

REQUEST FOR PROPOSALS

Emergency Food and Shelter Program

Phase 30 (2012)

**Completed Application are to be submitted to:
The Department of Public Social Services – Homeless Programs Unit
4060 County Circle Drive, Riverside, CA 92503,
NO LATER THAN
5:00 p.m. PST on October 13, 2011**

Emergency Food and Shelter Program

GENERAL INFORMATION

Riverside County Department of Public Social Services (DPSS) Homeless Programs Unit 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 the assumption 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 for scoring. 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 completeness review and technical assistance up to and through the close of business on **October 6, 2011 at 5:00 pm PST.** All requests for technical assistance or completeness review after 10/6/2011 will be denied. 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.

SPENDING PERIOD

The spending period for Phase 30 funds will be January 1, 2012 through December 31, 2012.

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. 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. A 30-day maximum stay per person is allowed one time in every twelve month period.

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 twelve month period 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 10 calendar days, limited to one-month assistance, and not to exceed a maximum amount of \$1,000.00. EFSP will allow a one time payment of \$250 or less for rent/mortgage assistance where the past due balance is \$250 or more without the verification of the monthly rent/mortgage amount.

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 twelve month period.

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:

- One (1) signed (in blue ink) original application and four (4) signed copies, must be received by the Department of Public Social Services; Homeless Programs Unit, 4060 County Circle Drive, Riverside, CA 92503, **no later than 5:00 p.m. PST on October 13, 2011**. **Late or incomplete 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 9 pages including the questions. Pages exceeding the stated limit of 9 pages will not be reviewed or scored.
- Typed or computer generated, clear, legible print on white paper, suitable for copying
- Applicants **must submit** all **REQUIRED DOCUMENTATION** (in the Order of Assembly found on page 10 of the EFSP Application) with the application and each

copy. All application copies must also include a full set of the required documentation when submitted. These documents must be attached to the back of the “**Required Documentation Checklist**”. As set forth in the Order of Assembly found on page 10 of the EFSP Application.

APPLICATIONS MUST CONTAIN THE REQUIRED DOCUMENTATION IN ORDER TO BE ELIGIBLE. INCOMPLETE APPLICATIONS WILL NOT BE SCORED.

Incomplete Applications:

Applications will be deemed “INCOMPLETE” and not graded if one or more of the following conditions are present:

- **Late Applications**
- **Original Blue Signature on the Original Application**
- **1 original and 4 complete signed application copies**
- **Incorrect Order of Assembly (see Application Checklist (page 10))**
- **Missing Required Documents (see Application Checklist (page 10))**

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 a current non-profit (501(c) 3) status or is an agency of the government.
- The organization must have provided emergency shelter and/or service programs for at least one year.
- The organization must have a Federal Employer Identification Number (FEIN) or be in the process of obtaining a FEIN.
- The organization must have a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP.
- 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.

- The organization must use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services.
- The organization is not debarred or suspended from receiving Federal funds.
- The organization will not use EFSP funds as a cost-match for other Federal funds or programs.
- The organization will not charge a fee to clients for EFSP funded services.
- The organization must have an accounting system or an approved fiscal agent.
- The organization must have described and demonstrated 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 understands that cash payments (including petty cash) are not eligible under EFSP.
- The organization will 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 29, 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 29, that organization must attach a copy of the organizations annual review to its application. Organizations that received grants totaling less than \$25,000 during Phase 29 must provide the same complete fiscal information that they provide to their board of directors.
- The organization must have not received an adverse or no opinion audit.
- The organization must have a voluntary board if private, not-for-profit.
- The organization will, to the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.
- The organization must practice religious 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 organization must practice client non-discrimination by providing for 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 and illness and to facilitate access for homeless individuals to other sources of services and benefits.
- 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.
- 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.
- The organization will provide separate applications for projects physically located in different Supervisorial Districts.
- The organization will provide complete, accurate documentation of expenses to the Local Board, if requested, following the jurisdictions selected end-of-program date.
- The organization will 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 by September 30, 2011 of the current phase, the EFSP Local Board reserves the right to reallocate their second disbursement.
- The organization will comply with the Office of Management and Budget Circular A-133 if expending \$500,000 or more in Federal funds.
- The organization will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving \$100,000 or more in EFSP funds, if applicable.
- The organization will spend all funds and close-out the program by the jurisdiction's selected end-of-program date and return any unused 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).
- The organization will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports).
- The organization will maintain records in accordance with EFSP guidelines, and will submit quarterly reports to Riverside County Department of Public Social Services Homeless Programs Unit.

