

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: Administration of Resources and Choices	
Legal Status of applicant (e.g., non-profit corporation, government entity): Non Profit 501 (C) (3)	
Address of Organization: 1625 N. Alvernon Way, Suite 101, Tucson AZ 85712	
Name and Title of contact person for this application: Debbie Chandler, Executive Director	
Telephone number: 520-623-9383	Fax number: 520-613-9577
E-mail address: dchandler@arc-az.org	
Indicate the amount of FEMA EFSP Phase CARES funds you are requesting for each service category. Phase CARES 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	\$
Mass Shelter	\$
Other Shelter	\$10,000
Rent/Mortgage Assistance*	\$ 25,000
Utility Assistance*	\$ 5,000
Total Requested	\$40,000
* 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: Debbie Chandler, Executive Director	
Authorized Signature: 	Date signed: 6/5/2020

Attachment B Application Form

I. **Error! Bookmark not defined.**FEMA EFSP FUNDING HISTORY

Phase CARES Request	\$ 49,259
Phase 36 Received	\$ 13,478
Phase 35 Received	\$ 12,957

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.

ARC was awarded FEMA funds in Phase 35 and 36 to fill the gap of transitional housing needs from our Elder Crime Victims' Program, Elder Shelter Program, and our foreclosure prevention program. These programs are fully funded by US Department of Justice through the Arizona Department of Public Safety, Pima County, and the Arizona Department of Housing. The Elder Crime Victims' Program provides advocacy and assistance to the elderly and disabled individuals of any age who have been neglected, financially exploited, or had some crime committed against them. ARC provides safety plans and housing stabilization for these individuals and families who are at risk of becoming homeless due to the crime or financial hardship. A secondary program, Elder Shelter, provides the needed funds for transitional housing for elders in need of care or who cannot live alone, providing temporary placement in a care home while a permanent housing solution is determined. Lastly our Housing Counseling Program, funded by Arizona Department of Housing, provides principal reductions and modifications on mortgages to assist individuals and families who may be at risk of losing their homes. These programs often uncover urgent needs for emergency funding to prevent homelessness and revictimization, beyond what the restricted program budgets can support. The FEMA funds requested in this grant fill a gap in all these comprehensive programs by providing badly needed funding for rent/mortgage and utility assistance when clients are in transition from emergency shelter to a stabilized housing situation, or at risk of becoming homeless due to a financial hardship. This is a significant need and sizable gap in all our programs, and frankly we could effectively employ triple the amount we have been receiving each year to make a dent in the gap. assistance to the elderly and disabled individuals of any age who have been neglected, financially exploited, or had some crime committed against them. ARC provides safety plans and housing stabilization for these individuals and families who are at risk of becoming homeless due to the crime or financial hardship. A secondary program, Elder Shelter, provides the needed funds for transitional housing for elders in need of care or who cannot live alone, providing temporary placement in a care home while a permanent housing solution is determined. Lastly our Housing Counseling Program, funded by Arizona Department of Housing, provides principal reductions and modifications on mortgages to assist individuals and families who may be at risk of losing their homes. These programs often uncover urgent needs for emergency funding to prevent homelessness and revictimization, beyond what the restricted program budgets can support. The FEMA funds requested in this grant fill a gap in all these comprehensive programs by providing badly needed funding for rent/mortgage and utility assistance when clients are in transition from emergency shelter to a stabilized housing situation, or at risk of becoming homeless due to a financial hardship. This is a significant need and sizable gap in all our programs, and frankly we could effectively employ triple the amount we have been receiving each year to make a dent in the gap.

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
X	

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

The organization has an established accounting system using QuickBooks and grant allocation accounting. Grant funds are never co-mingled, and costs are accounted for separately. Paul Addington and Associates conducted a financial compilation that we have provided for this request. Our funding level does not require that we conduct an independent audit, so we are also providing our internal agency financials.

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.

- 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)

86-0735999

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

Office Building is one story with accessible entry and bathrooms for clients, and open seating areas

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
2	Domestic violence victims	People with AIDS/HIV	Veterans
1	Elderly	Racial/Ethnic Minorities	NT (no target population)
3	Families with children	Single men	Other targeted populations (specify below):
3	Mentally disabled	Single women	

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.

Administration of Resources and Choices (ARC) is a member of the Arizona Housing Coalition, the Arizona Coalition to End Sexual and Domestic Violence, The United Way Elder Alliance, the Task Force Against Senior Abuse, and Stop Abuse and Financial Exploitation of the Elderly (SAFEE). As an active member in these groups, ARC has established multidisciplinary teams with Pima Council on Aging, DIRECT Center for Independence, Salvation Army, Kino Center, Primavera, Gospel Rescue Mission, Cenpatico, Emerge Center, Pima County Housing Center, Catholic Community Services, and the Arizona Department of Housing. We further have a formal affiliation with Unidos US (previously National Council of La Raza). ARC's long-standing collaborations allow us to provide a full continuum of care for the Latino community, as nearly 40% of Pima County residents, people over 50, people with disabilities, and individuals and families with children experiencing financial hardship. Our experience has further helped us to streamline our response to the COVID19 pandemic, through the provision of our 24-7 Elder Crisis Line for emergency shelter or care placement, and intensive emergency case management. ARC can provide personal and legal advocacy, and referral, and connection to wraparound services for permanent supportive housing, foreclosure intervention, and comprehensive housing and financial counseling. To provide a full continuum of care, ARC's 7 FTE professional staff include 2 HUD certified housing counselors that provide comprehensive housing counseling, including foreclosure mitigation assistance in collaboration with Arizona Department of Housing Save our Home Program, financial education, reverse mortgage counseling, budgeting, rental counseling, home buyer education, transitional housing assistance, refinance and modification assistance, and a trauma-informed, professionally trained housing and legal advocacy team. All services are offered in both English and Spanish.

