

## Notice of Request for Proposals (RFP)



|                |                              |
|----------------|------------------------------|
| 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](mailto: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**

|   |                                    |
|---|------------------------------------|
| <b>Legal name of the organization (or individual) submitting this application:</b><br>Pima County, Community Services, Employment and Training  |                                    |
| <b>Legal Status of applicant (e.g., non-profit corporation, government entity):</b><br>Government Entity  |                                    |
| <b>Address of Organization:</b><br>2797 East Ajo Way, Tucson, Arizona, 85713  |                                    |
| <b>Name and Title of contact person for this application:</b><br>Manira Cervantes, Community Services Manager   |                                    |
| <b>Telephone number:</b><br>520-724-5710  | <b>Fax number:</b><br>520-791-6600 |
| <b>E-mail address:</b><br>Manira.Cervantes@pima.gov   |                                    |
| 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. |                                    |
| <b>Served Meals/Mass Feeding</b>  | \$                                 |
| <b>Other Food</b>   | \$                                 |
| <b>Mass Shelter</b>   | \$                                 |
| <b>Other Shelter</b>  | \$                                 |
| <b>Rent/Mortgage Assistance*</b>  | \$300,000                          |
| <b>Utility Assistance*</b>  | \$                                 |
| <b>Total Requested</b>  | \$300,000                          |
| * 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.             |                                    |
| <b>Typed name of Authorized Signature:</b><br>Arnold Palacios   |                                    |
| <b>Authorized Signature:</b><br>   | <b>Date signed:</b><br>6-9-20      |

## Attachment B Application Form

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

|                            |                   |
|----------------------------|-------------------|
| <b>Phase CARES Request</b> | <b>\$ 300,000</b> |
| Phase 36 Received          | \$ 102,352        |
| Phase 35 Received          | \$ 150,000        |

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.

Of the \$300,000 being requested, Community Services, Employment and Training (CSET) staff will use \$250,000 of the requested FEMA funds to boost the impact of the Community Action Agency (CAA) program by providing rental/mortgage assistance supportive services to the target population. CSET staff will use \$50,000 of the requested FEMA funds to boost the impact of Sullivan Jackson Continuum of Care (CoC) coordinated reentry programs by providing rental/mortgage assistance supportive services. Supplementing existing CAA and CoC resources during the current pandemic/economic crisis is imperative. CSET has won past phases of EFSP funding and used those funds for rental/mortgage and other shelter assistance to supplement CAA services funded by Community Services Block Grant, Low Income Home Energy Assistance Program, Continuum of Care and AZ Wildfire grants, as well as state and federal pandemic response programs.

### 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.

Pima County uses the CGI Financial System to manage financial transactions, procurement, budgeting, and reporting. GMI fiscal and program workflows assure checks, approvals, expense eligibility reviews, and internal controls. The contracting process provides fiscal and programmatic oversight through risk assessment, reporting and monitoring.

#### 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.

Pima County is audited by the Arizona Auditor General's Office. Pima County's most recent Single Audit covered 7/1/19-6/30/20 and had no findings or questioned costs.

- 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)**

86-6000543

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

CAA facilities have wheelchair ramps, door openers, handicap-accessible restrooms, assistive technology, and annual, external inspection of accessibility factors. During non-pandemic times we offer home-visits; currently instead we encourage phone interviews along with mail in applications. CAA recently received approval for electronic signatures on intake paperwork.

### 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                        |
| 3 | Domestic violence victims          |   | People with AIDS/HIV     | 3 | Veterans                                    |
|   | Elderly                            |   | Racial/Ethnic Minorities |   | NT (no target population)                   |
| 1 | Families with children             | 2 | 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.

CSET has administered the Community Action Agency (CAA) and Emergency Services Network (ESN) for 30 years. The focus of this network is to provide a safety net of basic services for low-income individuals and families. The ESN database tracks to: 1) assure continuity of service and 2) eliminate service duplication. CSET administers ESN and the ESN database, which is composed of seven community-based organizations, plus the CAA direct-access point, that provide case management services to households needing rental/mortgage and utility assistance.

