

LANE COUNTY EMERGENCY FOOD & SHELTER BOARD
FOOD & SHELTER GRANT REQUEST FOR PROPOSAL
Phase 38 (solicitation 21064)

Lane County Emergency Food & Shelter Board Goals

To supplement and expand the work of local social service agencies of Lane County in an effort to help people with economic (non-disaster) emergencies by supplementing existing food, rent/mortgage, and utility assistance efforts.

Grant Awards

FEMA National Board will award the Lane County Local Board an estimated \$167,273 for Phase 38, for Emergency Food and Shelter Program (EFSP).

[APPLICATION DEADLINE: 12 noon \(PDT\) on Monday, January 11, 2021](#)

RFP Calendar

December 23, 2020RFP Application Available on www.lanecounty.org/bids
January 11, 2021 Electronic copy of proposal due by 12:00 Noon to collette.christian@lanecountyor.gov
January 20, 2021 Awards Announced
January 27, 2021 Protests of Award Due
January 29, 2021Final Day for Approved MQ Packet on File (see link below)

Completed Application Includes:

- a) Cover sheet
- b) Complete Request for Proposal (see attached pages)
- c) Agency Non-Discrimination/Diversity Policy
- d) Annual Budget for the Proposed Program
- e) A completed and approved Management Qualifications (MQ) Packet must be on file with Lane County prior to January 29, 2021. MQ packet instructions can be found on the Lane County website: <https://lanecounty.org/cms/One.aspx?portalId=3585881&pageId=4200820> .
The abbreviated version of the MQ is acceptable for this application.

Do NOT include attachments other than those requested.

Email PDF of Application to Collette Christian , collette.christian@lanecountyor.gov

The **LANE COUNTY EMERGENCY FOOD & SHELTER BOARD'S** Allocations Committee will be convened to determine the highest need and best use of funds and to select Local Recipient Organizations (LROs) that will provide emergency food and shelter adapted to particular community needs.

FEMA legislation specifically calls for "sensitivity to the transition from temporary shelter to permanent homes and attention to specialized needs of homeless individuals with mental and physical disabilities and illness, and to facilitate access for homeless individuals to other sources of services and benefits." Funds are intended to supplement and expand the work of local social service agencies to assist people with economic emergencies to include: supplement feeding, sheltering (including transitional sheltering) as well as rent/mortgage and utility assistance efforts only.

Applicants may be required to make a presentation to the EFSP board to provide an overview to their planned use of funding, vendors will be notified as to a date and time, if required

APPEALS: The Allocation Committee's recommendations will be sent to you via email on January 20, 2010. Appeals to request reconsideration of these recommendations may be made to the full Local Board at an open hearing.

Applicable grounds for protest include the following:

- a) The Allocation Committee has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the solicitation materials.
- b) Different criteria were used to evaluate different proposals.
- c) The Allocation Committee unfairly applied the evaluation criteria to a proposal.
- d) A member or members of the Allocation Committee had a relationship with a proposer that represented a conflict of interest.
- e) The criteria used to evaluate the proposals did not pertain to the services or products requested.
- f) A member or members of the evaluation committee demonstrated bias toward a proposal or a proposer.
- g) The Committee abused its discretion in rejecting the protestor's proposal as nonresponsive.
- h) The evaluation of the proposals is otherwise in violation of any provisions of ORS 279A or ORS 279B.
- i) All higher ranked proposals are nonresponsive.

Questions after the RFP is released may only be submitted by email to collette.christian@lanecountyor.gov. Answers will be compiled and posted as FAQs on the Lane County Bid Site under the original RFP posting weekly.

