

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: Catholic Community Services of Southern Arizona, Pio Decimo Center	
Legal Status of applicant (e.g., non-profit corporation, government entity): Non-profit corporation	
Address of Organization: 848 S 7th Avenue, Tucson, AZ 85701	
Name and Title of contact person for this application: Marcia Zerler, Executive Director	
Telephone number: 520-622-2801 x 7102	Fax number: 520-622-4704
E-mail address: marciaz@ccs-pio.org	
Indicate the amount of FEMA EFSP Phase 37 funds you are requesting for each service category. Phase 37 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	\$
Other Food	\$ 15,000
Mass Shelter	\$
Other Shelter	\$
Rent/Mortgage Assistance*	\$
Utility Assistance*	\$
Total Requested	\$ 15,000
* 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 OCCURS.	
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:	
Marguerite D. Harmon	
Authorized Signature:	Date signed:
	06/05/2020

Attachment B Application Form

I. FEMA EFSP FUNDING HISTORY

Phase 37 Request	\$ 15,000
Phase 36 Received	\$ 11,600
Phase 35 Received	\$ 16,135

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.

Funds will be used to support our Emergency Food Program which received Phase 36 funding from FEMA. Funds will be used to supplement existing food boxes, increasing healthy options for families as well as homeless individuals. Items purchased will include summer staples needed for families when children are out of school and are at most risk of hunger. It will also help secure items needed most for homeless individuals, including prepackaged meats, protein bars, nuts, and other high-protein items that are difficult for this population to procure.

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?

Protection Bureau's Tax Time Savings Pilot, and xxx.

Y	N
X	

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

Catholic Community Services and its agencies use Microsoft Dynamics software to track funds, reconcile accounts and monitor spending. 4-digit accounts are used to differentiate between expense types. 6-digit sub-accounts are used to separate expenditures by programs.

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.

Keegan, Linscott, and Kenon, PC; fiscal year ending June 30, 2019.

- No.** The organization does not conduct an independent annual audit.
- Please attach FY2019-20 internal agency budget and year-to-date financial statements to your submission.

4. Federal Employer Identification Number (FEIN)

86-0100880

5. How does your facility assure accessibility for people with physical disabilities?

The facility is wheelchair accessible. Bathrooms are equipped with railings. Large print forms are available for vision-impaired individuals.

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 the "NT" code.

	People with substance use disorder		Native Americans		Unaccompanied minors
	Domestic violence victims		People with AIDS/HIV		Veterans
	Elderly	2	Racial/Ethnic Minorities		NT (no target population)
1	Families with children		Single men		Other targeted populations (specify below):
	Mentally disabled		Single women	3	Homeless Individuals

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.

Families are often referred to Pio Decimo for emergency food and clothing, transitional housing, foreclosure prevention, and other services. We partner with the Community Food Bank to provide food boxes to approximately 4,000 households and with United Way to offer free tax preparation to more than 9,000 families in Pima County. Pio Decimo cross-refers clients to several area agencies, including Interfaith Community Services, Pima County One Stop, El Rio Community Health Center, and Cope Behavioral Health Services.

Pio Decimo is involved in Tucson Pima Collaboration to End Homelessness, Pima County's Getting Ahead Initiative, United Way's Financial Capabilities Cohort, AZ Community Action Agency's SNAP partnership, Barrio Santa Rosa Community Action Team, and others. Nationally, we collaborate with Catholic Charities USA, Consumer Financial Protection Bureau's Tax Time Savings Pilot, and others.

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).

Many of our families already struggle to gain access to healthy food options. Covid-19 has already stretched their capabilities. Families have had to spend much more on groceries as they and their children sheltered in place in recent months. Additionally, canned goods, toilet paper, and meat products have been harder to find, with fewer sales, and limited amounts in stock. Many clients are particularly challenged due to limited transportation. Many have few options within walking distance or when depending on buses or rides to get their grocery shopping in.

As the effects of Covid-19 linger, we anticipate that these problems will grow in scope. Recently, we have had an increase in food donations to help cover supply shortages, but these donations are limited. We expect prices on most groceries to continue to rise in the coming months and there is a good chance that less food will be available due to decreases in international trading, reduced meat supplies within the US, and fewer crops grown during this planting season. Additionally, future waves of Covid-19 might cause additional periods of unemployment, more school closures, and fewer employment opportunities for those who have already lost their jobs due to the impacts of Covid-19. It is more important than ever to be prepared to assist participants during these trying times.

