

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application:	
Interfaith Community Services	
Legal Status of applicant (e.g., non-profit corporation, government entity):	
Nonprofit Corporation	
Address of Organization:	
2820 W. Ina Road, Tucson, AZ 85741	
Name and Title of contact person for this application:	
Tom McKinney, Chief Executive Officer	
Phone number: 520-526-9292	Fax number: 520-797-3029
E-mail address: tmckinney@icstucson.org	
Indicate the amount of FEMA EFSP Phase 39 funds you are requesting for each service category. Phase 39 funding will be limited to the following categories. Total your requests at the bottom. Round requests to the nearest dollar; request only whole dollar amounts.	
Served meals/Mass feeding	\$ 18,720
Other food	\$
Mass shelter	\$
Other shelter	\$
Rent/Mortgage assistance*	\$
Utility assistance*	\$
Total requested	\$ 18,720
* PLEASE NOTE: All local providers for emergency rent/mortgage and utility assistance must utilize Pima County's Emergency Services Network (ESN) to ensure NO DUPLICATION of assistance.	
To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.	
Typed name of Authorized Signature:	
Tom McKinney	
Authorized Signature:	Date signed:
Tom McKinney Digitally signed by Tom McKinney Date: 2022.02.22 08:45:36 -0700	Feb 22, 2022

Introduction

Pima County was selected as a qualifying jurisdiction to receive funding from the Emergency Food and Shelter Program's National Board, which is chaired by the Federal Emergency Management Agency (FEMA). The Emergency Food and Shelter Program (EFSP), created in 1983, supplements and expands the work of local social service agencies which help people with economic emergencies. The original authorizing legislation (Pub. L. 100-77) specifically calls for:

Sensitivity to the transition from temporary shelter to permanent homes and 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.

Special emphasis shall be on the identification of and assistance to the elderly, families with children, Native Americans, veterans, and mentally and physically disabled persons. EFSP funds must be used only to supplement existing rent/mortgage, utility assistance and feeding and sheltering efforts.

Pima County's Department of Community & Workforce Development (CWD) has been charged with coordination of the process for distribution of funds to service providers in Pima County.

The FEMA National Board has announced an allocation of \$438,460 for this jurisdiction under the 2021-22 Program Year, known as Phase 39.

Following the due date the Local Board will convene, review the proposals, determine the allocations to be distributed, and submit its local plan to the EFSP National Board.

Eligible Program Activities

The intent of this program is to support the purchase of food and shelter and assistance in the payment of rent/mortgage and utilities, to supplement and expand current available resources. Eligible cost categories are limited to served meals, other foods, mass shelter, other shelter, rent/mortgage assistance, and utility assistance. FEMA EFSP funds are intended to be used to supplement or expand existing programs and services. Funds may not be used as a substitute for other program funds, nor to start a new program. Funds may not be used for emergency assistance for victims of natural disasters.

Who Can Apply

A local organization that meets the following qualifiers is eligible to apply for FEMA EFSP funding:

- Is a nonprofit or an agency of government
- Has a checking account (Cash payments are not allowed.)
- Has an accounting system or fiscal agent approved by the Local Board
- Is not debarred or suspended from receiving Federal funds
- Has a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number
- Conducts an independent annual review if receiving \$50,000 to \$99,999 in funding; an independent audit if receiving \$100,000 or more in EFSP funds; and meets single audit requirements at 2 CFR 200 if receiving \$750,000 or more in Federal funding
- Has not received an adverse or no-opinion audit
- Provides services and uses other organization/agency resources in the area in which they are seeking funding
- Practices nondiscrimination
- Has a voluntary board if private not-for-profit
- Involves homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services

Proposal Application

Phase 39 funding is limited to the categories provided above in Eligible Program Activities. Submit a complete application for each program for which your organization seeks FEMA EFSP funding. Include or attach any required documents. Proposals must be signed and dated by the Respondent's authorized agent (the person who has the authority to bind the organization; for example, President, Chief Executive Officer).

FAILURE TO COMPLY WITH SOLICITATION REQUIREMENTS MAY CAUSE A PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.

