

# REQUEST FOR APPLICATIONS



## Emergency Food and Shelter Program

### Phase 34 (10/01/2016 – 12/31/2017)

Completed Applications must be submitted to:  
The Department of Public Social Services – Homeless Programs Unit  
4060 County Circle Drive, Riverside, CA 92503  
NO LATER THAN

**MONDAY, January 09, 2017 at 12:00 p.m.**

## EMERGENCY FOOD AND SHELTER PROGRAM

### 1.0 GENERAL INFORMATION

Riverside County Department of Public Social Services (DPSS) Homeless Programs Unit is requesting Applications on behalf of the Emergency Food and Shelter Program (EFSP) Local Board for the County of Riverside. The purpose of this Request for Applications (RFA) is to identify nonprofit organizations and local government agencies, known as Local Recipient Organizations (LROs), to provide services under the EFSP Phase 34.

The RFA is being issued with the anticipation that the EFSP Local Board will continue to administer the EFSP funding. ***Applicants need to understand that this RFA is being released with the assumption that EFSP funding will occur.*** Confirmation of funding is contingent upon congressional approval of the federal budget for FEMA.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS LISTED IN THIS RFA. **Late or incomplete applications will be considered ineligible for scoring. Only complete applications will be scored.** The EFSP Local Board and its designated representatives reserve the right to amend or modify the requirements of this RFA as necessary and to negotiate with applicants regarding services and costs, as well as to cancel, in part or in its entirety, this RFA if it is in their best interest to do so. This RFA does not commit the EFSP Local Board to award a contract or to pay costs incurred in response to this request.

Agencies should be aware that EFSP funding from one year to the next is neither automatic, nor guaranteed. Each year the EFSP Local Board Review Committee evaluates and scores all eligible applications submitted, and makes allocation decisions based on the most effective and efficient delivery of emergency services across the county. **Applicants must not regard EFSP funding as part of their annual operational funding base, but as supplemental funding to meet specific emergency needs.**

The minimum grant amount that can be requested by an organization that has never *been funded or was not funded in the* previous year (Phase 33) is not to exceed \$10,000 per district. All other organizations may apply for a minimum amount not less than \$10,000 and a maximum amount of \$75,000 per district. Under no circumstances is the EFSP Local Board bound to award any organization the amount requested. The amount of a grant to be awarded to an organization shall be determined by the Selection Process and Scoring Criteria described on pages 7 and 8 of this document.

All questions regarding this document should be directed to the County of Riverside Department of Public Social Services Homeless Programs Unit at: [EFSP@riversidedpss.org](mailto:EFSP@riversidedpss.org).

### 2.0 SPENDING PERIOD

The spending period for Phase 34 funds will be **October 1, 2016 through December 31, 2017.**

### 3.0 ELIGIBLE ACTIVITIES

The EFSP National Board regulations and the EFSP Local Board policy identified the eligible activities listed below and their associated expenses. Note: each category is intended to meet specific

emergency needs for food and shelter and EFSP funding can be requested to support the following activities:

**3.1 Emergency Shelter – (Hotel / Motel Vouchers)**

Applications should address helping people who are without resources and experiencing a housing crisis with no appropriate on-site shelter available. Costs must be reasonable. A 30-day maximum stay per person is allowed one time in a twelve month period. The agreement(s) with the hotel or motel **must** be included with the application. Failure to include a copy of the hotel/motel agreement(s) will result in the application being declared “incomplete” and not able to be scored.

**3.2 Mass Shelter**

Applications should address assisting people who are without resources and experiencing a housing crisis with no means of securing temporary shelter in a hotel or motel. Mass shelter is defined as five beds or more in one location. A 30-day maximum stay per person with EFSP funds, per twelve month period is allowed. The bed night per diem rate is \$12.50.

**3.3 Emergency Rent/Mortgage Assistance**

Applications should address assisting people with emergency rent or mortgage assistance. The rent/mortgage assistance is limited to one-month rent or mortgage payment, not to exceed \$1,200 and the LRO should verify that there is evidence that the person requesting assistance has the ability to resume rent payments to avoid eviction after assistance is received. A household can only receive assistance one time in a twelve (12) month period.