2. Describe any changes in the magnitude of the current need and/or service demand experienced since January 27, 2020 as a result of the COVID-19 pandemic and subsequent closures, (for example, number of requests or types of clients).

According to published statistics and ARC's needs assessment for the 2019-2020 fiscal years, people between the ages of 45-60, the elderly, families with children, and victims of abuse, neglect, and exploitation represent a growing majority of those at risk of or experiencing homelessness in Pima County, Arizona. The Arizona Department of Economic Security (Esperanza & Bleyde, 2015) report, entitled Arizona and the Aging Homeless Population, demonstrated that the homeless population in Arizona has increased by 51% over the past five years. Over 50% of women further report domestic violence as the cause of homelessness (Source: "Pressing Issues Facing Families Who Are Homeless." The National Center on Family Homelessness, 2013). Due to COVID19, 4.75 million people have requested forbearance on the mortgage payment, representing 1.4 trillion of unpaid mortgage balances- all of which need assistance to get back on track, and the assistance of a housing counseling agency for access to help. These numbers are increasing at an exponential rate, and emergency assistance will be paramount as people face the requirement to on time payments as they return to work. Given that more than 17% of national COVID19 cases, and more than 53% of Pima County deaths occur in nursing homes, ARC is struggling to assist those in need of care with the nursing home placement that we have provided for 20 years. Such individuals require emergency shelter, followed by rental or mortgage assistance, to afford in-home care, while they await openings. We are also struggling to assist those who are now forced to remain in an abusive household in quarantine, escalating the violence in their home by reinforcing their isolation. For them, rent and mortgage assistance may be lifesaving, helping them to secure a safe home, while we assist them in applying for assistance, generating income, and helping them to organize and stabilize their finances. ARC has been funded by the Department of Justice and Pima County since 1996, and our housing counseling services funded through HUD and the Arizona Department of Housing, but we clearly cannot depend upon these resources alone during the COVID19 crisis. We are therefore seeking funding from foundations, city, county, and state COVID19 sources to provide for rental and mortgage assistance, shelter, rapid rehousing, transitional housing assistance, and permanent housing placement.

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

To meet the unprecedented need for financial assistance, due to COVID19, the lack of income opportunities, increased crime, and ongoing requests for assistance related to care needs, victimization, or other financial hardship, ARC will continue to provide rent or mortgage and utility assistance, safe transitional housing, and pro bono nursing home shelter. ARC's long-standing agreement with our collaborative partners is to focus primarily on the low-income populations most severely affected by the pandemic. Nearly 40% of Pima County residents, people over 50, people with disabilities, and individuals and families with children are experiencing financial hardship, as the largest growing populations of those at risk for or experiencing homelessness. FEMA funds will allow us to address these underserved populations and support the outcome goals of all ARC programs for housing, economic, and financial stabilization, and confidence in the ability to be self-sufficient. After exhausting all local and state resources for housing and emergency rental and utilities assistance in the community, clients may receive 30 days of emergency shelter if needed, and or assistance with one month's rent for their primary residence, or one-month payment of principal and interest on a mortgage. Participants may further receive one month of metered electric, gas, or water utility payments, or non-metered utilities that fit within FEMA guidelines. Because ARC will be providing this financial assistance to existing clients from our internal funded programs, participants will be supported in all other areas of case management, victim services, financial counseling, and self-advocacy. Because ARC's focus is upon the most vulnerable and underserved members of our community, at a higher risk of homelessness, hospitalization, or victimization, FEMA funding is critical toward protecting our clients' health and safety. Often, just one month of assistance can make all the difference in the lives of those in crisis, offering them the time to make a safety, housing, and financial plan to sustain their overall wellbeing. FEMA funding further allows us to utilize our program funding for housing and financial counseling, care home placement, and elder victims' services more effectively, giving us the time to provide the necessary case management and assistance in completing applications and establishing eligibility for benefits, coordinating the myriad of services already available in the community through functional collaboration. In the past three years, we have found that more than 98% of the people we helped with FEMA were able to launch and maintain their safe recovery with the rest of the supportive services provided by ARC's programs.

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.