Community Action Agency, the administering agency, also administers the Community Services Block Grant (CSBG) program via contracts with twelve organizations throughout Pima County. The CSBG network provides opportunities for assistance referrals.

CSET assumed responsibility for the Tucson/Pima Homeless Management Information System (HMIS) in 2015. It has a leading role in the implementation of a Coordinated Entry protocol for homeless individuals and households through a No-Wrong-Door approach utilizing a standard, evidence-based assessment. Today, Pima County's HMIS and Coordinated Entry systems encompass Continuum of Care, Emergency Solutions Grant, Community Development Block Grant, homeless youth projects, among others. CSET has assumed a leading role in housing and employment programs to address the COVID-19 economic crisis, maintaining center operations, setting up hotlines, and receiving an onslaught of inquiries resulting from state-led marketing efforts.

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).

The Community Action Agency Program (CAA) has seen an awful increase in requests for assistance. Pre-COVID-19, 3,000 people per month called the CAA service hotline. Now, that measure is 6,000 per month. Late in March the Arizona Department of Housing launched an online application system for eviction prevention assistance. There are currently 1,560 completed applications for supportive services in pending status; with more than 3,500 applications in draft status in this portal. CSET has partnered with Pima County Information Technology to meet the technological demands of this surge in assistance requests. CSET is partnering with the Pima County Library, and multiple external organizations to increase staffing who can complete intake and navigate new clients through the CAA benefit system. CSET is also seeing assistance amounts increase significantly due to the effects of the COVID-19 pandemic and resulting economic crisis. Currently, CSET is forecasting \$1,000 per household requiring housing assistance for FEMA EFSP Phase 37. The overwhelming increase in need and requests for assistance in Pima County due to the COVID-19 pandemic is clear.

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.

Prior to the pandemic, there were an average of 14,000 evictions filed each year in Pima County, according to Stacy Butler of the Innovation for Justice Program at the University of Arizona's James E. Rogers College of Law, quoted in Arizona Daily Star on May 30, 2020. A 2020 analysis of 2018 census data by UA's MAP AZ dashboard found that 54.6% of renters, and 30.2% of homeowners with a mortgage, in the City of Tucson are housing cost-burdened (i.e. paying more than 30% of income on housing costs). FEMA EFSP Phase CARES funds will be used to address these significant gaps. Eviction hearings resumed on June 1, 2020, with nearly 600 cases scheduled. Although renters can ask the judge for a temporary reprieve based on Arizona Gov. Doug Ducey's March 24 executive order, that order will expire July 22<sup>nd</sup>, at which point many renters will be overwhelmed with rent debt and late fees.

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.

While case-manager creativity increases when existing program resources dwindle, even no-wrong-door programs like the Pima County Community Services, Employment and Training cannot fulfill all of their clients' needs. In FY 18-19, CSET Continuum of Care and Emergency Service Network programs experienced an unprecedented surge in need. Rental assistance, mortgage assistance, and shelter funds ran dry before the end of the program year. That surge pales in comparison to the current wave of new clients needing assistance. With the Arizona State Legislature's emergency allocation of eviction prevention assistance came a massive publicity effort that resulted in over 5,000 assistance requests through the state webpage. Pima County expects a significant drop in its general fund due to the shrunken tax base coming from mass unemployment. In addition to the expected massive revenue shortfall, expenditures have risen significantly due to pandemic leave, pandemic related supplies, and additional work to respond to the pandemic on multiple levels. This will limit availability of general fund or CARES Act funding to make up for anticipated cutbacks.

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

CSET will use FEMA funds to serve all of Pima County, including rural areas. Pima County's request for proposal process makes special provisions to target and serve the greater metropolitan and rural areas.

Pima County, Arizona has 27 census tracks which have been approved as Opportunity Zones. The 5-year poverty rate in Pima County is 17.8%, compared to a 14.1% poverty rate for all of the US. U.S. Census Bureau estimates indicate that median household income and per capita income in Pima County over the past 12 months are less, and the percentage of people in poverty is greater, than Arizona or the country as a whole.

