Shelter Program (EFSP) funds originate with the Federal Emergency Management Agency (FEMA). Congress has allocated \$120 Million for EFSP in the 2012 Federal Budget, the same amount as in 2011. FEMA and the EFSP National Board are now developing the distribution formula, and have not yet determined Phase 30 (2012) county allocations. The Sonoma County Local EFSP Board is issuing this Request For Proposals (RFP) to give agencies time to complete applications and to allow for quick distribution of funds once Sonoma County's allocation is made. Funds (\$2500 minimum request) are for existing food and shelter programs to assist local people experiencing economic emergencies. In 2011 the Local Board received \$68,242 through the EFSP State Set-Aside process and allocated \$66,877 to 14 programs. The Sonoma County Task Force for the Homeless uses 2% of the funds (\$1,365 in 2011) to administer the EFSP process. The EFSP National Board should disburse Phase 30 funds c. one month after their deadline (to be set) for receiving the Local Board Plan. Funded programs may claim properly expended funds back to January 1<sup>st</sup>. Funds must be fully expended by December 31, 2012.

**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:**

Shelter providers must participate in the Homeless Management Information System (HMIS). 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;
- The extent to which the proposed program meets one or more of the following preference criteria.
- Quality and Clarity of the Application

**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.

**NEW APPLICANTS ARE REQUIRED, AND ALL APPLICANTS ARE ENCOURAGED TO ATTEND OR TO BE REPRESENTED AT THE EFSP APPLICANT'S WORKSHOP Wednesday FEBRUARY 29<sup>th</sup>, from 9:30AM to 12 NOON** at the Task Force for the Homeless in the California Human Development Corp. building, 3315 Airway Drive, Santa Rosa (entry faces Center Street).

Applications are available at: <http://www.sonomacountyhomeless.org/>, or printed copies may be obtained from the Task Force office.

**Proposals must be received by 5PM on Wednesday, March 21<sup>st</sup>, at**

**Sonoma County Task Force for the Homeless**  
**3315 Airway Drive, Santa Rosa, CA 95403.**

**11 printed copies are required.**

**An electronic copy is requested in addition, sent to [scfhmls@pacbell.net](mailto:scfhmls@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 Sonoma County Local Board Chair/Administrator  
Sonoma County Task Force for the Homeless  
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