Notice of Request for Proposals (RFP)

Title: FEMA EFSP Phase 37  
RFP Number: CDNC-FEMA-EFSP-Phase 37  
Program Year: 2019/2020  
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 37” 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://weboms.pima.gov/cms/one.aspx?portalId=169&pageId=24903](http://weboms.pima.gov/cms/one.aspx?portalId=169&pageId=24903) by selecting the title “FEMA Phase 37.” 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 respond completely to the RFP may be cause for rejection of a proposal as non-responsive.** Complete and return all required documents. Respondents are required to read the entire solicitation including all referenced documents; assure that they can and will comply with all requirements associated with this opportunity; and incorporate all costs in the proposals submitted.

Direct questions regarding this opportunity to:  
Marcos Ysmael  
801 W. Congress  
Tucson, AZ 85701  
(520) 724-2460  
marcos.ysmael@pima.gov

Pre-submittal Review Meeting: May 29, 2020, 9am, Pima County Housing Center, 801 W. Congress St. (space is limited), or [Join Microsoft Teams Meeting, +1 213-279-1657, Conference ID: 710 127 262#](tel:+12132791657)

**Announcement Published: The Daily Territorial, May 26, 27, 28 and 29, 2020**
Introduction
Pima County was selected as a qualifying jurisdiction to receive funding from the Emergency Food and Shelter Program's 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 on the identification of and assistance to the elderly, families with children, Native Americans, veterans, and mentally and physically disabled persons. EFSP funds must be used only to supplement existing rent/mortgage, utility assistance and feeding and sheltering efforts.

Pima County's 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.

The FEMA National Board has announced an allocation of $473,765 for this jurisdiction under the 2019-20 Program Year, known as Phase 37.

Following the due date the Local Board will convene, review the proposals, determine the allocations to be distributed, and submit its local plan to the EFSP National Board.

Eligible Program Activities
The intent of this program is to support the purchase of food and shelter and assistance in the payment of rent/mortgage and utilities, to supplement and expand current available resources. Eligible costs categories are limited to served meals, other foods, mass shelter, other shelter, rent/mortgage assistance, and utility assistance. 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
A local organization that meets the following qualifiers is eligible to apply for FEMA EFSP funding.

- Is a nonprofit 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 37 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
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.
Attachment A Cover Sheet

<table>
<thead>
<tr>
<th>Legal name of the organization (or individual) submitting this application:</th>
<th>Green Valley Assistance Services, Inc. dba Valley Assistance Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Status of applicant (e.g., non-profit corporation, government entity):</td>
<td>501 (C) (3) non-profit</td>
</tr>
<tr>
<td>Address of Organization:</td>
<td>3950 S Camino del Horeo</td>
</tr>
<tr>
<td>Name and Title of contact person for this application:</td>
<td>Christine Erickson, Executive Director</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>520-625-5966</td>
</tr>
<tr>
<td>Fax number:</td>
<td>520-625-1261</td>
</tr>
<tr>
<td>E-mail address:</td>
<td><a href="mailto:c.erickson@valleyassistanceservices.org">c.erickson@valleyassistanceservices.org</a></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Served Meals/Mass Feeding</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Food</td>
<td>$</td>
</tr>
<tr>
<td>Mass Shelter</td>
<td>$</td>
</tr>
<tr>
<td>Other Shelter</td>
<td>$</td>
</tr>
<tr>
<td>Rent/Mortgage Assistance*</td>
<td>$23,450.00</td>
</tr>
<tr>
<td>Utility Assistance*</td>
<td>$11,550.00</td>
</tr>
<tr>
<td><strong>Total Requested</strong></td>
<td><strong>$35,000.00</strong></td>
</tr>
</tbody>
</table>

* 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:
Christine Erickson, BA, RN, Executive Director

Authorized Signature: [Signature]
Date signed: 06/05/2020
Attachment B Application Form

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

<table>
<thead>
<tr>
<th>Phase</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>37 Request</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>36 Received</td>
<td>$11,500.00</td>
</tr>
<tr>
<td>35 Received</td>
<td>$6,875.00</td>
</tr>
</tbody>
</table>

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

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

These funds will be used to provide direct financial assistance to qualifying clients. Two-thirds of the funds will be used to provide direct assistance for rent and mortgage, and one-third for client utility expenses.

Map-a-Plan (MAP) is the only program in the rural area of Southern Pima County to provide homeless prevention & financial assistance to qualified recipients that apply within 3 weeks of being evicted from their housing, and has been providing assistance for over 25 years.