- The organization will provide information to Riverside County Department of Public Social Services Homeless Programs Unit clearinghouse prior to payment of rent, mortgage or motel costs to ensure that duplication of client services does not occur.
- The organization will participate in the Homeless Management Information System (HMIS) if in receipt of EFSP funds to provide mass shelter, motel vouchers and rental assistance, record the required client-level information in the countywide HMIS.
- The organization will participate in the Housing and Homeless Coalition for Riverside County (Continuum of Care) and associated meetings.
- The organization must have read and understood the Emergency Food and Shelter Program Phase 29 Manual Responsibilities and Requirements.
- The organization will comply with the Phase 30 Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and will inform appropriate staff or volunteers of EFSP requirements.
- NEW Applicants or applicants not funded for at least one round are required to attend our Mandatory Phase 30 New LRO Training that will be held in Riverside on August 31 2011 from 1 pm to 5 pm at the Department of Social Services, 4060 County Circle Drive, Dodge Room, Riverside, CA 92503. Please RSVP by August 29, 2011 for the Mandatory New LRO Training. Please bring a printed copy of the RFP/Application and any questions you may have.

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 unemployment in each Supervisorial District as reported by EDD
- 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 30 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.rivcoconnection.com/RiversideCountyDistrictInfo/tabid/73/Default.aspx>

The Supervisorial Districts are as follows:

District 1	District 2	District 3	District 4	District 5
<p><u>Cities of:</u> City of Lake Elsinore City of Riverside (most portions)</p> <p><u>Riverside Areas of:</u> 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><u>Unincorporated Communities:</u> 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><u>Cities of:</u> City of Corona City of Norco City of Riverside (west side of 91 fwy except La Sierra) Eastvale Jurupa Valley</p> <p><u>Unincorporated Communities:</u> Coronita El Cerrito Home Gardens</p> <p><u>Jurupa Valley Areas of:</u> Belton Glen Avon Indian Hills Jurupa Hills Mira Loma Pedley Prado Basin Rubidoux Sunnyslope</p>	<p><u>Cities of:</u> City of Canyon Lake City of Hemet City of Menifee City of Murrieta City of San Jacinto City of Temecula</p> <p><u>Unincorporated Communities:</u> 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><u>Cities of:</u> 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><u>Unincorporated Communities:</u> 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><u>Cities of:</u> 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><u>Unincorporated Communities:</u> Cabazon Cherry Valley Desert Haven Eden Hot Springs Garnet Gilman Green Acres Good Hope Highgrove Homeland Juniper Flats Lake Perris Lakeview March ARB Meadowbrook North Palm Springs Nuevo Painted Hills Reche 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 may on occasion, include DPSS staff. Applications will be scored in the following areas:

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

Point Deductions

Points may be deducted for the following reasons based on information from Phase 28:

Description of Deduction Category	Points Deducted
Failure to turn in monthly/quarterly reports in a timely manner	Up to 5
Failure to attend Continuum of Care Meetings (2 Minimum)	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.

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.

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 quorum is required. 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.

The EFSP Local Board delegates authority to Riverside County DPSS Homeless Programs Unit staff to re-establish the rankings and grant amounts when a denial is reversed.

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.

CONTACT INFORMATION

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