


**Emergency Food & Shelter Program  
(EFSP)  
for Riverside County**

**PHASE 42**  
**Technical Assistance Training**  
**December 18, 2024**





# Agenda

Welcome and Introductions

Overview of EFSP

Review of Phase 42 RFA Process

Review of Phase 42 Application

Questions

# Welcome & Introductions

## **LOCAL BOARD CONTACT:**

Zuly Martinez, CoC Coordinator

Raushanah Walker, Supervising Development Specialist

## **FACILITATOR:**

Raushanah Walker, Supervising Development Specialist

County of Riverside, Department of Housing  
and Workforce Solutions (HWS)

## **WHAT IS YOUR...?**

- Name & Title
- Organization
- Number of years as EFSP recipient
- EFSP Service Category your agency will be applying for



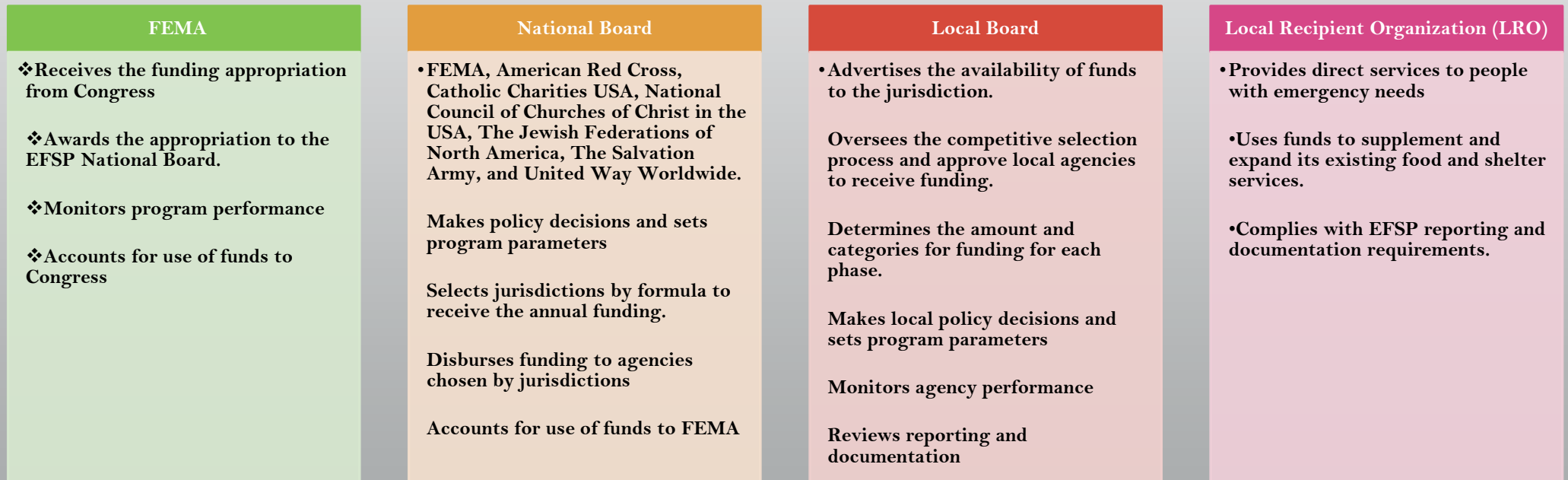
# Overview of EFSP

# What is EFSP?

The Emergency Food and Shelter Program (EFSP) is a Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA). The Emergency Food and Shelter Program (EFSP) was authorized in 1983 under the Stewart B. McKinney Homeless Assistance Act, since renamed the McKinney-Vento Homeless Assistance Act.

The EFSP was created to **supplement** and **expand** the work of local social service agencies, both nonprofit and governmental, in an effort to help people with economic emergencies. Applicants must not regard EFSP funding as part of their annual operational funding base, but as supplemental funding to meet specific emergency needs.

# Chain of Responsibility



# County of Riverside Local Board

- Catholic Charities
- City of Riverside
- Community Action Partnership
- Feeding America San Bernardino/ Riverside
- FIND Food Bank
- Homeless Representative
- Riverside County Housing Authority
- Riverside County Veteran Services
- Riverside University Health Systems - Behavioral Health
- Salvation Army, Riverside Corps
- United Way of the Inland Valleys
- Valley Restart Shelter
- United Church of Christ

# Funding Priorities



**Shelter**

**55%**



**Food**

**35%**



**Utilities**

**10%**





# Review of Phase 42 RFA Process

# PHASE 42

## Award Expectations

- Riverside County will be awarded funding to supplement emergency food and shelter programs throughout the County.

