

Notice of Request for Proposals (RFP)



PIMA COUNTY
COMMUNITY DEVELOPMENT

Title	FEMA EFSP Phase CARES
RFP Number	CDNC-FEMA-EFSP-Phase CARES
Program Year	2020/2021
Issue Date	May 20, 2020
Review Meeting	May 29, 2020, 9am
Due Date	June 3, 2020 by 5:00 PM, MST

Submit proposals by email to:

marcos.ysmael@pima.gov

Specify the RFP Number: “**CDNC-FEMA-EFSP-Phase CARES**”
in the Subject line.

LATE PROPOSALS WILL NOT BE ACCEPTED

Pima County is soliciting proposals from Respondents who are qualified, responsible and willing to provide services to the community in compliance with all solicitation specifications and requirements contained or referenced herein. Emergency Food and Shelter Program (EFSP) funds are Federal funds made available through the U.S. Department of Homeland Security’s Federal Emergency Management Agency (FEMA).

Download a full copy of this solicitation at

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> by selecting the title “**FEMA Phase CARES**.” Respondents are required to check this website for addenda and answers to questions posed prior to the due date to assure that the proposal incorporates all required information.

Proposals must be submitted as defined in this RFP. **Failure to do so may be cause for rejection as non-responsive.** Complete and return all required documents. Respondents are required to read the entire solicitation including all referenced documents; assure that they can and will comply with all requirements associated with this opportunity; and incorporate all costs in the proposals submitted.

Direct questions regarding this opportunity to:

Marcos Ysmael
801 W. Congress
Tucson, AZ 85701
(520) 724-2460
marcos.ysmael@pima.gov

Pre-submittal Review Meeting: May 29, 2020, 9am, Pima County Housing Center, 801 W. Congress (space is limited), or [Join Microsoft Teams Meeting, +1 213-279-1657](#), Conference ID: 710 127 282#

Announcement Published: *The Daily Territorial*, May 26, 27, 28 and 29, 2020

Introduction

The purpose of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for the Emergency Food and Shelter Program (EFSP) is to address the impacts of the economic consequences of the COVID-19 public health emergency, by providing food, shelter, and supportive service to those in need. The intent is that the EFSP's National Board will administer the funding as is done for the program's annually appropriated funds. This will be done through the National Board's delivery structure of allocating funds to counties and cities with highest needs throughout the country and for the jurisdictions' local boards to determine awards for local social service agencies providing the needed assistance. (Authorizing legislation is Pub. L. No. 116-136 and Pub. L. No. 100-77)

When a public health crisis or other disaster occurs, it is often those with economic vulnerabilities who suffer the most. The EFSP supports a population that would otherwise be more adversely impacted by a disaster situation and eases the potential burdens imposed on response and recovery efforts to assist those living on the streets or that otherwise have severe economic needs.

Pima County was selected as a qualifying jurisdiction to receive funding from the EFSP 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 placed on the identification of and assistance to the elderly, families with children, Native Americans, veterans, and mentally and physically disabled persons. EFSP Phase CARES funds must be used only to supplement existing rent/mortgage, utility assistance and feeding and sheltering efforts to assist *those impacted by the COVID-19 public health emergency.*

The FEMA EFSP National Board has announced an allocation of \$675,453 for this jurisdiction under the Coronavirus Aid, Relief, and Economic Security (CARES) Act special appropriation, known as Phase CARES. Pima County's EFSP Local Board, administered by Pima County Community Development and Neighborhood Conservation Department (CDNC), has been charged with coordination of the process for distribution of funds to service providers in Pima County.

Therefore, the Local Board is requesting proposals from eligible respondents. Following the due date for proposals, the Local Board will convene, review submitted proposals/applications, and determine how available funds will be distributed.

Eligible Program Activities

The intent of this FEMA EFSP program is to address the impacts of the economic consequences of the COVID-19 public health emergency by providing food, shelter, and supportive service to those in need. The National Board has determined that the following eligible services that may be provide to clients using EFSP Phase CARES funds.

- Food, in the form of served meals or groceries
- Lodging in a mass shelter or hotel
- One month's rental or mortgage assistance to prevent evictions
- One month's utility payment to prevent service cut-offs
- Transportation costs associated with the provision of food or shelter
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility
- Supplies and equipment necessary to feed or shelter people, up to a \$300 limit per item

Pima County Community Development and Neighborhood Conservation
Request for Proposals: FEMA EFSP Phase CARES

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

The EFSP Phase CARES funding is open to any local organization that meets the following qualifiers.

