

EFSP Phase 35 RFA – Questions and Answers

QUESTIONS	ANSWERS
1. In reference to agencies providing hotel/motel vouchers, does the hotel and motel need to be in the same city as the agency?	No. However, it is a requirement that there is a prior agreement between the LRO and the hotel/motel.
2. Do we need to submit all tabs for attachments even if we do Not have to submit a document in one or several of the tabs?	No, Just submit the tabs with attachments and skip the number if you are not attaching anything. For example: Attachment 1: Attachment 5; etc.
3. Do we need to include our agency's complete 990?	According to the information on page 11 you will need to provide a complete copy of the most recent financial year-end report provided to the agency's board. A list has been provided on page 11 #6A-C.
4. How do we update the information on 2-1-1?	To update your agency's information, please call the number listed on the 2-1-1 form (951) 328-8290 or complete the 2-1-1 Program Information Form (page 15 of Attachment A) and mail to 2-1-1 Riverside County.
5. What if our agency has not completed current financials prior to submitting our application?	See Question 3
6. List of board meetings for the past year, does that mean 2016 or 2017?	According to page 11, EFSP required documentation, Copies of last three (3) board meetings' minutes. Last 3 board meetings would include the current year, unless your board meets less than twice a year, in which case it would include last year.
7. Can we change the font on the questions on the narrative to meet the ten page minimum?	Yes, as long as the questions are answered according to the guidelines outlined in the RFA. 6.5 Narrative is limited to a maximum of ten (10) pages including the questions.

<p>8. If you have submitted all of the required documents in a previous phase and are not required to resubmit (excluding financials or any changes), what could be written in the application to determine that they have been previously submitted?</p>	<p>If your agency submitted all of the required documents in Phase 34, please indicate this in the attachment –“submitted in Phase 34.” The threshold review will be done by the DPSS internal staff, which will check all of the requirements, attachments, and the completed questions. If any documents are missing from the application during threshold review, the application will not be scored.</p>
<p>9. Can a new agency apply for more than the minimum if they will be collaborating with an agency that has been funded in the past?</p>	<p>Unfortunately, no. As stated on page 8 of the application, EFSP Funding Request B1. New applicants are limited to applying for a maximum of \$10,000 per district.</p>
<p>10. If an agency has been funded in the past, but missed the most recent phase, will they apply as a new agency for the minimum amount?</p>	<p>Agency’s that have been past EFSP recipients who missed the most recent phase will be considered “new agency” and qualified to apply for the maximum of \$10,000 per district.</p>
<p>11. For the “Adopted By-Laws” are you looking for a County Policy or Board Ordinances? (page 3)</p>	<p>Bylaws are your organization’s operating manual. They define:</p> <ul style="list-style-type: none"> • Size of the board and how it will function • Roles and duties of directors and officers • Rules and procedures for holding meetings, electing directors, and appointing officers • Conflict of interest policies and procedures • Other essential corporate governance matters

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12. Can you clarify what you are looking for in Part A: Question 8: the Service by Geography question (page 7)?	In answering the Service by Geography question, the list of cities and communities are on page 10 of the application package. Please provide the percentage of clients served in each district during the most recent fiscal year or the last 12 months.
13. On Page 2 of the EFSP application it says, "Hand deliver, mail signed application in PDF format (with all required attachments as a separate file) to efsp@rivco.org on or before the due date. Any mandatory attachments should be sent in a separate PDF (no attachment should be part of the application file). Please Note: if you don't receive an e-mail acknowledgement after you submit the application, consider it not received."	As explained in the mandatory training, only one copy of the application narrative should be submitted via email. The complete signed application with attachments must be hand delivered or mailed and received by <u>noon on November 30, 2017</u> . Please <u>do not</u> email your completed application and/or attachments. Email only: one copy of the <u>application narrative</u> to efsp@rivco.org .
14. What is a DUNS number?	A DUNS (Data Universal Number System) Number is a unique identification number for each physical location of a business organization that is used to track how federal grant money is allocated. All LROs are required to provide their 9-digit DUNS Number.
15. Could the 55 percent that is to be supplied by the organization, come from other grants?	Yes, it could come from other grants and can also be supplied by submitting a commitment letter from the Board of Directors.
16. Does the 55 percent match up have to be done for all categories or is it done as a whole?	If you are receiving food, then you must submit the 55 percent for the food, if you are receiving shelter as well, then the 55 percent must be done for shelter separately. For example: You cannot use food donation as match for shelter.
17. How do we submit the SAMS – federal exclusion document with the application?	–A printed copy of EPLS should be submitted under Attachment 12
18. Do we need to have an agreement with the hotel/motel with the application?	Yes. The agreement is required to be submitted in the application. Failure to include a copy will result in the application being declared as "incomplete" and will not be scored.

19. Which agencies can serve as fiscal agents for smaller organizations?	Catholic Charities, Department of Mental Health and Valley Restart Shelter.
20. Does each agency need to submit an application if there is a fiscal agent?	The agency that is applying for funds needs to complete and submit the application.
21. Under Part D: Application Narrative, is there a fillable word document to use to submit the answers to these questions?	The application narrative is not fillable. Please copy the questions and provide your response in a type-written format that is limited to a maximum of ten (10) pages including the questions.
22. Which agencies can serve as fiscal agents for smaller organizations?	Catholic Charities, Department of Mental Health and Valley Restart Shelter.
23. Does each agency need to submit an application if there is a fiscal agent?	The agency that is applying for funds needs to complete and submit the application.
24. Under Part D: Application Narrative, is there a fillable word document to use to submit the answers to these questions?	The application narrative is not fillable. Please copy the questions and provide your response in a type-written format that is limited to a maximum of ten (10) pages including the questions.
25. Regarding to the HMIS system requirement, for domestic violence service providers, I did not read where comparable software was acceptable. According to HUD's reporting provisions for DV providers, due to the privacy conditions for victims receiving services with any federal funds, domestic violence service providers can use a comparable database that collects data and reports to the HMIS system without violating the confidentiality of the victim. The way, in which the EFSP conditions are sited, unless a DV provider uses the HMIS system, it will not be eligible to apply for ESFP funding. Is this correct?	Victim service providers and legal service providers are exempted from entering data directly into a CoC's HMIS because of privacy and confidentiality considerations. Victim service providers are prohibited by law to directly enter or provide client-level data to an HMIS, and legal service providers may choose not to enter client-level data into an HMIS. While they may be exempt from direct client-level data entry into HMIS, CoC recipients that are victim service providers or legal service providers still must keep required data in a comparable database. However, they should be able to provide aggregated data required by the Local Board and the CoC.

<p>25. In section 3.0 Eligible Activities</p> <p>3.3 Emergency Rental/Mortgage Assistance - Rental/mortgage payment is limited to one-month assistance not to exceed \$1,200.00, and the LRO should verify that there is evidence that person requesting assistance has the ability to resume rental payments to avoid eviction after assistance is received.</p> <p>What type of evidence is acceptable?</p>	<p>Evidence such as copies of paystubs to show the client has the ability to pay the next month's rent. The money for rental and mortgage assistance is always paid directly to the landlord or mortgage holder and not the tenant.</p>
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