

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: The Primavera Foundation, Inc.	
Legal Status of applicant (e.g., non-profit corporation, government entity): Non-profit corporation	
Address of Organization: 151 W. 40 th Street, Tucson, AZ 85713	
Name and Title of contact person for this application: Cammie Dirrim, Chief Compliance & IT Officer	
Telephone number: (520) 882-5383	Fax number: (520) 308-5054
E-mail address: cdirrim@primavera.org	
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	\$75,000.00
Other Shelter	\$10,000.00
Rent/Mortgage Assistance*	\$
Utility Assistance*	\$
Total Requested	\$85,000.00
* 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: Peggy Hutchison	
Authorized Signature: 	Date signed: 6/4/2020

Attachment B Application Form

I. FEMA EFSP FUNDING HISTORY

Phase 37 Request	\$ 85,000
Phase 36 Received	\$ 71,362
Phase 35 Received	\$ 70,940

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.

FEMA funds will directly support Primavera's Emergency Services, specifically the Men's Emergency Shelter and the Emergency Hotel Voucher Program. These programs have been supported by FEMA funds previously. The Men's Emergency Shelter program serves adult men experiencing homelessness in Pima County by providing shelter, basic needs, a 24-hour respite program for those with serious health issues, wrap-around case management and direct linkage to other services (including housing and workforce development) within Primavera and with partner organizations. The Hotel Voucher program serves vulnerable populations experiencing homelessness that do not meet the criteria for mass shelter, are on a waiting list for emergency shelter, or are awaiting Rapid Rehousing.

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.

Primavera utilizes an accrual basis of accounting in accordance with accounting policies generally accepted in the United States that reflect all significant receivables, payables, and other liabilities. Reporting is conducted on the financial position and activities in two classes of net assets (net assets with donor restrictions and net assets without donor restrictions).

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, for July 2018-June 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) 86-0733182

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

The Men’s Shelter provides options for people with disabilities to be placed on bottom bunks. All other areas of the facility are accessible. Motel vouchers are arranged with rooms that are accessible when necessary.

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		Racial/Ethnic Minorities		NT (no target population)
2	Families with children	1	Single men	3	Other targeted populations (specify below):
	Mentally disabled		Single women		Mentally and physically disabled adult and elderly men experiencing homelessness

IV. NARRATIVE

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

- 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.

Primavera’s ability to provide impactful services is a direct result of the many partnerships with local providers, networks and assistance systems. Some of these collaborators include: the Tucson Pima Collaboration to End Homelessness, El Rio Health Center providing on site services, Arizona Department of Economic Security, Our Family Services, CODAC, SAAF, COPE, Emerge, Casa Maria, Interfaith Community Services, St. Vincent de Paul, Community Food Bank, La Frontera, Southern Arizona VA Medical Center, Arizona Department of Housing, McKinney-Vento liaisons, Pima County One Stop, Sullivan-Jackson Employment Center, Salvation Army, Tucson City Court, Community Food Bank of Southern Arizona, Diaper Bank, and many others. Primavera also works with faith based groups, law enforcement, civic organizations, families, neighborhood and school groups, and community volunteers who provide meals for the shelter in rotation. To meet the needs of pet owners, Primavera has a partnership with Pima Animal Care Center to offer services for pet care.

- 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).

Aside from the dynamics caused by COVID-19, the current need for services has remained level; however, that need is both complex and significant. Primavera continues to be one of the largest and most heavily used low-barrier shelters. Primavera does continue to see a steady increase in the number of both elderly men and men with significant mental health and/or physical disabilities. As expected, these participants necessitate longer stays in order to get stabilized and connected to appropriate resources.

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

The Men's Emergency Shelter addresses a gap in existing services by:

- Offering emergency shelter to meet the sheer need in Pima County
- Offering a comprehensive low-barrier shelter utilizing a Housing First model that does not require preconditions or create barriers to entry, such as sobriety, treatment, or service participation requirements.
- Offering a 24-hour respite program for those with serious mental and/or physical health needs
- Providing wrap-around case management without mandated participation in other services
- Providing direct linkage to housing, workforce development, and other Primavera and community services.

The Hotel Voucher Program addresses a gap in the community by:

- Offering emergency shelter in the form of hotel rooms to meet the need in Pima County by adult individuals or families who do not meet the criteria for mass shelter
- Enabling vulnerable populations to have a safe place to sleep while on waiting lists for suitable housing.

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.

FEMA funding is key to supporting the basic operating costs of the Men's Emergency Shelter and Motel Voucher programs. The Men's Emergency Shelter program is also funded by the Arizona Department of Economic Security and both programs are supported through philanthropic support in the form of individual donations, volunteer time and meal donations.

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

Primavera's Emergency Men's Shelter is located at 200 E. Benson Highway in the City of Tucson. All services are available for those residing within Tucson and Pima County. Motel vouchers can be utilized at any motel/hotel within Pima County.

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

Single, adult men experiencing homelessness are the target population. Targeted sub-populations for the shelter program include men who are chronically homeless, elderly, veterans, those who have been recently incarcerated, and those living with mental health and/or physical disabilities. Primavera serves a significant amount of elderly men and men with mental health and/or physical disabilities. This has resulted in longer shelter stays while men become stabilized and linked to health and housing resources, and has decreased the number of men who are able to access income through employment while at the shelter. This has also necessitated more intensive case management services to meet the needs of this particular population to help them remove barriers to housing stability.

Vulnerable adult men, women and families experiencing homelessness are the target population for the Motel Voucher Program. This includes medically fragile adults, women fleeing domestic violence, families with minor children, and those that may not meet the criteria for mass shelter or are on waiting lists for shelter or Rapid Rehousing.