Yes, this program was supported by FEMA funds in the past in phases 35 and 36. The number of clients has grown more than 300% over previous years, up to March of 2020. Since the beginning of the COVID-19 Pandemic, the number of clients has increased over 1200%, compared to the previous year. We supplement FEMA funds with other funds from a local municipal grant, county funds, private foundation funds, and private donations.

II. ORGANIZATION ELIGIBILITY CRITERIA

1. Identify the status of the agency. (Select one)

   Government Agency (public entity)
   -

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.

   Accrual

   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.
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)
64-2783969

5. How does your facility assure accessibility for people with physical disabilities?
Our building is ADA access compliant.

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.

<table>
<thead>
<tr>
<th>People with substance use disorder</th>
<th>Native Americans</th>
<th>Unaccompanied minors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic violence victims</td>
<td>People with AIDS/HIV</td>
<td>Veterans</td>
</tr>
<tr>
<td>3 Elderly</td>
<td>2 Racial/Ethnic Minorities</td>
<td>NT (no target population)</td>
</tr>
<tr>
<td>Families with children</td>
<td>Single men</td>
<td>Other targeted populations (specify below):</td>
</tr>
<tr>
<td>Mentally disabled</td>
<td>Single women</td>
<td>1 Single Women with Children</td>
</tr>
</tbody>
</table>

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.

Valley Assistance and our MAP team continue to maintain strong relationships and collaborations with 14 local non-profits, 11 churches, 8 local government agencies, 4 state government agencies, 2 educational institutions, 3 financial institutions, 4 health service institutions, 3 state associations and community stakeholders. We are particularly proud of the close connections to two Veterans service organizations, the Vietnam Veterans of America and the Military Order of the Purple Heart. Our intake application asks if anyone in the household has served so that we can contact the veteran's group for a quicker turn-around to offer monetary assistance.

We collaborate with the local food banks of Green Valley, Amado, and Sahuarita; St. Vincent DePaul, United Community Health; and the local Salvation Army. The food banks offer referrals for rental/mortgage assistance to the MAP Program.

We participate in monthly meetings of a coalition made up of social service agencies, local businesses, schools, and private foundations, called "Better Together".

Our local Salvation Army provides assistance for household utilities. We often work together with them to provide wrap-around services for client families.

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).
The MAP program has experienced a 300% increase in clients over the previous year before the COVID-19 Pandemic.

During the COVID-19 Pandemic, the number of clients in the MAP-a-Plan Program has risen by more than 1224% percent from pre-pandemic levels. We expect this number to grow in the coming weeks as people continue to be laid off and furloughed. During the initial weeks of the pandemic, many clients received CARE’S Act Stimul’s checks, income tax returns, and lived off savings. Now, going into the third month affected by this situation, and with the federal moratorium on rent and mortgages ending, the number of clients seeking financial assistance will be greatly affected. Because of the uncertainty caused by the COVID-19 Pandemic, we can not predict the level of community need, but based on the census in our program, we predict a substantial rise.

We believe that there will be a second large wave of clients in June and July.

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

MAP-a-Plan is the only homeless-prevention program in rural-southern Pima County, serving the communities of Sahuarita, Green Valley, Avancar, Amado, and unincorporated areas of Sahuarita, and the rural areas surrounding these communities. Additionally, as part of the the program, VAS offers financial education courses (required for every client in the program), and workforce training (job search assistance, resume/cover letter coaching, etc), and wrap-around resource management, a holistic approach which is unique in our service area. The last year, the MAP Team has seen an over 90% success rate for unemployed clients finding jobs.

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.

Potential Cuts due to COVID-19 Pandemic:
1. Local Benevolent Organization (Country Fair White Elephant), unable to fund because their retail store has been closed. Amount of previous year’s award: $45,000.00.
2. Local Churches: Potential annual loss of $11,700.00 due to church closure.
3. Limits/Cancellations of fundraising events

Alternative Funding Sources:
1. Extensive grant writing to COVID-19 funds
2. Direct appeals to private foundations/donors

5. Define the geographical area to be served with requested FEMA funds.
Southern-rural portion of Pima County (south of Pima Mine Road to the southern county line, including the town of Sahuarita, unincorporated areas of Sahuarita, Green Valley, Amado, and Arivaca.
6. Briefly describe the target population for each service for which you are requesting FEMA EFSP funds.

For rent/mortgage assistance, the number one target population is single women with children, followed by minority families with children. Many of these families have been broken through divorce, one parent leaving, domestic violence, job cuts, health issues, and being caught in a rut in the cycle of poverty. The third largest target population is the elderly. Green Valley is a retirement community. We are seeing more and more single elderly women, who have lost their spouse and the corresponding retirement/social security income. Additionally, people are living longer than their retirement savings.