**3.4 Emergency Food**

Applications for food should address helping people who are without resources to secure food. Food can be provided through hot/cold meals, distribution of food boxes, bags or sack lunches, or vouchers/gift cards for use at restaurants or grocery stores. The per diem rate (pp) for hot/cold served meals is \$2.00.

**3.5 Administrative Costs**

Up to 2% of your total EFSP grant can be allocated toward administrative costs. This can include payroll and/or office supplies used to administer the EFSP program.

**Note: Eligible agencies can apply for food, shelter or a combination of both. Agencies DO NOT need to apply for both food and shelter.**

**3.6 Homeless Management Information System (HMIS) Participation**

LROs that receive funding for shelter services – Rent/Mortgage, Mass Shelter and Other Shelter- are required to participate in HMIS, a local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness. HMIS participation is free of charge and LROs will be provided with training and technical support. LRO’s are responsible for ensuring that all required resources including computer, internet access and data entry person, necessary to participate in HMIS are available. LROs will sign the HMIS Participating Agency Agreement, and adhere to the requirements identified in the HMIS Policies and Procedures.

#### **4.0 EFSP GUIDELINES**

- 4.1 Collaborative, multi-organization/agency applications from a group of service providers serving the same community or communities are eligible for consideration. These applications should clearly identify the organization/agency, which will serve as fiscal agent/lead.
- 4.2 Applicants should be prepared to assist any qualifying individual or family seeking assistance in their designated Supervisorial District in need of emergency food and/or shelter.
- 4.3 Funding is not intended to make up for budget shortfalls or to be considered a separate line item in an annual budget.
- 4.4 EFSP funds should supplement an existing project. The funds are not to start new projects or stop a project from closing.
- 4.5 EFSP funds cannot be utilized to replace federal, state, or city grant contracts.
- 4.6 Agencies must be financially able to front all of the funding since payment may not come until later into the project.
- 4.7 Funding is open to all organizations helping hungry and homeless people and is not intended to solely support Local Board member agencies or local government.
- 4.8 Funded service providers are required to comply with local ordinances.
- 4.9 Matching funds must be documented and included in the Project Application.

#### **5.0 TIMELINES/IMPORTANT DATES**

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| 5.1 Release of Request for Application   | November 14, 2016                        |
| 5.2 Mandatory Technical Assistance<br><b>Palm Springs City Hall:</b> 3200 E. Tahquitz Cyn Way, Palm Springs CA 92262 | November 29, 2016 9:00 a.m. – 12:00 p.m. |
| <b>Riverside:</b> 4060 County Circle Dr., Macintyre Room, Riverside CA 92503   | November 30, 2016 9:00 a.m. – 12:00 p.m. |
| 5.3 Deadline to Submit Questions (by email only)   | December 15 , 2016 at 4:00 p.m.          |
| 5.4 Deadline to Answer Questions and Post on Website   | December 19 , 2016                       |
| 5.5 Deadline to Submit Application   | January 09, 2017 at 12:00 p.m.           |

#### **6.0 APPLICATION STANDARDS**

- 6.1 All proposals must be submitted in accordance with the standards and specifications contained within this RFA and Attachment A - Project Application to be considered for funding.
- 6.2 DPSS shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.

- 6.3 Complete Project Application and Attachments must be typed uniformly on letter size (8 ½” x 11”) sheets of white paper, single sided or double sided, each section clearly titled, with index dividers labeled Attachment 1, Attachment 2, etc.
- 6.4 Submit one (1) original copy and one PDF copy emailed to [EFSP@riversidedpss.org](mailto:EFSP@riversidedpss.org)
- 6.5 Narrative is limited to a maximum of ten (10) pages including the questions. Pages exceeding the stated limit will not be reviewed or scored.
- 6.6 New agencies must submit ALL required documentation.
- 6.7 Agencies funded in Phase 33 do not need to submit additional information at this time with the exception of a current audited financial statement, or board approved financial statement, and a current IRS 990.
- 6.8 Agencies may withdraw their proposals at any time prior to the due date and time by submitting notification of withdrawal signed by the organization’s authorized agent. Proposals cannot be changed or modified after the date and time designated for receipt.

