

Sacramento Regional Emergency Food & Shelter Program Phase 32

**September 16, 2014
Proposers Conference**

Structure of Emergency Food and Shelter Program:

- National program established in 1983
- Authorized under the McKinney-Vento Act
- Funds allocated to Dept. of Homeland Security, Federal Emergency Management Agency (FEMA)
- Administered by Emergency Food and Shelter National Board Program
- National Board allocates funding to local jurisdictions
- Sacramento Regional Emergency Food and Shelter Board allocates funding to local agencies.

Sacramento EFSP Local Board

- Donna Mobley, Chair, United Way Capital Region
- Cindy Sherwood Green, SETA
- Gary McDonald, Senior Gleaners
- Jeff Johnson, Love, Inc.
- Katie Kenoyer, Placer County
- Ligaya Hattari, CA Indian Manpower Consortium
- Lou Weintraub, Mosaic Law Congregation
- Nancy Vickers, American Red Cross
- Rebecca Pfeifle, Yolo County
- Verna Catalfano, Salvation Army
- Victor Contreras, Sacramento County
- Yasmin Hichborn, El Dorado County

Phase 31: *Funding Allocated*

● Placer County:	\$160,923
● Sacramento County:	\$701,636
● Yolo County:	\$107,010
TOTAL:	\$969,569

**Funding levels for local jurisdictions
not yet announced for Phase 32**

*Awards are dependent upon funding availability from
the National EFSP Board.*

Eligibility Criteria

- Not charge fees for EFSP-funded services
- Be **supplementing** existing programs – cannot be used to start a new program.
- Must be providing services in the area(s) for which the agency is seeking funding.
- EFSP funds **cannot** be utilized to replace federal, state or city contracts
- Be a 501[c][3] non profit or governmental agency
- Have a Federal Employer Tax ID number + a DUNS number
- Cannot be debarred or suspended from receiving Federal funding
- Conduct a financial review if award is \$25,000-\$49,999; conduct independent annual audit if award is \$50,000 or more; comply with OMB single audit requirement if award is over \$300,000
- Practice non-discrimination
- Have a voluntary board of directors [if a private nonprofit]
- **SEE LOCAL RECIPIENT ORGANIZATION CERTIFICATION CHECKLIST**

Eligible Activities

FOOD

- ✓ **Food Closets:** distribution of bagged groceries
- ✓ **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 food to food closets

SHELTER

- ✓ **Per Diem Shelter:** lodging at a mass shelter facility
- ✓ **Motel/Hotel Vouchers:** temporary lodging at a motel/hotel
- ✓ **Rent/Mortgage Assistance:** Eviction prevention or first month's rent
- ✓ **Utility Assistance:** Assistance with gas, electricity, water, sewer service and cut wood (for heating purposes)

SAMPLE ELIGIBLE & INELIGIBLE EXPENDITURES

CATEGORY	SAMPLE ELIGIBLE EXPENDITURES	SAMPLE INELIGIBLE EXPENDITURES
MASS FEEDING	Any food or equipment essential to the operation of a mass feeding program. (Payment made as a per meal allowance)	Any items not related to feeding of client. Staff events/functions
FOOD CLOSET / FOOD BANK	Food purchased for food banks/food closets.	Non-nutritive and non-food items (with exceptions). Tobacco, alcohol. Paper products. Holiday or special celebratory events.
FOOD VOUCHERS	Purchase of food vouchers, gift cards, or gift certificates to food retailers, such as markets or restaurants.	Gift cards / certificates/ vouchers must state “food and diapers” only.

SAMPLE ELIGIBLE & INELIGIBLE EXPENDITURES *continued*

CATEGORY	SAMPLE ELIGIBLE EXPENDITURES	SAMPEL INELIGIBLE EXPENDITURES
MASS SHELTER	Direct expenses associated with housing a client [supplies, rent, utilities, etc]; transportation costs	Any items not related to sheltering of client.
RENT/ MORTGAGE ASSISTANCE	Past due rent or mortgage [P/I only]. Current rent/mortgage <u>due within 10 calendar days</u> . <i>Limit is one month's cost</i>	Payment exceeding one month; deposits; down-payment; late fees; legal fees, taxes, insurance, escrow accounts
SHELTER VOUCHERS	Any <u>reasonable</u> motel or non-profit facility acting as a vendor; SRO; 30 day limit	An LRO <u>may not</u> act as a vendor for themselves or another LRO; motel prepayments
UTILITIES	Past due bills, or current bills <u>due within 5 calendar days</u> for gas, electricity, oil, water, reconnect fees. <i>Limit is one month's cost</i>	Payment exceeding one month; deposits; cable TV bills, phone bills, internet service, late fees

ELIGIBLE & INELIGIBLE EXPENDITURES

continued

- EFSP funding is for direct delivery of services.
- Funded agencies cannot charge administrative or indirect fees

Documentation and Reporting

Service Area	Documentation
MASS FEEDING	Mass feeding per diem schedule.
FOOD CLOSET / FOOD BANK	Dated, itemized receipts for food purchased and canceled checks (or evidence of electronic payment).
FOOD VOUCHERS	Dated, itemized receipts for food purchased and canceled checks (or evidence of electronic payment). A single copy of the voucher/gift card/ gift certificate stating, “food and diapers only.”
MASS SHELTER	Mass shelter per diem schedule.
RENT/ MORTGAGE ASSISTANCE	Dated, signed letters (pay or quit notices) from landlords (must include amount of one month’s rent and due date) and canceled checks (or evidence of electronic payment).
SHELTER VOUCHERS	Dated, itemized receipt/vouchers for lodging stay and canceled checks (or evidence of electronic payment).
UTILITIES	Monthly billing statement and/or past due notice indicating monthly usage charges, and cancelled checks (or evidence of electronic payment).