For utility assistance, the largest groups are female head-of-households, followed married couples. It is now common to see late bills in excess of $700-900.

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.

We collaborate with all of the HMIS participating agencies and network with them via meetings, workshops, teleconferences, and HMIS meetings. We refer clients to those agencies based on the needs of the client at the time of their homeless situation. We also provide the client with a copy of the "need help" guide to services in Tucson and Pima County and other resources obtained from Arizona Self-Help Website.
**Unit of Service/Request**

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

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

**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.

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**Food (Served Meals/Mass Feeding) Category**

<table>
<thead>
<tr>
<th>Food Category</th>
<th>Column A</th>
<th>B</th>
<th>Column C</th>
<th>Column D</th>
<th>Column E</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMA Funds Requested</td>
<td>Meal Per Diem</td>
<td>FEMA-Funded Total Meals</td>
<td>FEMA-Funded Number of Rural Clients</td>
<td>FEMA-Funded Number of Clients Served</td>
<td></td>
</tr>
<tr>
<td>Served Meals - Direct Cost</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Served Meals - Per Diem</td>
<td>$</td>
<td>$2.00 per meal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>FEMA funds requested:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate the number of rural clients to be served with FEMA request.</td>
<td></td>
</tr>
</tbody>
</table>

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.*

<table>
<thead>
<tr>
<th>Financial Assistance Category</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FEMA Funds Requested</td>
<td>Number of Households Served</td>
<td>Average Bill</td>
<td>Number of Rural Households Served</td>
</tr>
<tr>
<td>Rent/Mortgage</td>
<td>$23,450.00</td>
<td>22</td>
<td>$1050/month</td>
<td>22</td>
</tr>
<tr>
<td>Utility</td>
<td>$11,550.00</td>
<td>16</td>
<td>$700/month</td>
<td>16</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Service Category: Financial Assistance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Sources</td>
<td></td>
</tr>
<tr>
<td>Federal Funds</td>
<td>$</td>
</tr>
<tr>
<td>State Funds</td>
<td>$</td>
</tr>
<tr>
<td>City of Tucson Funds</td>
<td>$</td>
</tr>
<tr>
<td>Pima County Funds</td>
<td>$76950</td>
</tr>
<tr>
<td>Arizona Health Care Cost Containment System</td>
<td>$</td>
</tr>
<tr>
<td>Pima Council on Aging</td>
<td>$</td>
</tr>
<tr>
<td>Title XX</td>
<td>$</td>
</tr>
<tr>
<td>United Way</td>
<td>$</td>
</tr>
<tr>
<td>Program Revenues/Client Fees</td>
<td>$</td>
</tr>
<tr>
<td>Foundation Grants</td>
<td>$25000</td>
</tr>
<tr>
<td>Fundraising/Donations</td>
<td>$73550</td>
</tr>
<tr>
<td>Other/In-Kind</td>
<td>$5000</td>
</tr>
<tr>
<td>FEMA EFSP Request</td>
<td>$3500</td>
</tr>
</tbody>
</table>

**Total Service Funding**

$211000

What percentage of your Program budget is the FEMA funding request?

Example: Motel Voucher Program:

$8,000 FEMA FUNDING REQUEST

$2,000 PRIVATE FUNDS

$10,000 = 60% of Program Budget

16.6%

What percentage of your overall Agency Budget is the FEMA funding request?

Example:

$250,000 AGENCY BUDGET

$8,000 FEMA FUNDING REQUEST

= 3% of Overall Agency Budget

5.9%
### 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: Financial Assistance

<table>
<thead>
<tr>
<th>Line Item Budget Categories</th>
<th>Total Service Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel/Employee Related Expenses</td>
<td>$54920</td>
</tr>
<tr>
<td>Professional/Outside Services</td>
<td>$2000</td>
</tr>
<tr>
<td>Facilities/Occupancy</td>
<td>$9450</td>
</tr>
<tr>
<td>Travel</td>
<td>$800</td>
</tr>
<tr>
<td>Other (Specify): Funds Provided for Clients</td>
<td>$142000</td>
</tr>
<tr>
<td>Other (Specify): Materials/Supplies</td>
<td>$980</td>
</tr>
<tr>
<td>Other (Specify): Staff Development</td>
<td>$850</td>
</tr>
<tr>
<td><strong>Total Service Expenditures</strong></td>
<td><strong>$211000</strong></td>
</tr>
</tbody>
</table>
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 37 and as the duly authorized representative of [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 EFSP 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 and 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 EFSP compliance exceptions in this or any other jurisdiction.