Selection Process

CWD will convene an EFSP Local Board as required by the National Board. The Local Board is to include members of the following groups: Catholic Charities, United Jewish Communities, National Council of the Churches of Christ, The Salvation Army, American Red Cross, and United Way.

The Local Board will convene after the due date for a review session which will be open to respondents and the public. The review session details (date/time/location) will be provided to all applicants via email and will also be posted on County websites and social media pages.

The Local Board will select organizations for funding that:

- Demonstrate the ability to provide food and/or shelter assistance
- Consider needs, resources and gaps in services
- Have the staff and capacity to take on responsibility of the program
- Include homeless individuals and families in providing services
- Have the capacity to maintain records and submit records by their due dates required by the National Board
- Have a financial system appropriate to carry out duties.

Local funding award decisions are expected to be announced within 20 business days of the award notification.

Compliance

Award notification will be announced to the grant recipients and placed on the website listed above. The Respondents agree to establish, monitor, and manage an effective grant award administration process that assures compliance with all requirements of the Emergency Food and Shelter Program National Board and Local Board.

Attachment B Application Form

I. FEMA EFSP FUNDING HISTORY

Phase 39 request	\$ 18,720
Phase 38 received	\$ 7,500
Phase 37 received	\$ 9,808

Note: FEMA funds are intended to be used to supplement or expand existing programs and services.

Describe how the organization intends to use these funds. Will the money requested in this proposal be used to support a service or program that was supported by FEMA funds in the past? If yes, describe below how services have been or will be expanded or supplemented.

This award will support ICS's Mobile Meals program, which has provided nutritious, special-diet meals for low-income seniors since 1986. Clients may choose to receive one or two meals a day, Monday through Friday, 52 weeks a year with a sliding fee scale. Meals are prepared at local hospitals and trained volunteers deliver the meals and visit with clients to assess their needs and reduce isolation. As in previous years, this FEMA EFSP award supplements the program and will allow ICS to provide meals to very low-income seniors in Pima County at no cost to them.

II. ORGANIZATION ELIGIBILITY CRITERIA

1. Identify the status of the agency. (Select one)

- Government Agency (public entity)
- Private Nonprofit (501(c)(3) or 501(c)(4)
If your agency has not previously received FEMA funds, **attach** the Federal tax exempt letter to your submission.

2. Is the agency considered in good standing by the Arizona Corporation Commission? Y N

3. A. Accounting System: Describe the accounting system used by the organization to track grant-funded expenditures and revenues.

ICS utilizes MIP Fund Accounting system to track grant funded expenditures and revenues, and conducts an annual audit.

B. Audit: Does the organization conduct an independent annual audit? (Check one)

- Yes.** Indicate below the CPA firm that conducted the organization's most recent financial audit and the time period covered by the audit.
- If the agency has not received FEMA funding in the last 5 years, **attach** a copy of the organization's most recent audit to your submission.

HBL CPAs, P.C., July 1, 2020 to June 30, 2021

- No.** The organization does not conduct an independent annual audit.
- Please **attach** FY2020-21 internal agency budget and year-to-date financial statements to your submission.

4. Federal Employer Identification Number (FEIN) 86-0520997

5. How does your facility assure accessibility for people with physical disabilities? Use of ramps, automatic doors, and other accom

III. ORGANIZATION TARGET POPULATION

Please indicate the three primary target client populations served by your agency in the list below. Type "1," "2," and "3" to identify the top three client populations. If your agency targets no specific population, please select "No target population."

<input type="checkbox"/> People with substance use disorder	<input type="checkbox"/> Native Americans	<input type="checkbox"/> Unaccompanied minors
<input type="checkbox"/> Domestic violence victims	<input type="checkbox"/> People with AIDS/HIV	<input type="checkbox"/> Veterans
<input checked="" type="checkbox"/> 1 Elderly	<input type="checkbox"/> Racial/Ethnic minorities	<input type="checkbox"/> NT (no target population)
<input type="checkbox"/> Families with children	<input type="checkbox"/> Single men	<input checked="" type="checkbox"/> 2 Other targeted populations:
<input type="checkbox"/> Mentally disabled	<input checked="" type="checkbox"/> 3 Single women	Mobile Meals provides home

IV. NARRATIVE

Please answer the following questions. Limit answers to the space provided.

