



**Napa Valley Community Disaster Relief Fund
Request for Letters of Intent (LOIs) for Response, Relief and Recovery services for people who
live or work in Napa County and have been adversely affected by the Napa Fire Complex**

The Napa Valley Community Disaster Relief Fund (the "Relief Fund") was established by Napa Valley Community Foundation (the "Foundation") after the 2014 South Napa Earthquake, with a lead gift of \$10 million from Napa Valley Vintners.

The Relief Fund is now accepting LOIs from nonprofits, faith-based organizations and public entities for disaster response, relief and recovery services to help people who live or work in Napa County that have been adversely affected by the Fires.

LOIs can be submitted for amounts from \$2,500 to \$75,000, and funding – if awarded – must be spent by December 31, 2018. Note that pre-qualified grantees (please see section below on Pre-Qualified Grantees) are eligible to apply for additional funding. One application may be submitted per organization.

Eligibility

- An organization applying for a Relief Fund grant must be a 501(c)(3) nonprofit organization, faith-based organization or governmental unit. Private, for-profit businesses are not eligible for funding in this round, at this time.
- Funding can only be used to pay for (or reimburse) disaster response, relief and recovery services to be provided (or that have been provided) to people who live or work in Napa County and were adversely affected by the Napa Fire Complex (the "Fires").
- Rebuilding and future preparedness (aka, resiliency) programs are not eligible for funding in this round, at this time.

The Relief Fund will *not* consider grant requests at this time for:

- Re-granting programs, scholarships or grants to provide direct cash aid to individuals affected by the Fires (please see section below on Emergency Financial Assistance).
- Grants to offset revenues which may have been lost during the Fires (because of business interruption, for example) by nonprofits, faith-based organizations or governmental units; or grants to pay for structural damage to the property, plant and equipment of such organizations.
- Fundraisers or other events to benefit those affected by the Fires.
- Ongoing operating or program expenses not verifiably connected the Fires.
- Programs to help small businesses who may have suffered physical damage or economic injury as a result of the Fires (please see section below on Small Business Recovery).

For more information about the Foundation's overall eligibility criteria, please visit:
<https://www.napavalleycf.org/nonprofits/>

Application Process

To be considered for funding, your organization must submit a Letter of Intent (LOI) by 11:59 p.m. on January 29, 2018.

Your LOI should be no more than three pages in Word using 12-point font and 1-inch margins, submitted via email to Rejane Brito, rejane@napavalleycf.org and Julia DeNatale, julia@napavalleycf.org. Your LOI must include the name of your organization, Tax ID number and contact person, and should address the following questions:

- How much are you requesting from the Relief Fund?
- What Fire-related need is your program/organization addressing? Is this program retroactive or prospective?
- How do you know that this need is directly related to the Fires? Please be specific.
- Please provide a summary of the program and timeline. Describe collaboration, if any, with other agencies for this specific program.
- Tell us about who this program will serve. Why is this population vulnerable because of the Fires? How many people have been/will be served by this program? What are some of the key demographics of these people?

Please also attach the following financial documents in Excel or Word:

1. Agency total annual operating budget for current Fiscal or Calendar Year.
2. Budget for your proposed Fire Response/Relief/Recovery program, including any other funding received (or pending). Be sure to include the requested amount from the Relief Fund.

Following receipt of your LOI, the Foundation may request additional information in writing, or a full proposal and/or a site visit or phone interview with representatives of your organization.

The Foundation will notify organizations of its funding decisions by March 1, 2018, and has currently allocated up to \$600,000 in total for this round of grants.

Questions?

If you have any questions or need further clarification, contact Rejane Brito, rejane@napavalleycf.org or 707.254.9565 x22 or Julia DeNatale, julia@napavalleycf.org or 707.254.9565 x16. The Foundation encourages communication, and is happy to discuss your LOI prior to submission.

Additional Information

Pre-Qualified Grantees

Following the start of the Napa Fire Complex on October 8, 2017, the Relief Fund made immediate grant distributions totaling \$565,000 to 16 Pre-Qualified nonprofits for disaster response and relief services like food, temporary shelter, medical care and emergency childcare services. The 16 nonprofits that received these grants had participated in an intensive technical assistance program, on the heels of the 2014 South Napa Earthquake, to help them develop Emergency Operations Plans (EOPs) so they could be better prepared for a future disaster. They also agreed to provide services in the event of a future declared disaster. By developing EOPs and promising to be of service, if needed, these 16 nonprofits were pre-qualified to receive immediate grants from the Relief Fund following a disaster declaration.

Emergency Financial Assistance (EFA)

Since October 27, the Relief Fund has been providing EFA through Family Resource Centers to individuals who live or work in Napa County and have been impacted by the temporary decline of our economy. Approximately \$2 million in EFA payments have been made to 1,700 households to-date. The Foundation expects the EFA program, now also to include rapid re-housing services for those displaced by the Fires, to continue through June 2018, and has thus far approved up to \$3 million in additional funding for this purpose.

Small Business Recovery

The Foundation is currently considering a program that would make grants or loans available to assist small businesses in Napa County that suffered economic injury as a result of the Fires. Please email Terence Mulligan at terence@napavalleycf.org if you'd like to receive updates about this potential program. In the meantime, please note that small business owners have until July 12, 2018 to [apply](#) to the Small Business Administration's Economic Injury Disaster Loan (EIDL) program. Any assistance the Foundation provides to help the small business community will require applicants to have first applied to the EIDL program.

Phases of Disaster

The generic timetable below is a frame of reference for our work on the Fires. The scope of this LOI request covers the first three phases only.

- Response: Event to the Event +72 hours. Examples: search & rescue, evacuations, well-checks, food, temporary shelter, emergency childcare, transportation, medical, animal services.
- Relief: Event + 72 hours to the Event +14 days. Examples: shelter, Emergency Financial Assistance, emergency childcare, transportation, resource & referral, medical care, mental health services, legal services, animal services.
- Recovery: Event + 14 days to the Event + 60-180 Days (or more). Examples: Case management, resource & referral, re-housing, mental health services, legal services.
- Rebuilding: Physical rebuilding of homes and structures, economic rebuilding, workforce development, long-term case management.
- Resiliency/Preparedness: When above activities have concluded, the Resiliency Phase may begin, including debriefing and codifying learnings and preparing for the next disaster.