

# **REQUEST FOR PROPOSALS**

## **Emergency Food and Shelter Program**

**Round 28  
(2009-2010)**

## **Emergency Food and Shelter Program**

### **GENERAL INFORMATION**

Riverside County Department of Public Social Services (DPSS) is requesting proposals on behalf of the EFSP Local Board for the County of Riverside. The purpose of this RFP is to identify nonprofit organizations and local government agencies to provide services under the Emergency Food and Shelter Program (EFSP).

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

**PROPOSALS MUST BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS LISTED IN THIS RFP. Late or incomplete applications/proposals will be considered ineligible. Only complete applications will be scored.** The EFSP Local Board encourages applicants to submit applications prior to the deadline to confirm completeness. EFSP staff can provide technical assistance prior to the due date. The last day to request technical assistance is October 19, 2009 at 5:00 pm. The EFSP Local Board will not award funding to any organization to pay costs incurred in the preparation of a proposal. An applicant's acceptance of the RFP shall constitute knowledge and acceptance of all conditions contained herein. The EFSP Local Board and its designated representatives reserve the right to negotiate with applicants regarding services and costs, and to cancel, in part or in its entirety, this RFP if it is in their best interest to do so.

**PAST EFSP SPONSORS** – 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 reviews all eligible applications submitted, and makes allocation decisions based on the most effective and efficient delivery of emergency services across the county. Applicants are strongly encouraged not to regard EFSP funding as part of their annual operational funding base, but as emergency funding to meet specific emergency needs.

An amount equal to 10% of the County's total award may be set aside to fund new applicants and/or new projects. The maximum grant amount that can be requested by an organization that has never been funded by EFSP is *\$10,000*. All other organizations may apply for an initial funding amount not to exceed *\$50,000*. 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 criteria described on pages 5 and 6 of this document.

All questions regarding this document should be directed to the Riverside County Department of Public Social Services - Homeless Programs Unit at (951) 358-5617 or 358-5640.

## **SPENDING PERIOD**

The spending period for Phase 28 funds will be November 1, 2009 through October 31, 2010.

## **ELIGIBLE ACTIVITIES**

The EFSP National Board regulations and the EFSP Local Board policy currently allow the activities that are listed below and their associated expenses. Note that in each category, EFSP funding is intended to meet specific emergency needs for food and shelter.

Funding can be requested to support the following activities:

### **Emergency Food**

Proposals 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 for use at restaurants or grocery stores. Service providers can provide emergency food in any one of the areas listed above or a combination of areas. The per diem rate for hot/cold served meals is \$2.00.

### **Emergency Shelter – (*Motel Vouchers*)**

Proposals should address helping people who are without resources and experiencing a housing crisis and no appropriate on-site shelter available. Costs must be reasonable. An agreement with the hotel or motel must be included with the application. A 30-day maximum stay per person, is allowed one time in every award phase of the EFSP funding cycle.

### **Mass Shelter**

Proposals should address assisting people who are without resources and experiencing a housing crisis and have no means to secure 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, per funding cycle, is allowed. The bed night per diem rate is \$12.50.

### **Emergency Rental/Mortgage Assistance**

Proposals should address assisting people with emergency rental or mortgage assistance. Rental/mortgage payments must be in arrears or due within 5 days, limited to one-month assistance, and not to exceed a maximum amount of \$1,000.00. First month's rent can only be provided when the person receiving assistance is transient and plans to stay in the area for an extended period of time; or moving from a temporary shelter to a more permanent living arrangement. Individuals/Families receiving assistance must show reasonable evidence of their ability to resume rental payments to avoid eviction after assistance is received. A household can only be provided assistance one time in every award phase of the EFSP funding cycle.

### **Administrative Costs**

Up to 2% of your total EFSP grant can be allocated toward administrative costs.

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.

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.

Please note that EFSP guidelines state that:

- Funding is not intended to make up for budget shortfalls or to be considered a separate line in an annual budget.
- Funding is open to all organizations helping hungry and homeless people and is not intended to go only to Local Board member agencies or local government.
- Funded service providers are required to comply with local ordinances.

