

## 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 5, 2020 by Midnight (12am), 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**

Legal name of the organization (or individual) submitting this application:	
Catholic Community Services of Southern Arizona, Pio Decimo Center	
Legal Status of applicant (e.g., non-profit corporation, government entity):	
Non-profit corporation	
Address of Organization:	
848 S 7th Avenue, Tucson, AZ 85701	
Name and Title of contact person for this application:	
Marcia Zerler , Executive Director	
Telephone number:	Fax number:
520-622-2801 x 7102	520-622-4704
E-mail address:	
marciaz@ccs-pio.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	\$
Rent/Mortgage Assistance*	\$ 32,500
Utility Assistance*	\$ 17,500
<b>Total Requested</b>	<b>\$ 50,000</b>
* PLEASE NOTE: ALL LOCAL PROVIDERS FOR EMERGENCY RENT/MORTGAGE AND UTILITY ASSISTANCE MUST UTILIZE PIMA COUNTY'S EMERGENCY SERVICES NETWORK (ESN) TO ENSURE NO DUPLICATION OF ASSISTANCE OCCURS.	
To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.	
Typed name of Authorized Signature:	
Marguerite D. Harmon	
Authorized Signature:	Date signed:
	06/05/2020

## Attachment B Application Form

### I. FEMA EFSP FUNDING HISTORY

<b>Phase CARES Request</b>	<b>\$ 50,000</b>
Phase 36 Received	\$ 11,600
Phase 35 Received	\$ 16,135

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

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

Funds will be used to assist clients with utility and rent assistance who were negatively impacted by Covid-19. Pio Decimo Center received FEMA funding in 2018 for this program. Funds will be used to supplement existing services, allowing us to serve more families in need. Participants will benefit from utility and rental assistance, reinstating services that have been disrupted, and assisting clients who are transitioning from homelessness into stable housing with down payment deposits and utility connection fees. Clients will also receive individualized case management, financial education, referral assistance to community partners, and other help, as needed, to promote long-term stability.

### 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.

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

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

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

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

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

#### 4. Federal Employer Identification Number (FEIN)

86-0100880

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

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

### III. ORGANIZATION TARGET POPULATION

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

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

### IV. NARRATIVE

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

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

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

Pio Decimo tries to provide holistic experiences to families, offering assistance through multiple programs including childcare, financial education, emergency food and clothing assistance, and housing. The agency also works with other Catholic Community Services agencies to offer medical assistance, counseling, and other services not offered at Pio Decimo Center. Pio Decimo routinely refers clients to outside agencies, as needed, for workforce development, education and training opportunities, and other services promoting self-sufficiency.

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).

In 2019, Pio Decimo's Rapid Rehousing and Homeless Prevention ran out of funds within 9 months. The needs this year, due to Covid-19 are even more extreme, yet funding remains the same. Each day, our Housing Department is fielding more calls than we can manage, even while apportioning resources equally over time to ensure that funding remains consistent throughout the current funding program. As stimulus funds and refunds have been depleted, the calls are becoming more frequent and a large portion of our client base are still not back to work or are working at reduced hours. This includes clients working in industries such as restaurants, hospitality and retail.

We expect these needs to increase even more over coming months. Many companies will not recover quickly and will most likely continue to operate at a lower capacity with fewer workers. It is also possible that the economy will be interrupted again in the fall or winter if another wave of Covid-19 hits.

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.

Some of our current funding sources are very restrictive, only allowing us to serve households with extremely low-income levels, earning less than 30% of area median income. This funding will broaden our ability to serve families who have generally maintained stability, but are now at high-risk of homelessness due to the pandemic.

This funding also helps us serve families who are nearly homeless, but don't meet the legal definitions. This includes those who rely on various friends and family members for temporary shelter. It also includes those who have received multiple eviction notices, but for whom eviction is imminent. These individuals are at very high risk, but there are very few resources available to help them remain housed. We expect these types of cases to rise substantially later this fall and winter, once stimulus funds have run out and eviction moratoriums have expired.

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.

We do not anticipate income cuts, however, current funding limitations do not allow us to meet existing program demands.

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

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

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

Rapid Rehousing clients are literally homeless when entering our programs and have incomes of less than 30% of HUD area median income. Homeless prevention clients are struggling to maintain standard housing conditions. Many are several months behind on utilities and/or rent. Some are reliant on family members for support. Due to Covid-19, we expect to see families who had been considered stable suddenly qualify for assistance. These families have not yet experienced the brutality involved with chronic homelessness and, with support, can avoid many of dangers associated with homelessness, including hunger, violence, and physical and psychological illness.

Many of the families we serve have limited, non-transferable job skills and have exhausted whatever savings they once had. Most are hourly workers who work in service industries and have little opportunity for advancement. Additional barriers include obstacles to childcare, minimal transportation, and limited social capital.

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

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

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

V. BUDGET AND FINANCIAL/SERVICE INFORMATION

**Unit of Service/Request**

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

Shelter Category					
	Column A	Column B	Column C	Column D	Column E
Shelter Category	FEMA Funds Requested	Per Diem	FEMA-Funded Total Nights	FEMA-Funded Number of Rural Clients	FEMA-Funded Number of Clients Served
Mass Shelter - <i>Direct Cost</i>	\$	Not applicable			
Mass Shelter - <i>Per Diem</i>	\$	\$12.50			
Other Shelter	\$	Not applicable			

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

Type text here

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	\$32,400	36	\$900	5
Utility	\$17,600	54	\$325	3

- 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	\$ 246,632
City of Tucson Funds	\$
Pima County Funds	\$ 20,000
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program Revenues/Client Fees	\$
Foundation Grants	\$
Fundraising/Donations	\$ 7,602
Other/In-Kind	\$
FEMA EFSP Request	\$ 50,000
<b>Total Service Funding</b>	<b>\$ 324,234</b>
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	<b>15.4 %</b>
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	<b>1.9 %</b>

<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	\$ 73,632
Professional/Outside Services	\$
Facilities/Occupancy	\$ 5,202
Travel	\$ 125
Other (Specify): Direct Assistance	\$ 243,000
Other (Specify): Equipment and Supplies	\$ 2,275
Other (Specify):	\$
<b>Total Service Expenditures</b>	<b>\$ 324,234</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 Catholic Community Services 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: Marguerite D. Harmon		
Title: Chief Executive Officer		Date: 06/05/2020
LRO ID Number: 027200022	FEIN: 86-0100880	DUNS Number: 114439730000
Address: 140 W Speedway, Ste 230		
City, State, Zip Code: Tucson, AZ 85705		
Phone Number: 520-623-0344	Fax Number: 520-770-8514	Email Address: pegrhccs@ccs-soaz.org