Emergency Food and Shelter Board Policies

1. EFSP Local Board Phase 38 requests for funding is set at a minimum of \$5,000.
2. EFSP funding is not intended to fill budget shortfalls or reductions in other funding sources.
3. ESFP phase term begins one day after the close of the previous phase. Phase 38 will begin retroactively on January 1, 2020 through May 31, 2021.
4. To ensure recipient agencies have the staff and capacity to take on the added responsibility of EFSP and can comply with and maintain documentation and accountability standards, recipients must have an approved Management Qualification on file with the EFSP Administrative agency, Lane County Health & Human Services.
5. EFSP actual revenues and expenses must be segregated and easily identified within recipient accounting system.
6. Agencies are not eligible for EFSP funding if the agency has received an adverse or no opinion audit in their independent audit.
7. Agencies are not eligible for EFSP funding if the agency has an unresolved compliance exception for a prior Phase.
8. Agency recipients of EFSP funding must identify a single reporting point of contact.
9. Point of contacts must be able to promptly respond to electronic communications from EFSP National Board and Lane County staff including initial certifications, second payment requests and final reports. Point of contacts must attend all mandatory trainings and meetings.
10. Agency recipients unable to meet deadlines or who return funds may jeopardize application for funding in future phases.
11. EFSP Local Board encourages agency recipients to request de-allocation prior to end of phase to avoid returning funds.

**LANE COUNTY EMERGENCY FOOD & SHELTER BOARD
FOOD & SHELTER GRANTS
Phase 38
Cover Sheet**

A.	Name of Organization		
B.	Name of Program		
	1.	Program Director	
	2.	Address	
	3.	Telephone	E-Mail
C.	Current Allocation Phase 37 (if applicable)		
D.	Amount of Funding Request for Phase 38		
E.	Contact Person <i>Questions about the program and application should be directed to:</i> Name		
		Phone	E-Mail
F.	Approved Lane County Health & Human Services Management Qualifications (MQ) currently on file*: <i>(please circle one)</i> <i>*If you do not currently have an MQ on file, an approved abbreviated MQ must be on file by January, 2021</i>		yes
			no

The undersigned confirm that the information provided in this application is true and accurate and that the application has/ will receive Board approval.

Signature: President, Board of Directors Date

Signature: Agency Director Date

LANE COUNTY EMERGENCY FOOD & SHELTER BOARD

Phase 38

Program Specifics

Please be as succinct as possible in your responses.

1. **FEMA Goal** – Which Lane County Emergency Food and Shelter Board Goals does this program address?

Goal: (select one) Food Shelter Supplies & Equipment

2. **Need** – Using the goal area listed above, clearly justify the need for the funding requested. Include local trend information over the last five years or as available or appropriate.

3. **Program Description** – Describe the program for which you are requesting funding. List the estimated number of people who will benefit from EFSP assistance and include detail about priority populations that will benefit. Also note whether the general public can access services provided with requested funds.

A) How will they benefit; measurable process/output objectives (units of service—e.g. persons receiving shelter or food boxes)

B) Projected client outcomes specifically related to the requested funds only (not the whole program)

*Please note that funding is intended for enhancing existing programs/projects, not for the creation of new programs

4. **Amount of Funds Requested by Service Category:**

****Note, the minimum award request is \$5,000.**

FOOD

	Amount of Funds Requested this Cycle Phase 38	Amount of Funds Requested this Cycle Phase 38	Proposed Number of Services to be Provided
TOTAL FOOD			
Emergency Food			
Congregate Meals			
Restaurant Vouchers			
Other (Describe)			

SHELTER

	Amount of Funds Requested this Cycle Phase 38	Amount of Funds Requested this Cycle Phase 38	Proposed Number of Services to be Provided
TOTAL SHELTER			
Shelter House			
Motel Vouchers			
Rent/ Mortgage Relief			
Utilities			

SUPPLIES & EQUIPMENT (Shelters & Feeding Sites)

	Amount of Funds Requested this Cycle Phase 38	Amount of Funds Requested this Cycle Phase 38	Proposed Number of Services to be Provided
TOTAL SUPPLIES			
Small Equipment (less than \$300)			
Cleaning Supplies			

5. **Tracking Systems** – Describe the data collection and reporting system in place to measure the proposed program impact and service levels. (e.g., telephone logs, client files, client satisfaction survey, pre-test/post-test, software systems, HMIS etc.)
6. **Client Involvement** – How are clients involved in program planning, offering feedback, and making suggestions about your service? How do your feedback systems lead to more effective services? Please give examples.
7. **Coordination/Collaboration** – Identify collaborative partners in the proposed program and describe the nature of each relationship and how the collaboration prevents duplication, maximizes coverage and/or improves client outcomes.
8. **Non-Discrimination/Diversity/Accessibility** – Describe how diverse segments of the program's targeted population(s) have access to this program. Describe plans for improving outreach to under-served populations. Attach a copy of your agency's non-discrimination/diversity policy.
10. **Budget** – Please submit your budget for the proposed program, and relate it to your overall program for food or shelter.