ARC relies upon diverse funding sources to support a continuum of care for those served, including county, state, federal, grant programs, and has further developed relationships with partner organizations and volunteers to fill gaps in services as needed. Our Elder Services funding has been in place for over 20 years, and our housing services since 2008. Some cut-back in foreclosure funding have been experienced but are being overcome by shifts in fee for service income in new lines of business. ARC has not suffered any significant cutbacks fortunately and is using existing funding to attempt to meet the exploded demand from the effects of the COVID pandemic. Our Elder Crime Victims program will be cut 10 % for the next year, and foreclosure funding is less than it used to be, but we have continued to operate at full staff. The larger problem is the unprecedented increased demand and our inability to meet the demand with the current funding that we have. There simply is not adequate funding to assist with payment of utilities, transition housing, and mortgage rental assistance. Additional funds are needed in order to help the multitudes of people affected by COVID who are at risk and vulnerable and help to close the gap in the provision of our services.

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

ARC recognizes that funding is to serve Pima County and focus on assistance for homeless or potentially homeless individuals or families to transition from temporary to permanent housing solutions. Our programs extend to some rural areas of Pima County as well such as South Tucson, Marana, Sahuarita, and Oro Valley. All our work and programs for whom we serve are within Pima County, as will be the focus of our FEMA funding. The target populations will be sought from these areas, through community outreach and education.

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

The ARC COVID19 Homelessness Prevention Fund and the ARC Supplemental Housing and Utility Fund will be available to people over 50, people over 18 with disabilities, people with limited English proficiency whose primary language is Spanish, and those facing financial hardship due to abuse, neglect, exploitation, illness, COVID19, or job loss, living within Pima County. In order to foster economic and housing re(stabilization), participants are eligible to receive ongoing case management services through ARC's Housing and Financial Counseling, Elder Crime Victims' Services, or Elder Shelter program to develop a plan to sustain their primary residence. Our other programs require counseling and case management which will help to ensure that those who use FEMA funds from ARC for housing stabilization will be more likely to sustain economic and housing independence.

7. Please discuss how your program collaborates with other local pandemic response efforts.

ARC participates in continuum of care planning with the Salvation Army, the United Way, Catholic Community Services, The Jewish Federation's senior housing grant recipients, and Gospel Rescue Mission. These collaborations provide support for those in need of assistance with activities of daily living, self-advocacy, and life and care planning toward the goals of acquiring permanent, accessible, peer supported housing, income or benefit, and care. As part of this endeavor, ARC has successfully executed a pilot program funded by Pima County CDGB in 2017 to empower those caring for a loved one in their home to provide permanent housing within their home for other seniors in need of independent living support. A second program of support for the same activity has been awarded in 2019. These homes serve the gap population discussed in this proposal and ARC will be able to utilize them as homes with rental assistance for our clients for permanent boarding homes. ARC collaborates with other homeless providers by conducting staff training and workshops for residents on domestic violence for seniors and economic empowerment. Leveraging existing housing and financial counseling, elder crime victims' legal and systems advocacy services, and crisis line and emergency shelter placement services, ARC provides our partners with coordinated care and planning, training, independent living skills, and self-advocacy toward engaging in community for safe independent living.

V. BUDGET AND FINANCIAL/SERVICE INFORMATION

Unit of Service/Request

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

Error! Bookmark not defined.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:	\$
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).	

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	\$20,000	25	\$800	5
Utility	\$5,000	40	\$125	5

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 CARES 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	\$450,000
State Funds	\$190,000
City of Tucson Funds	\$
Pima County Funds	\$49,000
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
FEMA Phase 37	\$34,263
United Way	\$
Program Revenues/Client Fees	\$135,800
Foundation Grants	\$35,000
Fundraising/Donations	\$15,000
Other/In-Kind	\$70,000
FEMA EFSP Request	\$49,259
Total Service Funding	\$1,208,322
What percentage of your Program budget is the FEMA funding request? <i>Example: Motel Voucher Program:</i> \$8,000 FEMA FUNDING REQUEST <u>\$2,000 PRIVATE FUNDS</u> \$10,000 = 80% of Program Budget	4%
What percentage of your overall Agency Budget is the FEMA funding request? <i>Example:</i> \$250,000 AGENCY BUDGET <u>\$8,000 FEMA FUNDING REQUEST</u> = 3% of Overall Agency Budget	4%

B. Program/Service Expenditures	
Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase CARES funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE.	
Service Category:	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$8755
Professional/Outside Services	\$
Facilities/Occupancy	\$504
Travel	\$
Other (Specify):	\$
Other (Specify):	\$
Other (Specify):	\$
Total Service Expenditures	\$9,259

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 CARES and as the duly authorized representative of _____ (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 FEMA Phase CARES 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, 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:  _____

Name: Debbie Chandler		Date: 6/5/2020
Title: :Executive Director		
LRO ID Number: 027200052	FEIN:86-0735999	DUNS Number: 129951927
Address: 1625 N. Alvernon Way, Suite 101		
City, State, Zip Code: Tucson AZ 85712		
Phone Number: 520-623-9383	Fax Number: 520-623-9577	Email Address: dchandler@arc-az.org