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

Funding for emergency food services has been reduced over time, leading to a reduction in the quantity of food available in food boxes distributed by the Community Food Bank. Often Pio Decimo's pantry has had to purchase bread, canned meats, cereals, and other staples that were once readily available. Families are most vulnerable in summer months when children are on summer break. Homeless individuals are also vulnerable as contents of food boxes, such as pastas, rice, and beans require cooking and they have no access to a stove. Many local pantries are unable to assist homeless participants at all because the food boxes don't contain items they can readily use.

These already challenging circumstances have only been exacerbated by the pandemic. Certain food items are becoming scarcer and it is harder for families to access certain products. Food costs are also on the rise and it is possible that future months will bring increased shortages due to limited trade and transportation issues.

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.

The program is not expecting a cut in funding at this time.

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

Funding for emergency food will be used to support individuals and families throughout Pima County.

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

Pio Decimo provides food assistance to anyone in need. The greatest needs for food assistance have come from homeless individuals and single-parent working households. 67% of Pio Decimo families are Hispanic. Approximately 40% of participants are limited-English speakers. 68% of participants have obtained a high school education level or less and have limited employment opportunities. 15% of households have a family member in the home who is disabled.

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.

Pio Decimo Center has participated in the Collaboration to End Homelessness for approximately 17 years. As part of the Collaboration, we use the Coordinated Entry System to receive referrals from various intake sites, identify participants who have received services from other agencies in the past, determine participants' vulnerability levels, and begin the case management process by determining our clients' greatest threats to security.

Through our participation in the Collaboration, we have gained trust from partnering agencies. As a result, we often receive referrals from within the Collaboration, particularly from area shelters. When families are ready to transition from temporary shelters, they are often referred to Pio Decimo for assistance in gaining long-term stability. We help families become placed in long-term transition housing or fair-market rentals, based on the family's needs, while offering stabilizing case management services for up to one year. All Housing Department staff members are trained to input and extract information from the HMIS Database, which is used to track clients, prepare reports, and conduct follow-up activities, as well as provide referrals to other agencies, as needed. Staff members regularly attend partner meetings, sharing best practices, discussing local housing challenges with other professionals, and keeping abreast of changes in rules and regulations affecting homeless populations.

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 - <i>Direct Cost</i>	\$	Not applicable			
Mass Shelter - <i>Per Diem</i>	\$	\$12.50			
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 EFSP 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 Meals	FEMA-Funded Number of Rural Clients	FEMA-Funded Number of Clients Served
Served Meals - <i>Direct Cost</i>	\$				
Served Meals - <i>Per Diem</i>	\$	\$2.00 per meal			

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 \$2.00/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:	\$15,000
Indicate the number of rural clients to be served with FEMA request.	115
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>A portion of FEMA funds will be used to purchase items to create protein boxes for homeless individuals. It is estimated that food boxes will cost approximately \$12 each. We anticipate distribution of 1,000 boxes. 1,000 boxes x \$12 = \$12,000.</p> <p>Additional food boxes will be distributed to single-parent households during summer months. 150 boxes will be distributed at a rate of \$20/ box. 150 boxes x \$20/ box = \$3,000.</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 37 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: Other Food	
Funding Sources	Amount
Federal Funds	\$
State Funds	\$
City of Tucson Funds	\$
Pima County Funds	\$31,485
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program Revenues/Client Fees	\$
Foundation Grants	\$
Fundraising/Donations	\$20,262
Other/In-Kind	\$
FEMA EFSP Request	\$ 15,000
Total Service Funding	\$ 66,747
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	22.5%
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	2.54%

B. Program/Service Expenditures	
Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase 37 funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE.	
Service Category: Other Food	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$ 43,299
Professional/Outside Services	\$ 100
Facilities/Occupancy	\$ 5,623
Travel	\$ 550
Other (Specify): Food	\$ 15,000
Other (Specify): Equipment and supplies	\$ 2,175
Other (Specify):	\$
Total Service Expenditures	\$ 66,747

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 37 and as the duly authorized representative of Catholic Community Services of Southern Arizona, Inc. (Organization Name), 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 and 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.

Signature: Marguerite D. Harmon

Name: Marguerite D. Harmon

Title: Chief Executive Officer

Date: 06/05/2020

LRO ID Number: 027200022

FEIN: 86-0100880

DUNS Number: 114439730000

Address: 140 W. Speedway, Ste 230

City, State, Zip Code: Tucson, AZ 85705

Phone Number: 520-623-0344

Fax Number: 520-770-8514

Email Address: peggccs@ccs-soaz.org