## **7.0 SUBMISSION DEADLINE**

- 7.1 Project Applications must be received by the Department of Public Social Services; Homeless Programs Unit, 4060 County Circle Drive, Riverside, CA 92503, no later than **12:00 p.m. on Wednesday, January 9th** by hand delivery or FedEx only.
- 7.2 Late proposals will not be accepted. Postmarks will not be accepted in lieu of this requirement. Only complete applications will be scored.

## **8.0 CRITERIA FOR EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) FUNDING**

In order to be eligible for funding under the Emergency Food and Shelter Program (EFSP), applicants must meet the following criteria:

- 8.1 The organization must have a current non-profit (501(c) 3) status or be an agency of the government.
- 8.2 The organization must have provided emergency shelter and/or service programs for at least one year.
- 8.3 The organization must have a Federal Employer Identification Number (FEIN) or be in the process of obtaining a FEIN.
- 8.4 The organization must have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- 8.5 The organization must be prepared to have EFSP funding directly deposited to their bank account. Except for the first check to newly funded organizations, the National Board will make all payments by Electronic Funds Transfer (EFT) only.

- 8.6 Applicants must provide written documentation to show that at least 55% of the total EFSP program budget is from other funding sources in each category. **Organizations applying for funding in multiple districts must demonstrate the financial and staffing capacity to service all of the districts they are applying for.**
- 8.7 The organization is not debarred or suspended from receiving Federal funds and must provide a print out that the agency is not listed on the Excluded Parties List System at [www.epls.gov](http://www.epls.gov)
- 8.8 The organization may not use EFSP funds as a cost-match for other Federal funds or programs.
- 8.9 The organization will not charge a fee to clients for EFSP funded services.
- 8.10 The organization must have an accounting system or an approved fiscal agent.
- 8.11 The organization must conduct an independent annual audit if receiving \$75,000 or more in EFSP funds. LROs that received EFSP Phase 33 (7/1/15 to 9/30/16) grants \$75,000 or more must attach a copy of their most recent audit to the application. LROs that received EFSP grants totaling \$25,000 to \$74,999 during EFSP Phase 33 must attach a copy of the organization's annual review to its application. LROs that received grants totaling less than \$25,000 for Phase 33 must provide the same complete fiscal information that they provide to their board of directors.
- 8.12 The organization must have not received an adverse or no opinion audit.
- 8.13 The organization must have a voluntary board if private, not-for-profit.
- 8.14 The organization will, to the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.
- 8.15 The organization must practice religious non-discrimination. Agencies with a religious affiliation wishing to participate in the program must not refuse services to an applicant based on religion or require attendance at religious services as a condition of assistance, nor will such groups engage in any religious proselytizing in any program receiving EFSP funds.
- 8.16 The organization must practice client non-discrimination by providing assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation), sensitivity to the transition from temporary shelter to permanent homes, attention to the specialized needs of homeless individuals with mental and physical disabilities or illness and facilitate access for homeless individuals to other sources of services and benefits.
- 8.17 The organization will ensure its employees, volunteers or other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect.
- 8.18 The organization will ensure its' employees, volunteers or other individuals associated with the program will not use EFSP funds to support access to classified national security information.

- 8.19 Organizations applying for funding in service sites in more than one district must apply as a multi-region organization and submit ONE application for all districts served.
- 8.20 The organization will comply with the Office of Management and 2CFR-200 if expending \$750,000 or more in Federal funds.
- 8.21 An organization receiving more than \$100,000 in EFSP funds will comply with lobbying prohibition certification and disclosure of lobbying activities, if applicable.
- 8.22 The organization will spend all funds and close-out the program by the Local Board's selected end-of-program date, and return any unspent funds to the National Board (\$5.00 or more; checks made payable to United Way Worldwide/Emergency Food and Shelter National Board Program, 701 North Fairfax Street, Suite 310, Alexandria, VA 22314).
- 8.23 The organization is strongly encouraged to collaborate with other organizations to maximize services to clients.
- 8.24 An organization receiving EFSP funding must have read and comply with the Emergency Food and Shelter Program Phase 33 Responsibilities and Requirements Manual and the Phase 32 Addendum to Program Manual; in particular, the eligible and ineligible costs section.
- 8.25 The organization will complete and have all appropriate staff complete the online EFSP Training provided by FEMA.

