2024 TEHAMA EMERGENCY SOLUTIONS AND HOUSING
REQUEST FOR PROPOSALS
PROPOSAL INSTRUCTIONS

Once you have downloaded and thoroughly red the 2024 TESH RFP, download the Proposal Form, Project Budget Form and Budget Narrative Template at http://www.tehamacoc.org/tesh-submission-page. Complete each form according to the instructions below, then return to http://www.tehamacoc.org/tesh-submission-page to submit your completed forms.

FORM 1: PROPOSAL FORM

1. The Proposal document includes fillable fields that may only work properly when the document is opened in Adobe Acrobat Reader, and many of the instructions contained in these instructions are specific to completing the Proposal Form using Adobe Acrobat Reader.

    If this document did not automatically open in Adobe Acrobat Reader on your computer, follow these steps:

    a. Download and install Adobe Acrobat Reader, available for free at https://get.adobe.com/reader/.

    b. Return to the browser window in which this form opened when you click on its link online.

    c. In the top right corner of the window, you may see a button that asks if you want to open the document in a different reader. If so, click on the button and choose Adobe Acrobat Reader from the list. If not, locate and click on the download icon (). If a window pops up asking if you would like to Open or Save the document, select Open, then select Adobe Acrobat Reader as the application you would like to open it in.

2. Once the Proposal Form is open in Adobe Acrobat Reader, click "File", then "Save As", and save the document on your computer in a location that will be easy for you to find.

3. Complete all fillable fields in the Proposal Form.

4. To save your progress and come back to finish the form later or to save the form once completed, simply click "File" then "Save".

5. Once your Proposal Form is complete, click "File" then "Save" and proceed to completing the Project Budget Form.

FORM 2: PROJECT BUDGET

6. Open the Project Budget form in Microsoft Excel

    NOTE: If you do not have access to Microsoft Excel, the Budget Workbook may be completed using Google Sheets, however, you will need to "Download a copy" to upload into the submission form. Links to Budget Workbooks stored in a Google Drive or any other cloud service cannot be uploaded to the 2024 TESH Proposal Submission Form and will not be accepted.

7. Complete the Applicant Name and Project Name fields. The information in these fields should exactly match the Applicant Name and Project Name that you entered on your Proposal Form.

8. Under "Personnel Expenses", complete one row for each staff member at your organization whose wages or salary will be supported by TESH funding during the 12 month grant period, should your project be selected for award.

    NOTE: Columns with names that begin with "Total" refer to the total cost of the staff member's wages or salary, including those that are to be paid with TESH funding or any other funding. Once you complete the "% of time to be spent on TESH Grant Activities" column, the "Expense to TESH" will automatically calculate.

9. Under "Direct Financial Assistance Expenses", complete one row for each type of direct financial assistance that your project expects to provide to participants. Direct financial assistance would include any payments that you expect to provide to a third party vendor, such as a landlord or utility company, on behalf of a participant. An instance refers to one transaction. For example, if you plan to provide 6 monthly rental payments on behalf of 6 participants, the total number of instances would be 36 (6 payments x 6 participants). The cost per instance is an estimation of the average payment.

    NOTE: As with Personnel Expenses, the column in this section that begins with "Total" refers to all of a particular type of financial assistance your project anticipates providing to participants in the grant period, regardless of how they are funded.

10. Under Operating/Other Expenses, complete one row for each expense not covered under "Personnel Expenses" or "Direct Financial Assistance Expenses". Such expenses might include office rent, office supplies, or any other expense necessary to operating the proposed project that does not represent wages or salary of staff and will not be directly provided to the participant or to a vendor on behalf of a participant.

    NOTE: Again, the column with the name that begins with "Total" refers to the item's total cost, regardless of how it will be funded. Once the "% to TESH" column is completed, the "Expense to TESH" will automatically calculate. Expenses such as office rent on an office out of which more than one program is operating should be split between the funding sources that support those programs. For instance, if your office includes space for 5 staff members, but only one staff member will be implementing the activities for the project to be funded by TESH, you would enter "20" in the "% to TESH" column.

    IMPORTANT: Grantees will be required to enter data regarding services funded by TESH into the Homeless Management Information System (HMIS). To meet this requirement, at least one project staff member must have a User License to enter such data into the system. HMIS User licenses come at a

cost of $1,200 per year ($100/month), an expense which should be included in your project budget. If at least one project staff already has an HMIS User License, at least a portion of the cost of that license should be included in the Project Budget. For instance, if Jim currently provides Case Management for your organization's Street Outreach program, which your organization is proposing to expand with TESH funding, your Project Budget should reflect that the expense of Jim's existing HMIS User license will be split between your current funding and TESH funding based on the percentage of Jim's time that will be funded through TESH, if awarded, or based on another appropriate allocation plan which you explain in detail in your Budget Narrative.

11. If your project is **not** requesting an exception to the standard expenditure period, skip this step and go on to Step 12 below. *If your project is requesting an exception to the standard expenditure period, you must also complete the worksheet in the Budget Workbook entitled "Exception Request".* Follow the instructions at the top of that worksheet to complete, then move on to Step 12 below.

12. Once your Project Budget is complete, save it to a location on your computer where you can find it easily and move on to complete the Budget Narrative.

Once you have completed and saved both required forms, return to http://www.tehamacoc.org/tesh-submission to submit them.