## Spending Period

- Phase 42 spending period set forth by the national EFSP Board:

**January 1, 2025 – TBD**

# Phase 42 RFA

## Eligibility

- All agencies providing emergency food and shelter services for at least one year in Riverside County can apply for funding

## Categories

- Riverside County only funds the following categories
  - Shelter (Mass Shelter, Other Shelter (Motel Vouchers), Rent/Mortgage Assistance)
  - Food (Served Meals, Other Food, Food Pantries)
  - Metered Utility Assistance (includes gas, electricity, water, and sewer service)

## Supervisory Districts

- Riverside County is separated and governed into five supervisory districts. All applicants will be required to identify which of the five districts they intend to provide services.

## Applications

- All applicants must complete the required parts:
  - **Cover Page** (page 3)- All Applicants
  - **Part A: Application Information** (page 4)- All Applicant
  - **Part B: EFSP Phase 42 Funding Request** (page 8)- All Applicants
  - **Part C: EFSP Required Documentation** (page 11)- New Applicants Only
  - **Part D: Application Narrative** (page 13)- New Applicants Only

# Criteria for Local Recipient Organizations

## For a local agency to be eligible for funding it must:

- Be nonprofit or an agency of government;
- Not be debarred or suspended from receiving Federal funding;
- Have a checking account and sign up for EFT (cash payments are not allowed);
- Have an accounting system or fiscal agent approved by the Local Board;
- Have a Federal Employer Identification Number (FEIN);
- Have a Unique Entity Identifier (UEI) number issued by Sam.gov;
- Have a valid email address for program communication and electronic signature processes;
- Conduct an independent annual audit if receiving \$100,000 or more in EFSP funds; conduct an annual accountant's review if receiving \$50,000 to \$99,999 in EFSP funds.
- Conduct annual audit, if expending \$750,000 or more in Federal funds, in compliance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200 of the Office of Management and Budget (Uniform Guidance);
- Be providing services and using its other resources in the area in which they are seeking funding;
- Practice nondiscrimination (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;
- Have a voluntary board if private, not-for-profit; and,
- To the extent practicable, involve homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services.

# Eligible Activities



Mass Shelter



Other Shelter – (*Hotel  
or Motel Vouchers*)



Rent/Mortgage  
Assistance



Served Meals (*Mass  
Feeding*)



Other Food (*Food  
Pantries, Food  
Vouchers and Food  
Banks*)



*Metered Utility  
Assistance (includes  
gas, electricity, water,  
and sewer service)*



Administrative Costs  
(Local Board Contact  
Only)

## PHASE 42 RFA

- ❖ **Funding Allocation** - The Local Board will allocate EFSP funds as follows: 55% of the funds will be allocated to housing, 35% will be allocated to food and 10% will be allocated to utilities. The Local Board has the discretion to modify the housing and food allocations based on application requests.
- ❖ **Funding in Other Districts** - Applicants may apply for funding in any supervisorial district where they have an office or other physical presence, and in a district where they provide at least 5% of the organization's total services by service category to residents in/from that district as indicated by zip code. For example, to apply for funds in the food category the organization must have an office or service site AND have provided at least 5% of their total food services to persons in/from that district in the previous fiscal year.

New or Returning Applicant	Minimum request per supervisorial district	Maximum request per supervisorial district
New Applicants	\$5,000	\$20,000
Returning Applicants	\$5,000	\$50,000

# Application Standards

- *All applications* must be submitted in accordance with the standards and specifications contained within this RFA and Attachment A - Project Application to be considered for funding.
- HWS shall not pay any costs incurred or associated in the preparation of this or any proposal or for participation in the procurement process.
- Project Application and Attachments are divided into four parts. *No handwritten copies will be accepted.*
- Submit one application that includes four PDF parts and email to [EFSP@rivco.org](mailto:EFSP@rivco.org).
- Narrative is limited to a maximum of ten (10) pages including the questions. Narratives exceeding ten (10) pages will not be reviewed or scored.
- New agencies must submit all required documentation.
- 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.

# Scoring Process

## All Applicants

Organization History/Overview (20pts)  
Performance Outcomes (20pts)  
Capacity/Program Management (30pts)  
Accounting and Financial Management (20pts)  
Coordination and Collaboration (10pts)

**Scoring & Evaluation** - Only applications that pass the Threshold Review will be evaluated and scored by the Review and Evaluation Committee, comprised of non-conflicted 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.