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

CSET serves: low-income, near homeless or homeless, unemployed and underemployed, families and single parents, individuals, and especially the elderly. In 2018 the agency served approximately 8,652 households; 55% of those households had income below 75% of poverty according to the Federal Poverty Income Guidelines for 2018-2019. 55% of households were families and single parents.

In 2018, the Sullivan Jackson Employment Center helped 620 households find emergency shelter, employment, and permanent housing. To receive this assistance, individuals or households must be “literally homeless,” i.e. living on the streets or in shelter. CSET anticipates that some of these households will need additional stabilization assistance to avoid a backslide into homelessness resulting from lost employment and other unanticipated stressors.

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

Pima County has collaborated with multiple organizations within and external to Pima County. The County set up a regional Emergency Operations Center to provide logistical coordination of pandemic response efforts. The Sullivan Jackson Center is collaborating with the City to provide registration and processing of ill or at-risk homeless individuals in need of shelter being provided by the City. CAA’s largest service gap is responding to the extreme amount of calls to the CAA hotline. CSET has collaborated with Pima County Public Library, Pima County Community Development, the Sunnyside School District Foundation, and five conferences of the St. Vincent de Paul Society to train additional personnel to man the CAA hotline, navigate benefits, and complete client intake/eligibility determination. CSET worked with the Pima County Information Technology Dept. to add a new hotline and add email capacity to respond to the surge in service requests and needs. The CSET CAA program added questions to its intake form to document whether service requests are stemming from the COVID-19 pandemic, shutdown or closures. . Pima County CSET has combined an all-hands-on-deck mentality with creative collaboration strategies to address the current economic crisis.

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.

| <b>Other Food Category</b>   |    |
|--|----|
| 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). |    |
|  |    |

| <b>Financial Assistance Category</b>   |                      |                             |              |                                   |
|--|----------------------|-----------------------------|--------------|-----------------------------------|
| *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. |                      |                             |              |                                   |
|  | <b>A</b>             | <b>B</b>                    | <b>C</b>     | <b>D</b>                          |
| Financial Assistance Category  | FEMA Funds Requested | Number of Households Served | Average Bill | Number of Rural Households Served |
| Rent/Mortgage  | \$300,000            | 300                         | \$1,000      | 50                                |
| 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.

| <b>A. Program/Service Revenue</b>   |           |
|---|-----------|
| 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. |           |
| <b>Service Category:</b>  |           |
| Funding Sources   | Amount    |
| Federal Funds   | \$        |
| 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   | \$        |
| Fundraising/Donations   | \$        |
| Other/In-Kind   | \$        |
| FEMA EFSP Request   | \$        |
| <b>Total Service Funding</b>  | <b>\$</b> |
| What percentage of your Program budget is the FEMA funding request?<br><br><i>Example: Motel Voucher Program:</i><br><u>\$8,000 FEMA FUNDING REQUEST</u><br><u>\$2,000 PRIVATE FUNDS</u><br>\$10,000 = 80% of Program Budget                | %         |
| What percentage of your overall Agency Budget is the FEMA funding request?<br><br><i>Example:</i><br><u>\$250,000 AGENCY BUDGET</u><br><u>\$8,000 FEMA FUNDING REQUEST</u><br>= 3% of Overall Agency Budget                                 | %         |

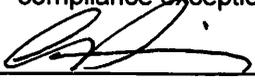
| <b>B. Program/Service Expenditures</b>  |                             |
|---|-----------------------------|
| Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase CARES funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE. |                       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

## 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 Pima County (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: Arnold Palacios

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|---|--------------------------|--|
| Title: Director, Community Services     |                          | Date: 6/4/20                               |
| LRO ID Number:                          | FEIN: 86-6000543         | DUNS Number: 033738662                     |
| Address: 2797 East Ajo Way              |                          |  |
| City, State, Zip Code: Tucson, AZ 85713 |                          |  |
| Phone Number: 520-724-6742              | Fax Number: 520-724-6796 | Email Address:<br>Arnold.Palacios@pima.gov |