- Is a nonprofit corporation 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

Submit a complete application for each program for which your organization seeks FEMA EFSP funding. Include the organization's name, address, and each program name for which funding is sought.

Phase CARES funding is limited to the categories provided above in **Eligible Program Activities**. A complete proposal will consist of the following items.

- Attachment A. Proposal Cover Sheet
- Attachment B. Proposal Application Form with Narrative and Budget
- Attachment C. Local Recipient Organization (LRO) Certification Form
- Additional documentation as required by application instructions

Each document should be saved as a PDF file, clearly named and attached to the submission email.

Proposal Formatting

Type responses in 12-point font. Avoid expanding space sizes provided. If the proposal is written by hand, print legibly and use blue ink. 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

Pima County Community Development and Neighborhood Conservation
Request for Proposals: FEMA EFSP Phase CARES

CDNC 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.

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: IMPACT of Southern Arizona	
Legal Status of applicant (e.g., non-profit corporation, government entity): Non-profit Organization	
Address of Organization: 3535 E Hawser Street Tucson (Catalina) AZ 85739	
Name and Title of contact person for this application: Barbara McClure, Executive Director	
Telephone number: 520-825-0009	Fax number: 520-825-6689
E-mail address: barbara@impactsoaz.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	\$ 28,560
Other Food	\$
Mass Shelter	\$
Other Shelter	\$
Rent/Mortgage Assistance*	\$
Utility Assistance*	\$
Total Requested	\$ 28,560
* 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: Barbara McClure	
Authorized Signature: 	Date signed: June 3, 2020

Attachment B Application Form

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

Phase CARES Request	\$ 28,560
Phase 36 Received	\$ 9,000
Phase 35 Received	\$ 0

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.

These funds will help us recover partial costs and continue through September of 2020, ensuring we can feed seniors for months to come, until it is safe to reopen our kitchen. During the crisis, We closed our commercial kitchen (low income senior meals) to reduce the risk of spread of COVID to clients & community in general. We lost funding & enrolled new clients. We contracted with a commercial supplier for healthy meals. Without this partnership, we could not have fed people.

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.

QuickBooks with senior meals classifications helps us code all meal expenses and reimbursements, and we log a custom database into which we log distributions of meals. Tracking and reporting are very easy.

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.

Jennifer Phillips, CPA conducted our most recent audit for the previous fiscal year: July 1, 2018-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)

86-0968242

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

ADA compliance: ADA parking and ramps from the parking lot, and volunteers to help.

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	3	Veterans
1	Elderly		Racial/Ethnic Minorities		NT (no target population)
	Families with children		Single men		Other targeted populations (specify below):
	Mentally disabled	2	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.

IMPACT collaborates with a wide range of community agencies & organizations serving seniors for feeding and education. For this COVID problem, we developed a new relationship with an incredible business that provided us freshly prepared refrigerator meals ready to reheat and eat that were healthy, and organic. The owners of the company came to our rescue when we closed our kitchen for food and health safety, and could not find an available supply chain from which to order frozen meals. They were very generous and negotiated a deal to provide meals to us at less than their cost for the first week we needed them. They returned the second week with the same deal and told us they would stay with us through the crisis. It is through partnerships like these, and many others such as our partner who provides transportation, volunteers who do all our meal deliveries, grocery store donations and referrals from healthcare and senior care providers that we are able to take care of and nurture the most vulnerable population in our local community. It is such a large task, we cannot do it alone! Networks and collaborations are critical to our success!

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).

As mentioned, in Section I, we were forced to close our commercial kitchen that is used to prepare meals for our congregate and meals on wheels program. Suddenly there were no options to buy food. Grocery stores were so empty at the end of the day, even our food bank was low on supplies, and our standard corporate food partners could not help. These huge changes meant we could not cook, not provide food! We still had a demand to cover but COVID stopped us. We could not close down the program because of COVID! Not feeding these seniors was not an option! We found ourselves temporarily at zero ability with a demand of at least 100 seniors needing help and new referrals for enrollment coming in from agencies each week. We found a way to meet that need by collaborating with another company and buying meals at more than we were used to paying for food, but still necessary to meet the increased demand and to prepare to meet the growing future demand as COVID continues through 2020.

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.