## **PROPOSAL STANDARDS**

In order to be considered for funding, proposals must comply with the following:

Five **original** application copies, signed in **BLUE INK**, must be received by the Department of Public Social Services at 4060 County Circle Drive, Riverside, CA 92503, no later than **5:00 p.m. on October 22, 2009**. **Late packets will not be accepted. Only complete applications will be scored.**

- DO NOT BIND COPIES (Clamp or clip only)
- Uniform, letter sized (8 ½ x 11) sheets of paper
- 1” inch margins, 12-point type, Arial font, single-spaced
- Project Narrative is limited to a maximum of 8 pages. Pages exceeding the stated limit will not be reviewed or scored.
- Typed or computer generated, clear, legible print on white paper, suitable for copying
- Applicants must have all **REQUIRED DOCUMENTATION** submitted with the application. All application copies must include a full set of the required documentation when submitted. These documents must be attached to the back of the “Required Documentation” checklist. **APPLICATIONS MUST CONTAIN THE REQUIRED DOCUMENTATION IN ORDER TO BE ELIGIBLE. INCOMPLETE APPLICATIONS WILL NOT BE SCORED.**

All applicant organizations must establish eligibility to receive EFSP funds and clearly demonstrate administrative capacity by submitting all items outlined in this package. Homeless Program staff MAY conduct on-site evaluation visits to applicant agencies. If it is determined that the applicant does not have capacity to carry out the project as set forth in the proposal or does not meet eligibility requirements, the proposal will be ineligible. Agencies with exceptions from previous EFSP phases cannot be awarded funding.

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

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

- The organization must have non-profit (501(c) 3) status or be an agency of the government.
- The organization must have an accounting system or an approved fiscal agent.
- The organization must have a Federal Employer Identification Number (FEIN) or be in the process of obtaining a FEIN.
- The organization must conduct an independent annual audit if receiving \$50,000 or more in EFSP funds. **If an organization received EFSP grants totaling \$50,000 or more during EFSP Phase 27 and/or ARRA 2009, that organization must attach a copy of the most recent audit to its application. If an organization received EFSP grants totaling \$25,000 to \$49,999 during EFSP Phase 27 and/or ARRA 2009, that organization must attach a copy of the organizations annual review. Organizations that received grants totaling less than \$25,000 during Phase 27 and/or ARRA 2009 must provide all fiscal information provided to their board of directors.**
- The organization must practice non-discrimination. (Those 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.)
- The non-profit organization must have a voluntary board.
- The organization should, to the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.
- The organization must describe and demonstrate that generally accepted accounting principles and procedures are employed. At a minimum, accounting records must be supported by source documentation. Recipient organizations must maintain a

chronological register of cash receipts and disbursements and original supporting documentation such as purchase orders, invoices, canceled checks, and any other documentation that is necessary to support eligible costs.

- The organization should be prepared to have EFSP directly deposit funding 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.
- **The organization must maintain records in accordance with EFSP guidelines, and must submit monthly reports to Riverside County Department of Public Social Services.** The monthly reports will include the number of units of service delivered and the amount of funding expended during each month in each of the client service categories. Failure to do so may result in repayment of funds used to assist duplicated client.
- The organization must work closely with the EFSP Local Board and staff to quickly resolve any problems related to compliance exceptions. If a Local Recipient Organization is unable to clear all compliance exceptions **July 31<sup>st</sup>** of the current phase, the EFSP Local Board reserves the right to reallocate their second disbursement.
- The organization that is funded to provide Emergency Rental and Mortgage Assistance or Motel Vouchers will be required to provide information to a clearinghouse prior to payment of rent, mortgage or motel costs to ensure that duplication of client services does not occur.
- The organization must provide separate applications for projects physically located in different Supervisorial Districts.
- The organization must demonstrate they have provided emergency shelter and/or service programs for at least one year.
- Participation in the Housing and Homeless Coalition/Continuum of Care and associated meetings is required.

## **SELECTION PROCESS**

### **Needs Analysis**

The EFSP Local Board will conduct a needs analysis to determine where gaps in service exist in Riverside County. To the extent that the information is available, the Local Board will consider the following in determining where the needs exist in the county.

- Number of poor (as defined by EFSP) and/or unemployed in each Supervisorial District
- Number of homeless in each Supervisorial District
- Existing Resources in each Supervisorial District:

- Emergency Homeless Shelters
- Hot Meals provided at emergency shelters and other sites
- Emergency Food Distribution (not associated w/emergency shelters)
- Emergency Rental/Mortgage/Motel Assistance

Using the results of the Needs Analysis, the EFSP Local Board will establish funding priorities and special needs groups. The priority services identified by the Local Board for Phase 28 are as follows:

1. Emergency Rental/Mortgage Assistance
2. Mass Shelter
3. Emergency Food (Hot/Cold Meals, Food Distribution, Food Vouchers)

To find your Supervisorial District, please visit:

[www.election.co.riverside.ca.us/incumbents/xmllookup/IE6/Index.asp](http://www.election.co.riverside.ca.us/incumbents/xmllookup/IE6/Index.asp)

The Supervisorial Districts are as follows:

District 1	District 2	District 3	District 4	District 5
<p><b><u>Cities of:</u></b>            City of Lake Elsinore            City of Riverside (most portions)</p> <p><b><u>Riverside Areas of:</u></b>            Arlington            Arlington Heights            Canyon Crest            Casa Blanca            Downtown            Greenbelt            La Sierra            La Sierra Heights            Magnolia Center            Mission Grove            Orange Crest            Riverside National Cemetery            UCR</p> <p><b><u>Unincorporated Communities:</u></b>            Alberhill            Arnold Heights            El Cariso            Gavilan Hills            Glen Ivy Hot Springs            Glen Valley            Lake Hills            Lake Mathews            Lakeland Village            Mead Valley            Santa Rosa Plateau            Sedco Hills            Temescal Canyon            Wildomar            Woodcrest</p>	<p><b><u>Cities of:</u></b>            City of Corona            City of Norco            City of Riverside (west side of 91 fwy except La Sierra)</p> <p><b><u>Unincorporated Communities:</u></b>            Coronita            El Cerrito            Home Gardens</p> <p><b><u>Jurupa Valley Areas of:</u></b>            Belton            Eastvale            Glen Avon            Indian Hills            Jurupa Hills            Jurupa Valley            Mira Loma            Pedley            Prado Basin            Rubidoux            Sunnyslope</p>	<p><b><u>Cities of:</u></b>            City of Canyon Lake            City of Hemet            City of Menifee            City of Murrieta            City of San Jacinto            City of Temecula</p> <p><b><u>Unincorporated Communities:</u></b>            Aguanga            Anza            Cahuilla            Cottonwood Canyon            East Hemet            Gilman Hot Springs            Idyllwild            Lake Riverside            Mountain Center            Murrieta Hot Springs            Pine Cove            Pine Meadow            Pinyon Pines            Poppet Flats            Quail Valley            Rancho California            Soboba Hot Springs            Sun City            Valle Vista            Winchester</p>	<p><b><u>Cities of:</u></b>            City of Blythe            City of Cathedral City            City of Coachella            City of Indian Wells            City of Indio            City of La Quinta            City of Palm Desert            City of Palm Springs (southern part)            City of Rancho Mirage</p> <p><b><u>Unincorporated Communities:</u></b>            Bermuda Dunes            Colorado River            Communities            Chiriaco Summit            Desert Beach            Desert Center            Desert Edge            Eagle Mountain            Indio Hills            Lake Tamansk            Mecca            Mesa Verde            North Shore            Oasis            Ripley            Sky Valley            Sun City Palm Desert            Thermal            Thousand Palms            Valerie Jean            Vista Santa Rosa</p>	<p><b><u>Cities of:</u></b>            City of Banning            City of Beaumont            City of Calimesa            City of Desert Hot Springs            City of Moreno Valley            City of Palm Springs (northern part)            City of Perris</p> <p><b><u>Unincorporated Communities:</u></b>            Cabazon            Cherry Valley            Desert Haven            Eden Hot Springs            Garnet            Gilman            Green Acres            Good Hope            Highgrove            Homeland            Juniper Flats            Lake Perris            Lakeview            March AFB            Meadowbrook            North Palm Springs            Nuevo            Painted Hills            Roche Canyon            Romoland            San Gorgonio            San Timoteo Canyon            Twin Pines            Universal city            Whitewater</p>

**Scoring Criteria**

All complete applications will be reviewed and scored by the Ranking and Scoring Committee which is comprised of Local Board members and DPSS staff. Applications will be scored in the following areas:

<b>REVIEW CATEGORY</b>	<b>MAXIMUM POINTS</b>
Community Need	25
Availability of Services	25
Capacity/Program Management	25
Coordination and Collaboration	15
Case Management Component	10

***Bonus Points/Point Deductions***

A bonus of five (5) points may be added for expansion of existing services.

Points may be deducted for the following reasons:

<b>Description of Deduction Category</b>	<b>Points Deducted</b>
Failure to turn in monthly reports in a timely manner	Up to -5
Failure to attend Continuum of Care Meetings	Up to -5
Failure to cooperate with Monitoring/Inadequate accounting system	-5
Open compliance issues from previous year’s close out	-5
Reallocation of funds from previous year’s funding cycle due to non-compliance, lack of need, or contractual issues	-5
Failure to spend previous EFSP grant award (Points will be deducted if greater than \$200 is returned to National Board at closeout time)	-5

**Ranking and Funding**

All applications that receive a score of 60 or above will be ranked for funding. Ranking is determined by application score and region. Tie scores are permitted as funding recommendation’s are formula based. The final ranking and funding recommendations are submitted to the full Board for vote and approval. Funding recommendations are recommendations only and are subject to National Board approval. The National Board directly funds all EFSP grant recipients.

**Appeals Process**

No appeal will be heard 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:

1. New data or information relevant to the request which was not available when the original application was presented to the Local Board;

2. Misunderstanding or factual error in the Local Board's evaluation or interpretation of the agency request for EFSP funding;
3. Other legal issues or concerns such as bias on the part of the EFSP Local Board; violation of established procedure; etc.

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.

**CONTACT INFORMATION**

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