## **9.0 SELECTION PROCESS**

- 9.1 **Funding Priority** - The EFSP Local Board has determined that funding priorities for Phase 34 are as follows:
- 9.1a First Priority - Housing
- Rent/Mortgage Assistance
  - Mass Shelter
  - Other Shelter (Hotel/Motel)
- 9.1b Second Priority - Emergency Food
- Served Meals
  - Other Food (Distribution/Vouchers)
- 9.2 **Funding Allocation** - The EFSP National Board determines the amount to be distributed to jurisdictions with the highest need. The EFSP Local Board follows the National Board formula that is based upon the following areas: priority need per district, unemployment rate and other economic indicators such as: poverty rate and median income. The Local Board will allocate EFSP funds as follows: 70% of the funds will be allocated to housing and 30% of the funds will be allocated to food.
- 9.3 **Scoring & Evaluation** - Only applications that passed the Threshold Review will be evaluated and scored by the Review and Evaluation Committee, comprised of Local Board members and volunteers from the community. Threshold Review is for compliance with the requirements of the

RFA including timeliness, completeness and submission of attachments. Applications that do not pass submission threshold are not eligible to appeal.

Applications will be scored in the following areas:

- 9.3a Priority/Needs Statement
- 9.3b Organizational Experience, Accomplishments
- 9.3c Accounting and Financial Management
- 9.3d Capacity/Program Management
- 9.3e Coordination and Collaboration

9.4 Compliance - Organizations with unresolved EFSP compliance issues are not eligible to apply for funding until the compliance is cleared with National.

9.5 Organizations that had funds reallocated by Local Board mandate or returned funds to National as a result of gross negligence, inadequate use of funds, failure to use funds for purposes intended and any other violation of National and Local board guidelines for Phase 33 are not eligible to apply.

9.6 Organizations that reallocated 25% or more of their funding allocation to another LRO in either of the last two funded phases will not be eligible to apply for the next phase.

9.7 Scoring Deductions – Ten points will be deducted from the total score to LROs that did not turn in required reports, final report, and documentation from the last two consecutive Sure. phases (Phase 32 and Phase 33) by the due date identified by either National or Local Board.

## **10.0 Ranking and Funding**

All applications that receive a score of 70 **or above** will be considered for funding. Ranking is determined by application score and region. Final ranking and funding recommendations are submitted to the Local Board for approval, and all funding recommendations are subject to National Board approval. The National Board directly funds all EFSP LROs.

## **11.0 Appeals Process**

No appeal will be considered regarding a disagreement with the amount of an award for the Emergency Food and Shelter Program. To be considered a valid basis for appeal, the applicant must fall within one or more of the following criteria:

- 11.1 New data or information relevant to the request which was not available when the original application was submitted to the Local Board;
- 11.2 Misunderstanding or factual error in the Local Board's evaluation or interpretation of the agency request for EFSP funding;
- 11.3 Other legal issues or concerns such as bias on the part of the EFSP Local Board; violation of established procedure; etc.
- 11.4 Notification of non-funding will be sent out as soon as possible after applications are received and ranked. The notification will contain specific instructions for requesting an appeal.



- 11.5 Upon receipt of the request for appeal, the applicant will be notified of the date and place at which to appear for the appeal to be heard. Appeals must take place in person unless otherwise stated in the notification of non-funding.
- 11.6 The appeals will be heard by the full EFSP Local Board at the next scheduled meeting of the Board following approval of grant recommendations. A simple majority vote is required to reverse the original recommendation. Under special circumstances, a separate Appeals Committee meeting may be called to ensure a timely appeals process.
- 11.7 The EFSP Local Board delegates authority to Riverside County DPSS Homeless Programs Unit to reestablish the rankings and grant amounts when a denial is reversed.
- 11.8 An official determination on the appeal will be made within 14 business days of the appeals presentation. The applicant will be notified in writing once a determination has been made.