Without our meals, nearly 80 very vulnerable seniors who cannot cook for themselves will not eat, and another 20 more do not have the income to replace their missed congregate meals with groceries, so they too will be hungry. We began delivery to the congregate participants as well, so they could stay home and reduce the risk of infection by practicing self-isolation. We even made arrangements with our delivery volunteers to limit the number of people to whom we exposed each senior client. A small skeletal crew was formed and each driver committed to delivering to the same small set of seniors throughout the crisis, to practicing safe COVID precautions at home, and to following a strict set of COVID protocols developed by our operations team for this particular event related time period. That same crew has delivered the same routes since COVID began. No one in our clientele or volunteer corps has come down with COVID. IMPACT has committed to employing all staff at their regular schedules, and continuing & bolstering feeding programs to meet the demands of the community. There is no one else in our geographical area providing these services IMPACT is the only one serving the far NW Tucson community.

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.

Just before COVID hit, our large fundraising signature event for March 20 had to be cancelled. That dropped our projected income, though we are hosting our virtual silent auction June 10-12 as a way bring in some income expected from that part of the event. We receive monthly distributions from a local thrift shop that we co-own with another nonprofit. They closed in March and are just beginning to re-open this week, but in a limited way. They report an increase in expenses to over \$6-8K each month in PPE materials and are not sure what the future holds. Will people be comfortable shopping; how many can come in during a day; do they need to close every other day for cleaning; how long will it all last? There are so many unknowns! Income from that source accounts for 60% of our cash-operating budget, so this is a big concern. Fundraising campaigns went out to the public, newspaper articles written, calls to social clubs and churches for financial support have been helpful. Grants have been written to many different funders for support, and we have closed all non-essential programs, which shifting staff to other tasks. We received a PPP loan, and have put together an operating budget for next year that incorporates non-essential program closures, global cuts and an extremely conservative revenue stream We do have some reserves and may consider a business loan to carry us through if needed.

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

These Cares funds will provide meals to low to moderate income seniors living in rural NW Tucson and a few in the very northern edge of Oro Valley. Our general programs are available to residents all over Tucson, but our senior meals program is limited to a tighter geographical circle centered around our Catalina kitchen to ensure delivery times that guarantee food safety. Each route can be no more than 45 minutes long, from the time the driver leaves the kitchen until the last person receives their meal, and there are on average, no more than 8 stops on each route.

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

Elderly residents of low to moderate income mostly women, some Veterans, primarily living in far northwest, rural, unincorporated, Tucson, with a few in Oro Valley retirement communities. All are at least 60 years of age, but several participants are in their 90s, and the average age is 82. We serve an average of 100 clients at a time, providing six meals per week to the homebound. Throughout the year there are typically 115-120 unduplicated seniors benefitting from these services. People move in and out of the program depending upon health conditions and needed transitions to assisted living environments. There is a lot of turnover in this group, but we are happy to help make it possible for each senior to remain independent in his or her own home for as long as safely possible.

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

Our other continuing programs right now, that are helping people deal with the struggles related to the pandemic are our food bank which feeds an average of 550 families each month, but that is also facing an incredible increased demand. We also are providing bonus groceries to the low income free and reduced lunch families who struggle to feed their children three meals a day. We collaborate with the local schools and other organizations to provide bonus foods and to help distribute education materials and children's activity supplies to families as well. At this point in time, our greatest benefit to our community is increased food provision.

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 - Direct Cost	\$	Not applicable			
Mass Shelter - Per Diem	\$	\$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 - Direct Cost					
Served Meals - Per Diem	\$ 28,560	\$2.00 per meal	14,280	100	115

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	\$		\$	
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 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	(\$ 14,000 FEMA Phase 37 pending)
State Funds	\$
City of Tucson Funds	\$
Pima County Funds	\$
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program Revenues/Client Fees	\$
Foundation Grants	\$ 3,000
Fundraising/Donations	\$ 143,000
Other/In-Kind	\$ 56,000
FEMA EFSP Request	\$ 28,560
Total Service Funding	\$ 230,000
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	12.4%
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	1.1%

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	\$
Professional/Outside Services	\$
Facilities/Occupancy	\$
Travel	\$
Other (Specify): Annual Food Costs for the Program	\$ 97,584
Other (Specify):	\$
Other (Specify):	\$
Total Service Expenditures	\$ 97,584

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 IMPACT of Southern Arizona (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: **Barbara McClure**

Title: Executive Director		Date: 6.3.2020
LRO ID Number: 027200028	FEIN: 86-0968242	DUNS Number: 050356925
Address: 3535 E Hawser Street		
City, State, Zip Code: Tucson (Catalina) AZ 85739		
Phone Number: 520-825-0009	Fax Number: 520-825-6899	Email Address: barbara@impactsoaz.org

