



# Department of Public Social Services

Administrative Office: 4060 County Circle Drive, Riverside, CA. 92503  
(951) 358-3000  
Susan Loew, Director

September 13, 2011

## ADDENDUM #1

Subject: Addendum to the Emergency Food and Shelter Program (EFSP) Phase 30 RFP and Application

Dear EFSP Applicants:

This addendum serves to:

**1) Amend the EFSP RFP pages 5 through 7 CRITERIA FOR EMERGENCY FOOD AND SHELTER PROGRAM (EFSP) FUNDING to delete all bullet points except the last one and replace with the following:**

- 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



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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.



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- 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.



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- 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.

## **2) Amend the EFSP Application as follows:**

- a. Page 2 of 15 is changed as follows:
  - i. DUNS number is added
  - ii. LRO number is added
- b. Page 5 through 7 of 12 is changed as follows:
  - i. Insert the revised General ESFP Certification form here.
  - ii. Re-number the remaining pages beginning with the HMIS Certification which is now page 8 of 14.
- c. Page 13 of 14; Order of Assembly is changed as follows:
  - i. Cover Page - Page 1
  - ii. Application - Page 2
  - iii. Narrative - Page 3
  - iv. General EFSP Certification – Page 5 - 7
  - v. Certification or Participation in HMIS – Page 8
  - vi. COC Formal Membership Letter – Page 9
  - vii. 211 Community Connect – Page 10-11
  - viii. EFSP Funding Request – Page 12
- d. Page 14 of 14, item #7 is changed to read: A copy of organization's official document which addresses non-discrimination related to client served.

Judith Murdock, Fiscal Manager  
Riverside County DPSS Homeless Programs Unit