1. Give a brief explanation of your organization's ability to coordinate service delivery with other human service providers. Specifically identify the networks, coalitions and collaborative arrangements that your agency maintains.

ICS collaborates extensively to deliver all of our programs, including Mobile Meals. We work with 120 faith partners to identify those who need help and recruit volunteers, and Pima Council on Aging to recruit volunteers and receive referrals for Mobile Meals.

ICS is an active member of the ELDER Alliance and this allows our organization to be aware of other programs in the community as well as current and emerging issues faced by seniors in Pima County. ICS collaborates with four local senior care/health care facilities to obtain the special diet meals; these partners prepare the food ready for delivery. ICS also works with the Community Food Bank Caridad Kitchen to obtain frozen meals that are given to seniors in the program to have additional meals available to them.

ICS is fortunate to have a well-organized and effective volunteer program. ICS provides specialized training for volunteers that deliver Mobile Meals so they are able to watch for indicators of changing needs, health issues, and other concerns. All staff and volunteers strictly follow current health and safety guidelines.

2. Describe any changes in the magnitude of the current need and/or funding sources experienced during the past year or expected in the next 12 months (for example, number of requests or types of clients).

During the pandemic the Mobile Meals program was an important way for seniors disabled adults to have healthy food to eat. Many were unwilling to travel to grocery stores. ICS quickly adjusted the program to allow for meals to be delivered while maintaining social distancing - volunteers would stand back from the door, wearing a mask, to ensure the senior was well, and to ensure they brought the food inside.

The ICS Mobile Meals program uses a sliding scale fee based on federal poverty guidelines for most recipients. FEMA EFSP funds allows clients who are very low-income to pay nothing. The clients who financially qualify cannot afford even the lower end of the sliding scale fee for meals. Without subsidized Mobile Meals provided by ICS, many of the clients who benefit from this award would experience food insecurity or hunger.

Additionally, program costs have risen due to the increase in the cost of meals, resulting in an additional \$20,000 expense for meals.

Finally, the need for assistance for meals has increased - the rise in the cost of food and rent has meant more seniors can not afford to purchase meals through the program. FEMA funds will help ICS provide meals to more seniors at no charge.

3. Give a brief explanation of how your service(s) will be addressing a gap in existing services available to the community.

ICS primarily serves northwest Tucson and areas in Pima County including Catalina and Oro Valley, areas not included in Mobile Meals of Southern Arizona's service area. We collaborate with Pima Council on Aging, Impact of Southern Arizona, and Mobile Meals of Southern Arizona to ensure there is not an overlap of services. Because of the high percentage of low-income seniors in our region, demand for mobile meals exceeds capacity of agencies that provide this service. This service has become crucial during the pandemic as many seniors do not want to travel to the grocery store due to health concerns.

4. Explain any anticipated funding cuts. Identify the funding source anticipated to be reduced and describe any alternative funding sources sought by the organization to make up for these cutbacks.

ICS is fortunate to have diverse sources of revenue for all our programs, including individual donations, government contracts, and program fees. This has allowed us to maintain and expand the Mobile Meals program over the 36 years we have provided it. No funding cuts are anticipated at this time.

5. Define the geographical area to be served with requested FEMA Phase 39 funds.

The ICS delivery service area for Mobile Meals includes Campbell Avenue on the east, Interstate 10 on the west, Roger Road to the south, and Tangerine Road to the north. The majority of our FEMA mobile meals recipients live south of Orange Grove Road in the Flowing Wells area, which has a large concentration of low-income households. In the past year through deepening our partnership with GAP Ministries for the mobile meals program, ICS is now better equipped to serve high demand areas.

6. Briefly describe the target population for each service for which you are requesting FEMA EFSP funds.

Mobile Meals provides home delivered meals to seniors and/or people with disabilities and/or those with chronic illness who have difficulty getting to a grocery store or a community center for meals. Many of these recipients struggle to prepare meals on their own. The majority are low-income and all those served with FEMA EFSP funds will be very low-income.