Signature: ____________________________
Name: Christine Erickson, BA, RN
Title: Executive Director
Date: 06/05/2020
LRO ID Number: 027200-046
FEIN: 94-2783969
DUNS Number: 149087710
Address: 3950 S Camino del Héroe
City, State, Zip Code: Green Valley, AZ 85614
Phone Number: 520-625-5966
Fax Number: 520-625-1261
Email Address: c.erickson@valleyassistance-services.org

FEMA EFSP Application

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CDNC-FEMA-EFSP-Phase 37
## Green Valley Assistance Services, Inc.
### Profit & Loss Budget Performance
#### January through May 2020

<table>
<thead>
<tr>
<th>Income/Expense</th>
<th>Jan - May 20</th>
<th>YTD Budget</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td>62,231</td>
<td>54,491</td>
<td>168,879</td>
</tr>
<tr>
<td>Fee for Svcs Income</td>
<td>813</td>
<td>379</td>
<td>1,847</td>
</tr>
<tr>
<td>Fundraising Events</td>
<td>17,912</td>
<td>18,013</td>
<td>27,792</td>
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<tr>
<td>Grants and Contracts</td>
<td>77,813</td>
<td>67,996</td>
<td>275,010</td>
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<tr>
<td>Other Income</td>
<td>2,620</td>
<td>2,545</td>
<td>4,199</td>
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<tr>
<td>Willis, Bequests &amp; Endowments</td>
<td>28,645</td>
<td>23,000</td>
<td>27,933</td>
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<tr>
<td>Income Allocation</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>190,034</td>
<td>166,424</td>
<td>505,660</td>
</tr>
<tr>
<td>Expense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel/Employees Benefits</td>
<td>119,581</td>
<td>92,444</td>
<td>236,962</td>
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<tr>
<td>Funds Provided for Clients</td>
<td>77,070</td>
<td>31,379</td>
<td>139,472</td>
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<tr>
<td>Other Program Svcs for Clients</td>
<td>3,733</td>
<td>3,212</td>
<td>6,617</td>
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<tr>
<td>Occupancy</td>
<td>11,179</td>
<td>7,997</td>
<td>17,576</td>
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<tr>
<td>Operating Costs</td>
<td>18,041</td>
<td>23,092</td>
<td>78,588</td>
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<tr>
<td>Program Costs</td>
<td>52</td>
<td>268</td>
<td>401</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>230,637</td>
<td>158,392</td>
<td>479,516</td>
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<tr>
<td>Net Ordinary Income</td>
<td>(40,603)</td>
<td>8,032</td>
<td>26,044</td>
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<tr>
<td>Other Income/Expense</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation Expense</td>
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<td>0</td>
<td>26,044</td>
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<tr>
<td><strong>Total Other Expense</strong></td>
<td>0</td>
<td>0</td>
<td>26,044</td>
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<tr>
<td>Net Other Income</td>
<td>0</td>
<td>0</td>
<td>(26,044)</td>
</tr>
<tr>
<td>Net Income</td>
<td>(40,603)</td>
<td>8,032</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** GVAS fiscal year is 1/1 to 12/31

Budget was approved January 2020 before the State/National shutdown
GVAS now providing EFSP payments for those affected by the shutdown.
GVAS uses retained earnings to provided client payments until grant funds are received
The 12/31/19 Independent review report will not be available until fall.
COORDINATED ENTRY: HOMELESS ENTRADA COORDINADA: SIN HOGAR

For the most current list of Coordinated Entry Access Points including outreach points of contact:
Para obtener la más actualizada de Puntos de acceso de entrada coordinada, incluidos los puntos de contacto de contacto:
Visit: www.tpch.net/resources

AT RISK OF HOMELESSNESS WITHIN 1-14 DAYS

Find resources online at:
Encuentre recursos en línea en:
www.pimacountymhelp.org
Or visit a Coordinated Entry Site
O visite un sitio de entrada coordinada

HEALTH & BEHAVIORAL HEALTH SALUD Y SALUD MENTAL

AHCCCS (Medicaid) 1-855-432-7587
Arizona Complete Health 866-788-4408
Phone to determine behavioral health care eligibility, become a member, and access services.
CODAC Behavioral Health Services (main) 327-4505
1600 E. Reddow Rd. #202, www.codac.org
Community Health Associates (CHA) 622-8357
Community Partners Integrated Health 333-4320
3699 S. Park Ave.
COPE Community Services 732-3293
32 S. Stone Ave. Call for other locations and times. Llama para horarios y lugares de difusión.
Crisis Response Network 800-631-1314
24/7 help line/línea de ayuda. Warm line: 602-347-1100