FEMA ESGP Scoring Matrix

Evaluation Criteria	Poor/Unclear <i>This is low competency work. Response is unclear, incomplete, or inadequate.</i>	Adequate <i>This is medium competency work. Sufficient responses, some areas may require clarification.</i>	Exceptional <i>This is high competency exemplary work. Response is logical, succinct, and demonstrates agency excellence.</i>
Justification of Need for Funding	Response is unclear or incomplete. Provides little or no data or trend information. 1 2 3 4 5	General description of need, citing some data or trend information. Makes a good case for funding. 6 7 8	Provides detailed data and/or trend information, clearly justifies compelling need to respond to an economic emergency. 9 10
Program description, and services provided. Number served.	Response does not clearly describe program, number served and/or outcomes. No priority populations listed. Unclear or missing information. 1 2 3 4 5	General program description. Number served clearly specified and reasonable given funding request. Serves some priority populations. Outcomes specific to requested funds listed. Program accessible to general public. 6 7 8	Detailed, clear, and succinct description of project. Includes detailed list of services that will be provided and priority populations served. Number served and outcomes clearly specified and justified. Program accessible to general public. 9 10
Tracking Systems	Agency does not demonstrate capacity or experience managing tracking and reporting systems. Gives few or no examples. 1 2 3 4 5	Agency gives specific examples of data collection and reporting systems. Most listed are non-electronic (eg handwritten logs) or individual spreadsheets. 6 7 8	Agency cites specifics of managing complex tracking and reporting systems such as HMIS ServicePoint or similar databases. 9 10
Client Involvement	Client involvement in services is limited. Does not describe any client surveys or feedback mechanisms. 1 2 3 4 5	Demonstrates client involvement in services, such as regular surveys, suggestion boxes and gives at least one example of client feedback resulting in more effective services. 6 7 8	Has robust client involvement in services such as an active consumer counsel, former clients on the board of directors etc. Gives good examples of changes made as a result of client feedback. 9 10

<p>Coordination/ Collaboration</p>	<p>Collaboration loosely described, no mention of how collaboration prevents duplication, maximizes coverage and/or improves client outcomes.</p> <p>1 2 3 4 5</p>	<p>General description of collaboration with specific partner(s) named. Gives at least one example of how the collaboration prevents duplication, maximizes coverage and/or improves client outcomes.</p> <p>6 7 8</p>	<p>Agency demonstrates a depth of community partnerships. Multiple examples of how the collaboration prevents duplication, maximizes coverage and/or improves client outcomes.</p> <p>9 10</p>
<p>Non-Discrimination/ Diversity/Accessibility</p>	<p>Vague description of agency plans to reach targeted and underserved populations. No data provided. Does not clearly value accessibility, diversity and equity in staffing and services. Non-discrimination policy lacks detail and has not been revised in the last several years.</p> <p>1 2 3 4 5</p>	<p>Provides general overview of accessibility, diversity and equity approaches to the delivery of services. Has solid plan to reach targeted and underserved populations. Non-discrimination policy is fairly detailed and has been revised in the past several years.</p> <p>6 7 8</p>	<p>Provides detailed description of how program reaches targeted and underserved populations. Provides detailed data that demonstrates agency clearly values accessibility, diversity and equity. Non-discrimination policy is detailed and has been revised within the past 2 years.</p> <p>9 10</p>
<p>Budget</p>	<p>Budget is vague, incomplete, and/or includes unallowable costs.</p> <p>1 2 3 4 5</p>	<p>Budget adequately demonstrates overall project plan.</p> <p>6 7 8</p>	<p>Budget includes high level of detail to fully understand project design and goals. Budget is realistic given level of funding and consistent with allowable costs.</p> <p>9 10</p>
			<p>Total Score /70</p>