During the 2020-2021 fiscal year, 153 participated in the ICS Mobile Meals program. The majority of those served were in the 85704 and 85742 zip codes, which includes rural areas.

7. Please discuss how your program collaborates with other homeless assistance providers, including those organizations which are part of the Tucson Pima Collaboration to End Homelessness.

ICS refers clients to many agencies that offer low-income housing throughout Pima County, when applicable for the client. These agencies also refer clients to ICS.

As part of the Pima County Emergency Services Network (ESN), ICS is connected to a county-wide database that ensures fair distribution of services. ICS is a current active member of the local HUD Continuum of Care, the Tucson Pima Collaboration to End Homelessness, and utilizes the Homeless Management Information System (HMIS). This allows ICS to collaborate effectively with other homeless assistance providers and refer to housing in a coordinated manner.

V. BUDGET AND FINANCIAL/SERVICE INFORMATION

Unit of Service/Request

Complete the appropriate table for each category in which funding is requested.

Shelter Category					
	Column A	Column B	Column C	Column D	Column E
Shelter category	FEMA funds requested	Per diem	FEMA-funded total nights	FEMA-funded number of rural clients	FEMA-funded number of clients served
Mass shelter - Direct cost	\$	Not applicable			
Mass shelter - Per diem	\$	\$ 12.50	0		
Other shelter	\$	Not applicable			

- GUIDANCE: Shelter category**
- Column A State the amount of FEMA funds you are requesting.
 - Column B In past years the local board has selected a \$12.50/night per diem rate. ***This amount may change when the award is finalized.***
 - Column C Indicate the total number of nights for mass shelter (Columns A ÷ B = C).
 - Column D State the number of rural clients to be served with FEMA request.
 - Column E Indicate the total number of clients to be served (include rural clients reported in Column D) with FEMA request.

Food (served meals/mass feeding) Category					
	A	B	C	D	E
Food category	FEMA funds requested	Meal per diem	FEMA-funded total nights	FEMA-funded number of rural clients	FEMA-funded number of clients served
Served meals - Direct cost	\$	\$			
Served meals - Per diem	\$ 18,720	\$ 3.00	6,240	0	12

- GUIDANCE: Food category**
- Column A: Indicate the amount of FEMA funds you are requesting.
 - Column B In past years the local board has selected a \$2.50/meal per diem rate. ***This amount may change when the award is finalized.***
 - Column C State the total number of meals served with FEMA funds (Columns A ÷ B = C).
 - Column D Indicate the number of rural clients to be served with FEMA request.
 - Column E State the total number of clients to be served (include rural clients reported in Column D) with FEMA request.

Other food category	
FEMA funds requested:	\$
Indicate the number of rural clients to be served with FEMA request:	
Please use the space below to document how your request will be used. Give specifics (e.g., FEMA funds will buy approximately "X" number of food boxes to help "X" number of clients at "X" approximate cost per box).	
<p>This award will support ICS's Mobile Meals program, which has provided nutritious, special-diet meals for low-income seniors since 1986. Clients may choose to receive one or two meals a day, Monday through Friday, 52 weeks a year with a sliding fee scale. Meals are prepared at local hospitals and trained volunteers deliver the meals and visit with clients to assess their needs and reduce isolation. As in previous years, this FEMA EFSP award supplements the program and will allow ICS to provide meals to very low-income seniors in Pima County at no cost to them.</p>	

Financial Assistance Category				
*Note: All local providers for emergency rent/mortgage and utility assistance must utilize Pima County's Emergency Services Network (ESN) to ensure no duplication of assistance occurs.				
	A	B	C	D
Financial assistance category	FEMA funds requested	Number of households served	Average bill	Number of rural households served
Rent/Mortgage	\$		\$	
Utility	\$		\$	

- GUIDANCE: Financial assistance category**
- Column A: Indicate the amount of FEMA funds you are requesting.
 - Column B: Indicate how many households (including rural households) are projected to be served with FEMA EFSP funds.
 - Column C: State the amount of the average bill expected to be paid (Columns A ÷ B = C).
 - Column D: Indicate how many rural households are projected to be served with this FEMA request.