**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 36 are not eligible to apply.

**Organizations that reallocated 25% or more** of their funding allocation to another LRO in either of the last three funded phases (Phase 37, 38, and CARES) will not be eligible to apply for this phase.

**Scoring Deductions** - Ten (10) points will be deducted from the total score of LROs that did not turn in required reports and documentation from the previous phases by the due date identified by either National or Local Board.



# Ranking & 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.
- **Threshold Review** - is for compliance with the requirements of the RFA including timeliness, completeness and submission of attachments.
  - Applications that do not pass threshold requirements will not be considered for funding and are not eligible to appeal.
- **Application Review** - A Review Committee (local board members and other volunteer evaluators) is responsible for evaluating and scoring the application.
  - Volunteer evaluators attend an orientation on the scoring process.
  - Each application is read and scored by at least 2-3 evaluators.
  - The National Board directly funds all EFSP LROs.

**Applications that do not meet these standards, will not pass the threshold requirement and will not be considered for funding.**



# Review of Phase 42 Application

# Attachment A – Project Application



# Project Application

- Cover Page – All Applicants must complete the cover page

- Part A: Applicant information –All Applicants

**New Applicants:** Qualified organizations that have never been funded or were not funded in the previous phase/year. This includes agencies that were new and were awarded funding in Phase ARPA-R and agencies that applied for funding and were not selected for an award. (May apply for a minimum of \$5,000 per district up to a maximum of \$20,000 per district.)

**Returning Phase 37 Phase Cares and Phase 38 Award Recipients:** Qualified organizations that have received EFSP funding in previous completed phases/years. (may apply for a minimum of \$5,000 per district up to a maximum of \$50,000 per district.)

- Part B: Funding Request- All Applicants
- Part C: Required Documentation- New Applicants
- Part D: Application Narrative- New Applicants



# Attachment B – Funding Request

# Part B: EFSP Funding Request

- B.1** New applicants are limited to applying for a minimum of \$5,000 and a maximum of \$20,000 per supervisorial district. Applicants that have received previous EFSP funding in Phase 38 or Phase 39 are limited to applying for a minimum \$5,000 and a maximum \$50,000 per supervisorial district.

\*\*\*Example Only

1. Food Services	a. Per Diem/ Per Meal	b. Estimated # of Meals	c. Funds Requested (a x b = c)
Served Meals	\$3.00*	1,000	\$3,000
Other Food	\$10.00	50 clients/month x 12 months	\$6,000
<b>TOTAL</b>			<b>\$9,000</b>
2. Shelter Services	a. Per Diem Allowance Person/Night	b. Estimated # of Clients	c. Funds Requested (a x b = c)
Mass Shelter	\$12.50/night*	100 clients X 20 nights	\$25,000
Other Shelter (Motel Voucher)	\$80.00	25 clients X 20 nights	\$40,000
<b>TOTAL</b>			<b>\$65,000</b>
3. Rent/Mortgage Assistance	a. Average Assistance (up three month's rent or mortgage)	b. # Anticipated to Assist	c. Funds Requested (a x b = c)
Rent/Mortgage Assistance	\$1,500	20 households X 3 months	\$90,000
<b>TOTAL</b>			<b>\$90,000</b>
4. Utility Assistance	a. Average Assistance (up three month's metered utility)	b. # Anticipated to Assist	c. Funds Requested (a x b = c)
Utility Assistance	\$90.00	25 households X 3 months	\$6,750
<b>TOTAL</b>			<b>\$6,750</b>

**TOTAL REQUESTED FOR EFSP PHASE 42** **\$170,750**

# Part B: EFSP Funding Request

- **B.2** The Total in the bottom right corner should equal the Total Requested for EFSP on B.1

\*\*\*Example Only

Sup. District	Served Meals	Other Food	Mass Shelter	Other Shelter	Rent/ Mortgage Assistance	Utility Assistance	Per District Total
D-1	\$3,000	\$6,000	\$25,000	\$	\$25,000	\$2,000	\$ 61,000
D-2	\$	\$	\$	\$	\$	\$	\$
D-3	\$	\$	\$	\$20,000	\$40,000	\$2,000	\$62,000
D-4	\$	\$	\$	\$20,000	\$25,000	\$2,750	\$47,750
D-5	\$	\$	\$	\$	\$	\$	\$

TOTAL REQUESTED FOR EFSP PHASE 42 **\$170,750**

# Part B: EFSP Funding Request

- **B.3** EFSP is intended to supplement and expand the program you are requesting funding for. Applicants will need to show that at least 55% of the total program budget is from other funding sources.

