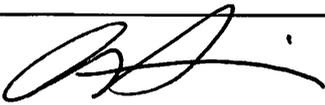


Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: Pima County, Community Services, Employment and Training Department	
Legal Status of applicant (e.g., non-profit corporation, government entity): Government Entity	
Address of Organization: 2797 East Ajo Way, Tucson, Arizona, 85713	
Name and Title of contact person for this application: Manira Cervantes, Community Services Manager	
Telephone number: 520-724-5710	Fax number: 520-791-6600
E-mail address: Manira.Cervantes@pima.gov	
Indicate the amount of FEMA EFSP Phase 37 funds you are requesting for each service category. Phase 37 funding will be limited to the following categories. Total your requests at the bottom. ROUND REQUESTS TO THE NEAREST DOLLAR; REQUEST ONLY WHOLE DOLLAR AMOUNTS.	
Served Meals/Mass Feeding	\$
Other Food	\$
Mass Shelter	\$
Other Shelter	\$
Rent/Mortgage Assistance*	\$150,000
Utility Assistance*	\$
Total Requested	\$150,000
* PLEASE NOTE: ALL LOCAL PROVIDERS FOR EMERGENCY RENT/MORTGAGE AND UTILITY ASSISTANCE MUST UTILIZE PIMA COUNTY'S EMERGENCY SERVICES NETWORK (ESN) TO ENSURE NO DUPLICATION OF ASSISTANCE OCCURS.	
To the best of my knowledge and belief, all of the information in this application is true and correct. The document has been authorized by the governing body of the applicant and the applicant will comply with the attached assurances if funding is awarded.	
Typed name of Authorized Signature: Arnold Palacios	
Authorized Signature: 	Date signed: 6-4-20

Attachment B Application Form

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

Phase 37 Request	\$ 150,000
Phase 36 Received	\$ 102,352.00
Phase 35 Received	\$ 150,000.00

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.

Community Services, Employment and Training (CSET) staff will use 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. Supplementing existing CAA resources during the current pandemic/economic crisis is the highest priority for these funds. 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 and AZ Wildfire grants.

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, and homeless youth projects, among others.

CSET also collaborates with human service providers because CAA staff within CSET coordinate with the Pima County One-Stop workforce system, also within CSET. This collaboration joins the full force of WIOA resources to CAA housing and utility services.

2. Describe any changes in the magnitude of the current need and/or funding sources experienced during the past year or expected in the next 12 months (for example, number of requests or types of clients).

CAA has seen a steady increase in requests for assistance over the past three years. In 2018-2019 fiscal year, which ended in June, the Emergency Services Network provided rent/mortgage assistance to 1,280 households. The average monthly payment was \$678. In 2019-2020 those numbers increased to X households served, with an average monthly payment of \$850. CSET expects those assistance amounts to increase significantly due to the effects of the COVID-19 pandemic and resulting economic crisis. Thus, CSET forecasts \$1,000 per household requiring housing assistance for FEMA EFSP Phase 37. Since the onset of the COVID-19 pandemic the CAA hotline traffic has increased to 6,000 per month, approximately double the number of calls logged in the months before April 2020. The overwhelming increase in need and requests for assistance in Pima County due to the COVID-19 pandemic, and associated shutdowns and closures, is well documented.

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

Over the past 10 years, Tucson has remained one of the nation's 10 poorest large metropolitan areas of over one million people, with median household income currently running 15% below the US average, and a poverty rate that is 26% above the nation-wide rate, according to 2018 American Community Survey 5-year estimates. The clear trend was that rents in southern Arizona were rising, and affordable housing becoming less available. 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 37 funds will be used to address these significant gaps. With tourism and hospitality a major economic driver, the regional economy is now in free-fall due to the impact of non-essential business closures in response to the COVID-19 pandemic. Even in normal times, the emergency assistance CSET operates is usually over capacity and case managers run out of financial assistance and supportive services leaving families in need. The Community Action Agency (CAA) serves as the central hub and backstop for other assistance providers and experiences constant shortfalls. In order to maintain year-round operation, CAA has to ration program resources by month, with each month's funds exhausted by about the 10th day of the month.

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 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 tracts 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 funds.

CSET serves: low-income, near homeless or homeless, unemployed and underemployed, families and single parents, individuals, and 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.

7. Please discuss how your program collaborates with other homeless assistance providers, including those organizations which are part of the Tucson Pima Collaboration to End Homelessness.

Pima County CSET plays an active role in the Tucson Pima Collaboration to End Homelessness (TPCH). Pima County operates four Continuum of Care grants dedicated for people experiencing homelessness in collaboration with the Salvation Army, Compass Affordable Housing, and CODAC. CSET also serves as the HMIS lead agency for the Pima County Continuum of Care. These partnerships help to ensure that households identified through CAA and EFSP can access emergency shelter, rapid rehousing and homeless assistance services if needed. Collaboration with community partner organizations is a feature of CSET's operational model.

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. <i>This amount may change when the award is finalized.</i>
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. <i>This amount may change when the award is finalized</i>
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	\$150,000	150	\$1,000	25
Utility				

- GUIDANCE: Financial Assistance Category**
- Column A: Indicate the amount of FEMA funds you are requesting.
 - Column B: Indicate how many households (including rural households) are projected to be served with FEMA EFSP funds.
 - Column C: State the amount of the average bill expected to be paid (Columns A ÷ B = C).
 - Column D: Indicate how many rural households are projected to be served with this FEMA request.

Program/Service Revenue & Expenditures

Complete tables A and B for each category in which FEMA EFSP funds are requested. Please reproduce this page if you are requesting funding in more than one service category.

A. Program/Service Revenue	
Provide budgeted revenues for this program year for each service for which FEMA EFSP Phase 37 funds are requested. At the bottom of the table, indicate the percent of the total program revenues that will be met with FEMA assistance.	
Service Category:	
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	\$
Total Service Funding	\$
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	%
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. Program/Service Expenditures	
Indicate budgeted expenditures for this program year for each service for which FEMA EFSP Phase 37 funds are requested. TOTAL AGENCY BUDGETS ARE NOT ACCEPTABLE.	
Service Category:	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$
Professional/Outside Services	\$
Facilities/Occupancy	\$
Travel	\$
Other (Specify):	\$
Other (Specify):	\$
Other (Specify):	\$
Total Service Expenditures	\$