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.

Primavera participates in/collaborates with all facets of the Tucson Pima Collaboration to End Homelessness and the Continuum of Care. Primavera's Homeless Intervention Program is a designated community access point for entry into the coordinated entry system, and Primavera provides full SPDAT housing assessments. Primavera staff has in the past, or currently occupies many COC positions including Board membership and membership in all committees. All collaborations are with the same intent, to provide seamless entry into needed services, to support clients in their service plans, to provide basic needs, and to connect clients to supportive services that facilitate eventual housing stability and economic sustainability.

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>	\$ 75,000	\$12.50	6,000	26	200
Other Shelter	\$ 10,000	Not applicable	134	4	19

GUIDANCE: Shelter Category

Column A State the amount of FEMA funds you are requesting.

Column B In past years the local board has selected a \$12.50/night per diem rate. ***This amount may change when the award is finalized.***

Column C Indicate the total number of nights for mass shelter (Columns A ÷ B = C).

Column D State the number of rural clients to be served with FEMA EFSP request.

Column E Indicate the total number of clients to be served (include rural clients reported in Column D) with FEMA request.

Food (Served Meals/Mass Feeding) Category					
	A	B	C	D	E
Food Category	FEMA Funds Requested	Meal Per Diem	FEMA-Funded Total Meals	FEMA-Funded Number of Rural Clients	FEMA-Funded Number of Clients Served
Served Meals - <i>Direct Cost</i>	\$				
Served Meals - <i>Per Diem</i>	\$	\$2.00 per meal			

GUIDANCE: Food Category

Column A: Indicate the amount of FEMA funds you are requesting.

Column B In past years the local board has selected a \$2.00/meal per diem rate. ***This amount may change when the award is finalized***

Column C State the total number of meals served with FEMA funds (Columns A ÷ B = C).

Column D Indicate the number of rural clients to be served with FEMA request.

Column E State the total number of clients to be served (include rural clients reported in Column D) with FEMA request.

Other Food Category	
FEMA funds requested:	\$
Indicate the number of rural clients to be served with FEMA request.	
Please use the space below to document how your request will be used. Give specifics (e.g., FEMA funds will buy approximately "X" number of food boxes to help "X" number of clients at "X" approximate cost per box).	

Financial Assistance Category				
*Note: All local providers for emergency rent/mortgage and utility assistance must utilize Pima County's Emergency Services Network (ESN) to ensure no duplication of assistance occurs.				
	A	B	C	D
Financial Assistance Category	FEMA Funds Requested	Number of Households Served	Average Bill	Number of Rural Households Served
Rent/Mortgage	\$		\$	
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: Mass Shelter	
Funding Sources	Amount
Federal Funds	\$56,550.27
State Funds	\$530,408.93
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	\$50,000.00
Fundraising/Donations	\$24,013.46
Other/In-Kind	\$238,348.00
FEMA EFSP Request	\$75,000.00
Total Service Funding	\$974,320.66
What percentage of your Program budget is the FEMA funding request? <i>Example: Motel Voucher Program:</i> \$8,000 FEMA FUNDING REQUEST <u>\$2,000 PRIVATE FUNDS</u> \$10,000 = 80% of Program Budget	7%
What percentage of your overall Agency Budget is the FEMA funding request? <i>Example:</i> \$250,000 AGENCY BUDGET <u>\$8,000 FEMA FUNDING REQUEST</u> = 3% of Overall Agency Budget	1%

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: Mass Shelter	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$270,373.10
Professional/Outside Services(Sub-Recipient Exp)	\$266,988.00
Facilities/Occupancy	\$84,193.91
Travel- Local	\$3,292.16
Other (Specify):Client Expense Bus Fares, Food, Hygiene	\$19,853.63
Other (Specify): Program Equipment and Supplies	\$12,408.48
Other (Specify): Copier Lease	\$5,000.00
Office Supplies	\$1,700.00
Participant Cleaning Supplies	\$9,286.80
Kitchen Supplies	\$4,644.10
Phone and Internet	\$2,100.00
Donated Meals	\$238,348.00
Allocated Costs Finance, Computer support, Philanthropy support, Operations support and Executive Services support	\$49,856.59
Insurance General Liability and Professional Liability	\$6,275.89
Total Service Expenditures	\$974,320.66

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: Other Shelter	
Funding Sources	Amount
Federal Funds	\$0
State Funds	\$35,000.00
City of Tucson Funds	\$50,000.00
Pima County Funds	\$160,354.25
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program Revenues/Client Fees	\$
Foundation Grants	\$79,000.00
Fundraising/Donations	\$75,000.00
Other/In-Kind	\$
FEMA EFSP Request	\$10,000.00
Total Service Funding	\$409,354.25
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	2%
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	0.1%

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: Other Shelter	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$170,970.34
Professional/Outside Services(Sub-Recipient Exp)	\$0
Facilities/Occupancy	\$10,286.48
Travel- Local	\$3,374.96
Other (Specify):Client Expense Bus Fares, Food, Hygiene, Motel vouchers, Rent Assist, Utility Assist, Security Deposits and utility deposits	\$180,146.32
Other (Specify): Program Equipment and Supplies	\$0
Other (Specify): Copier Lease	\$0
Office Supplies	\$500.00
Participant Cleaning Supplies	\$1,300.00
Kitchen Supplies	\$400.00
Phone and Internet	\$2,100.00
Donated Meals	\$0
Allocated Costs Finance, Computer support, Philanthropy support, Operations support and Executive Services support	\$36,817.59
Insurance General Liability and Professional Liability	\$3,458.56
Total Service Expenditures	\$409,354.25