Program/Service Revenue & Expenditures

Complete tables A and B for each category in which FEMA EFSP funds are requested. Please reproduce this page if you are requesting funding in more than one service category.

A. Program/Service revenue	
Provide budgeted revenues for this program year for each service for which FEMA EFSP Phase 39 funds are requested. At the bottom of the table, indicate the percent of the total program revenues that will be met with FEMA assistance.	
Service category:	
Funding sources	Amount
Federal funds	\$ 25,000
State funds	\$
City of Tucson funds	\$
Pima County funds	\$ 30,000
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program revenues/Client fees	\$ 60,840
Foundation grants	\$ 25,000
Fundraising/Donations	\$ 172,028
Other/In-kind	\$ 353,600
FEMA EFSP request	\$ 18,720
Total service funding	\$ 685,188
What percentage of your Program budget is the FEMA funding request? <i>Example: Motel Voucher Program:</i> <u>\$8,000 FEMA FUNDING REQUEST</u> <u>\$2,000 PRIVATE FUNDS</u> \$10,000 = 80% of Program Budget	3 %
What percentage of your overall Agency Budget is the FEMA funding request? <i>Example:</i> <u>\$250,000 AGENCY BUDGET</u> <u>\$8,000 FEMA FUNDING REQUEST</u> = 3% of Overall Agency Budget	0 %

B. Program/Service expenditures	
Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase 39 funds are requested. Total agency budgets are not acceptable.	
Service category:	
Line item budget categories	Total service budget
Personnel/Employee related expenses	\$ 141083
Professional/Outside services	\$ 0
Facilities/Occupancy	\$ 31800
Travel	\$
Other: Purchase of Meals	\$ 96415
Other: In-Kind Volunteer hOurs and Donations	\$ 353600
Other: Indirect - DeMinimus 10%	\$ 62290
Total service expenditures	\$ 685188

Attachment C LRO Certification

Local Recipient Organization (LRO) Certification Form

As a recipient of Emergency Food and Shelter National Board Program funds made available for FEMA EFSP Phase 39 and as the duly authorized representative of **Interfaith Community Services** I certify that my organization:

1. Is not debarred or suspended from receiving Federal funds;
2. Will not and will ensure employees, volunteers and other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect;
3. Will not and will ensure employees, volunteers and other individuals associated with the program will not use EFSP funds to support access to classified national security information;
4. Has the capability to provide emergency food and/or shelter services;
5. Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs or services;
6. Is a nonprofit corporation or an agency of government;
7. Will not use EFSP funds as a cost-match for other Federal funds or programs;
8. Has an accounting system, and will pay all vendors by an approved method of payment;
9. Conducts an independent annual review if receiving \$25,000-\$49,999/ an independent annual audit if receiving \$50,000 or more in EFSP funds, and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding;
10. Has not received an adverse or no opinion audit;
11. Understands that cash payments (including petty cash) are not eligible under EFSP;
12. Has provided a Federal Employer Identification Number (FEIN) to EFSP;
13. Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP;
14. Practices nondiscrimination and will not refuse service to an applicant based on race, color, national origin, religion, sex, age, or disability;
15. Will not engage in religious proselytizing or religious counseling in any program receiving Federal funds;
16. Will not charge a fee to clients for EFSP funded services;
17. Will comply with the EFSP Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and will inform appropriate staff or volunteers of EFSP requirements;
18. Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports);
19. Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks—front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved;
20. Will spend all funds and close-out the program by my 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);
21. Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date;
22. Will comply with the Office of Management and Budget Circular A-133 if expending \$500,000 or more in Federal funds;
23. Will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving \$100,000 or more in EFSP funds, as applicable; and,
24. Has no known ESFP compliance exceptions in this or any other jurisdiction.

Tom McKinney

Digitally signed by Tom McKinney
Date: 2022.02.22 08:46:13 -07'00'

Signature

Name and title: Tom McKinney, Chief Executive Officer

Date: Feb 22, 2022

Agency address: 2820 W. Ina Road, Tucson, AZ 85741

Phone #: 520-526-9292

Fax #: 520-797-3029

Email: tmckinney@icstucson.org

LRO ID Number: 027200-41

FEIN: 86-0520997

DUNS #: 80941939