HEALTH & BEHAVIORAL HEALTH SALUD Y SALUD MENTAL

El Rio Community Health Center 670-3909
Homeless Clinic 1230 S. Cherrybell Staverau
HOPE, Inc. 770-1197
1200 N. Country Club Rd. Call for intake apt. Llame para una cita de toma de datos. Warm Line 770-9999.
Hospital locations
Northwest Hospital 6200 N. La Cholla Blvd.
Banner UMC 1501 N. Campbell
Banner UMC South 2900 E. Ajo Way
St. Joseph's Hospital 350 N. Wilmot Rd.
St. Mary's Hospital 1601 W. St. Mary's Rd.
Tucson Medical Center 3501 E. Grant Rd.
VA Medical Center 3601 S. 6th Ave.
La Frontera Center 838-3804
500 W. 29th St.
ROSE Project-La Frontera Center 258-5058
4891 E. Grant Rd. Outreach & wrap-around services for homeless/at-risk with SUD. M-F 8 am-5 pm. Servicios de alcance y cobertura para personas sin hogar / en riesgo con SUD. L-V 8 am-5 pm.

SHELTER/HOSPEDAJE

Men/Hombres
Gospel Rescue Mission 740-1501
4000 S. Palo Verde. Call for intake appointment. Llame para una cita para la toma de datos. This shelter will move soon. Phone before visiting. Este albergue se moverá pronto. Teléfono antes de visitar.
Primavera Men's Shelter 623-4300
200 E. Benson Hwy. Call at 9 am for reservations. Llame a las 9 am o pasar.
Salvation Army Hospitality House 622-5411
Domestic Violence / Violencia Domestica
Emergence Center 795-4266
247 Free Crisis Line/Línea de crisis gratis 1-888-426-0101
Call ahead. 24/7. todos horas.
SAAF Anti-Violence Project 1-800-553-9387
24 hr. LBGTQ-oriented Crisis Line. Línea de Crisis las 24 horas por los LGBTQ. Refugio de emergencia.
See www.tpch.net for seasonal shelter information.

COORDINATED ENTRY: HOMELESS ENTRADA COORDINADA: SIN HOGAR

Primavera
Visit / Visita 702 S. 6th Ave. M, W, 1h, F 9 am-12:30 pm, L, M, J, V 9 am-12:30 pm.
Salvation Army
1002 N. Main Ave. T, Th 2 - 5pm.
Sonora House
2940 N Flowing Wells Rd. M-F 8 am - 5 pm.
Sullivan Jackson Employment Center (Pima County)
400 E 26th St. M-F 8 am - 5 pm
Domestic Violence
Emergence Crisis Hotline 795-4266 or (888)426-0101
24 hours/7 days a week. Todas horas.
Youth (Ages 18-24)
Safe Place 320-5122
24 hours/7 days a week
All phone numbers in area code 520 unless noted

SHELTER/HOSPEDAJE

Women & Childrens / Youth, Families
Mujeres y Niños / Jóvenes, Familias
Gospel Rescue Mission 740-1501
4550 S. Palo Verde. Call for intake appointment. Llame para una cita para la toma de datos. This shelter will move soon. Phone before visiting. Este albergue se moverá pronto. Teléfono antes de visitar.
Primavera Family Pathways Program 702 S. 6th Ave. or 622-9111
Emergency shelter program, case management & essential services for homeless families. Walk in M, W, Th, F, 9 am - 12:30 pm, or phone for an appointment. Albergue de emergencia, apoyo a la administración de casos y servicios esenciales para familias sin hogar. Camine en M, W, Th, F, 9 am - 12:30 pm, o llame para una cita por teléfono.
Salvation Army Hospitality House 622-5411
Primavera Casa Paloma (Women) 882-0820
Drop-in services & respite, M-F, 8a-12p. Referrals. Phone for directions. Servicios adicionales y respite L-V, 8a-12p. Llame por teléfono para direcciones.
Sister Joseph Women's Center 909-3905
1050 S. Park Ave. M-Sat, 9a-5p. L-S, 9a-5p.
Youth /Jóvenes
Our Family Services (Youth) 1-800-537-8696

NEED HELP? ¿Necesita Ayuda?
A guide to services in Tucson and Pima County. Arizona for people experiencing homelessness or at risk of homelessness within 14 days
Access Points / Puntos de Acceso
Food / Comida y Shelter / Hogedaje
Employement / Trabajos
Health & Behavioral Health Salud y Salud Mental

Produced by TPCH
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All phone numbers in area code 520 unless noted