Client Eligibility

- Any criteria used must provide for assistance to needy individuals without discrimination to:
 - ✓ Age
 - ✓ Race
 - ✓ Sex
 - ✓ Religion
 - ✓ National origin
 - ✓ Disability
 - ✓ Economic status
 - ✓ Sexual orientation
- Verification of proof of citizenship or qualified alien status of any applicant is not required

Spending Period, Payments, and Reporting

- Phase 32 spending period: April 1, 2014 – June 30, 2015*
- Funded agencies will receive payments: ???
- Funded agencies must submit reports and documentation on a monthly basis, once first payments are received

Proposal narrative:

In no more than THREE (3) pages

1. Services to be delivered with EFSP funds. [10 points]
2. Population to be served with EFSP funds. [10 points]
3. Agency capacity to provide proposed services. [10 points]
4. Hours of operation. [5 points]
5. Awareness of community capacity. [5 points]
6. Fiscal accountability. [5 points]

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

7. Funding is supplemental. *EFSP funds cannot exceed half of an agency's total budget for a particular component.* [5 points]
8. EFSP reporting. [5 points], as applicable

Funding Request Summary:

A. FOOD COMPONENT

	Estimated number of <u>meals</u> to be distributed	Estimated number of <u>individuals</u> to be served	Estimated number of <u>households</u> to be served	Estimated <u>pounds</u> of food to be distributed	EFSP Funding Request	Funding available from other sources
<i>Food Closet</i>	_____	_____	_____	_____	\$ _____	\$ _____
<i>Food Bank</i>	_____	_____	_____	_____	\$ _____	\$ _____
<i>Food Vouchers</i>	_____	_____	_____		\$ _____	\$ _____
<i>Mass Feeding</i>	Fixed rate per meal \$ <u>2.00</u>		# of meals to be served X _____ =		\$ _____	\$ _____
FOOD COMPONENT TOTAL REQUEST: [= Food Closet + Food Bank + Food Vouchers + Mass Feeding]					\$ _____	\$ _____

Funding Request Summary:

B. SHELTER COMPONENT

	# of beds X Fixed rate per night per bed	Nights to be provided	EFSP Funding Request	Funding available from other sources
<i>Per Diem Shelter</i>	# _____ X \$12.50	X _____ =	\$ _____	\$ _____
<i>Shelter Vouchers</i>	Rate per room per night \$ _____	Nights to be provided X _____ =	\$ _____	\$ _____
<i>Rent/Mortgage Assistance</i>	Avg. cost per bill \$ _____	# of bills to be paid X _____ =	\$ _____	\$ _____
<i>Utility Assistance</i>	Avg. cost per bill \$ _____	# of bills to be paid X _____ =	\$ _____	\$ _____
SHELTER COMPONENT TOTAL REQUEST [= Per Diem Shelter + Shelter Vouchers + Rent/Mortgage + Utility Asst]			\$ _____	\$ _____

Agency Income Report Summary

Source	Amount	Grant Period	Purpose Check all that apply		
			Food	Shelter	Other
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
	\$				
TOTAL AGENCY BUDGET FOR FOOD PROGRAMS					
TOTAL AGENCY BUDGET FOR HOUSING/SHELTER PROGRAMS					

Attachments

Also attach a copy of each of the following to the application:

- Mission Statement
- Goals and Objectives
- Most Recently Approved Agency Budget and Audit or Financial Report.
- 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

Attachments

Provide the following 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.

Format

- ✓ Submit ONE [1] signed original application and all attachments by **mail/drop off** to: Emergency Food and Shelter Board, 2020 Hurley Way, Suite 420, Sacramento, CA 95825 **and**
- ✓ ONE [1] application and all attachments **electronically** to alange@communitylinkcr.org or on a CD/Flash Drive to the same address noted above.
- ✓ Applications are to be completed using 8 ½ x 11 inch white paper with 1-inch margins and 12-point type or larger. The electronic documents should be in Microsoft Word or Portable Document Format (PDF). Consecutively number the narrative pages of the application (attachments do not need to be numbered).

Timeline

- **Applications due Thursday, October 2, 2014 by 5:00p.m.**
- *Late applications will not be accepted. No exceptions.*
- Preliminary funding announcement: Monday, November 3, 2014*
- Appeals process: November 3 – 7, 2014*
- Local Board of approval of final awards and submittal of Local Board Plan to EFSP National Board Program: November 7, 2014*
- Contract execution: November 10 – 30, 2014*
- Payments received: ????

**Awards timeline pending announcement of funding availability from National Board*

For more information

Alan Lange

Staff, Local EFSP Board

916-477-7063 x 360

alange@communitylinkcr.org

***NOTE: DO NOT CALL ABOUT THE STATUS OF YOUR APPLICATION
– AGENCIES WILL BE NOTIFIED IN NOVEMBER 2014***

COUNTY DISCUSSIONS

- What are the food and housing/utility gaps in your county?
 - Consider service type, target population, geography, etc.
- How can Emergency Food and Shelter Program funding be used to best fill the service gaps?
 - Consider efficiency, flexibility, leveraging, etc.