\*\*\*Example Only

Service Category	Current Program Funds (Non EFSP Funds)	Sources of Current Program Funds (Non EFSP Funds)	EFSP Phase 37 Funds Requested
Served Meals	\$10,000	Panera, Stater Bros., Sprouts	\$3,000
Other Food	\$ 25,000	USDA, fundraising, CDBG, etc.	\$6,000
Mass Shelter	\$200,000	ESG, CDBG, County funds, private donations	\$25,000
Other Shelter	\$100,000	ESG, CDBG, Private fundraising	\$40,000
Rent/Mortgage Assistance	\$100,000	HUD, SSVF, ESG	\$90,000
Utility Assistance	\$15,000	Private Foundation	\$6,750
<b>TOTAL</b>	<b>\$450,000</b>		<b>\$170,750</b>

**Match amount = \$247,500**



### Match Example:

- An LRO provides food distribution in District 4 and 5 with a program budget of \$180,000
- To show the 55% match:
- EFSP request                    -            \$40,000
- Match is                        -            \$99,000





# Attachment C – Required Documentation

# Part C: Required Documentation

01

Required Documentation is a determining factor on whether you pass threshold.

02

Applications with missing attachments will NOT be scored.

03

Applications that do not pass threshold will NOT be scored.

# Mandatory Attachments for New Applicants

- Copy of current 501(c)(3)
- Board Roster
- Scheduled Board Meetings
- Copies of Board Meeting Minutes
- Financial Year end Report - one of the following:
  - Independent Annual Audit
  - Annual Review
  - Financial Year end Report
- Match Documentation
- Client Forms
- Client Nondiscrimination Statement
- Mission Statement
- Motel/Hotel Agreement(s) (if applicable)
- Excluded Parties List (EPLS) verification
- 2-1-1 Community Resource Database Program Information Form (only new applicants)
- CoC Membership Letter (agencies who are not signed up for Riverside County CoC membership)



**Official U.S. Government Website**  
100% Free

## The Official U.S. Government System for:

### Contract Opportunities

(was fbo.gov)

### Contract Data

(Reports ONLY from fpds.gov)

### Wage Determinations

(was wdol.gov)

### Federal Hierarchy

Departments and Subtiers

### Assistance Listings

(was cfda.gov)

### Entity Information

Entities, Disaster Response Registry,  
Exclusions, and Responsibility/  
Qualification (was fapiis.gov) **NEW**

### Entity Reporting

SCR and Bio-Preferred Reporting

## Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)[Renew Entity](#)[Check Entity Status](#)

## Already know what you want to find?

Select Domain... ▼

e.g. 1606N020Q02





# Attachment D – Application Narrative



## Part D: Application Narrative

Every question must receive a response.

Each application is read and scored by at least 2-3 evaluators.

All applications that receive a score of 70 or higher will be considered for funding.

# Questions?

All questions regarding the RFA and Application should be directed to the Local Board Contact at [EFSP@rivco.org](mailto:EFSP@rivco.org)

**Deadline to Submit Questions:**

**December 31, 2024**

Only questions received by e-mail will receive written responses and posted online at

<https://rivcohws.org/coc-emergency-food-shelter-program>



<b>Release of Request for Applications</b>	<b>Monday, December 9, 2024</b>
<b><u>Technical Training:</u></b> Department of Housing and Workforce Solutions (HWS)	<b>Wednesday, December 18, 2024</b>  10:00 a.m. - 11:30 a.m.
<b><u>Questions and Answer Period</u></b> <b><u>Ends:</u></b>	<b>Tuesday, December 31, 2024</b> 5:00 p.m.
<b><u>Deadline to Submit Application:</u></b> (by email only to <a href="mailto:EFSP@rivco.org">EFSP@rivco.org</a> )	<b>Wednesday, January 8, 2025</b> 5:00 p.m.

# Phase 42 RFA Timeline

# EFSP References

- Emergency Food and Shelter National Board Program  
<https://www.efsp.unitedway.org/efsp/website/index.cfm>
- Department of Housing and Workforce Solutions (HWS)  
<https://rivcohws.org/coc-emergency-food-shelter-program>
- Local Board Contact e-mail: [EFSP@rivco.org](mailto:EFSP@rivco.org)



**THANK YOU!**  
**GOOD LUCK!**