

**Proposal Application**

**Attachment A Cover Sheet**

Legal name of the organization (or individual) submitting this application: Chicanos Por La Causa, Inc.		
Legal Status of applicant (e.g., non-profit corporation, government entity): nonprofit corporation		
Address of Organization: 1525 N. Oracle Rd. Tucson, AZ 85705		
Name and Title of contact person for this application: Terry Driscoll, Resource Development Specialist		
Telephone number: 480 755 3061	Fax number:N/A	
E-mail address: terry.driscoll@cplc.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*	\$ 40,264	\$
Utility Assistance*	\$ 22,763	\$
<b>Total Requested</b>	<b>\$ 63,027</b>	<b>\$</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:		
Andres Contreras		
Authorized Signature:	Date signed:	
<i>Andres Contreras</i>	06/04/2020	

## Attachment B Application Form

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

<b>Phase CARES Request</b>	<b>\$ 63,027</b>
Phase 36 Received	\$ n/a
Phase 35 Received	\$ n/a

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.

Our services have not received FEMA funding for utility and rent/mortgage assistance. FEMA funds from this application will, however, go towards our existing utility and rent/mortgage assistance program. While we could always use more funding as there is always a need for this help in the community and we have had to turn down qualified clients due to limited funds, we anticipate an additional strain on resources arising from the economic impacts of the COVID-19 crisis.

### II. ORGANIZATION ELIGIBILITY CRITERIA

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

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/>            | Government Agency (public entity)   |
| <input checked="" type="checkbox"/> | Private Nonprofit (501(c)(3) or 501(c)(4)) <ul style="list-style-type: none"> <li>• If your agency has not previously received FEMA funds, <b>attach</b> the Federal tax exempt letter to your submission.</li> </ul> |

#### 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.

CPLC uses computerized accounting software for all of our financial tracking and reporting. The software is a Windows-based, SQL product called Blackbaud, Accounting for Nonprofits.

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

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>Yes.</b> Indicate below the CPA firm that conducted the organization's most recent financial audit and the time period covered by the audit. <ul style="list-style-type: none"> <li>• If the agency has not received FEMA funding in the last 5 years, <b>attach</b> a copy of the organization's most recent audit to your submission.</li> </ul> |
|-------------------------------------|---|

Clifton Larson Allen, LLP performed our last audit covering 07/01/2018 to 06/30/2019. Financials are attached.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>No.</b> The organization does not conduct an independent annual audit. <ul style="list-style-type: none"> <li>• Please <b>attach</b> FY2019-20 internal agency budget and year-to-date financial statements to your submission.</li> </ul> |
|--------------------------|---|

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

86-0227210

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

Accessible entry, restrooms, parking, etc.  
Full checklist available upon request.

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
2	Elderly		Racial/Ethnic Minorities		NT (no target population)
1	Families with children		Single men		Other targeted populations (specify below):
	Mentally disabled	3	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.

CPLC has been delivering services in the Tucson community since 1980, has provided emergency assistance to the Tucson area since 1983. CPLC was one of the original social service agencies in Pima County that helped design the Emergency Services Network known as ESN. The ESN system was developed for local agencies to monitor FEMA mortgage/rental payments for clients and avoid misuse of the funds through applying for assistance at more than one agency. The system, which still exists today, has been modified and has integrated the use of modern technology. This provides agencies an efficient system of sharing client resources at a time when resources are becoming increasingly scarce.

CPLC also has received ESG funding, which has a separate network called HMIS that is utilized for the same above reasons.

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).

Requests for rental/mortgage and utility assistance have increased by over 50% during the COVID-19 crisis, and will increase more as moratoriums end. Clients have already been, and will continue to be, taken by surprise that their rent/mortgage payments and utility bills were not cancelled altogether, so lump sum payments comprised of several months will be a shock to many who will be expected to make up 3 months at once.

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.

Common reasons clients requested rent/mortgage and utility assistance prior to the COVID-19 crisis were unemployment, underemployment, or an unexpected large bill that caused a short-term inability to pay these expenses. These instances will continue, likely exasperated by the negative economic impacts related to COVID-19. And, like discussed above, we anticipate and have already encountered clients experiencing sticker shock from accumulated bills due to unclear communication on how these rent/mortgage moratoriums actually work.

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.

No funding cuts are anticipated – in fact, we have seen increases in available funding for these services. However, should cutbacks occur, CPLC provides a high level of financial stewardship and has a strong history of utilizing public funds as an anchor around which other resources can be leveraged. In addition, CPLC utilizes revenue from its for-profit ventures to support sustainability of its programs. Our highly experienced, 6-person dedicated Resource Development (grant writing) team will identify and apply to private and public funding sources to meet sustainability needs of the project.

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

CPLC serves all of Pima County. The majority of clients, though, reside in the City of Tucson, the inner-city municipality of South Tucson, towns, and unincorporated Pima County. Most clients reside in Wards 3 and 5, which have lower incomes than the other Wards. The low number of rural clients served is generally because incomes are too high to qualify, and the rural Native populations seek assistance from their own tribes, first.

Our offices are located at the corner of Oracle and Drachman, with a bus stop located outside our building.

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

CPLC's Emergency Services programs target populations who are at-risk, low-income residents in the vicinity of Tucson and Pima County. These residents are predominately Hispanic/Latino and at 80% or below the median household income as determined by HUD. Many of CPLC's current clients are concentrated in areas that correspond to identified "high stress areas," indicated by Census data mapping. Such stress factors include high poverty rates, high unemployment rates, concentrations of unsafe housing, and low rates of educational attainment and homeownership. Our 255 2018-2019 rental assistance applicants AMI breakdown: 136/255 = <30%; 37/255 = 30-49% AMI; 52/255 = 50-79% AMI; 29/255 = 80-100% AMI.

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

CPLC has several collaborations around homelessness or homelessness prevention in Pima County, which include but aren't limited to the following: CPLC refers out to attorneys when needed, such as to So AZ Legal Aid. We will also specifically refer rental clients who faced potentially unlawful evictions to Step up 2 Justice; We refer clients to TPCH for services CPLC cannot provide in-house, such as veteran-specific services, emergency shelter, safe haven, and transitional housing; and, Emergency Solutions Network, who is our funding source for rental and utility assistance, which FEMA funds would complement. Together we work to make sure those impacted by COVID-19 get the help we need, and that they are not evicted in the face of moratoriums designed to prevent that from happening during this pandemic.

V. BUDGET AND FINANCIAL/SERVICE INFORMATION

**Unit of Service/Request**

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

<b>Error! Bookmark not defined.Shelter Category</b>					
	<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
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			

<b>GUIDANCE: Shelter Category</b>	
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. <b><i>This amount may change when the award is finalized.</i></b>
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.

<b>Food (Served Meals/Mass Feeding) Category</b>					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
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			

<b>GUIDANCE: Food Category</b>	
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. <b><i>This amount may change when the award is finalized</i></b>
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	\$ 38,750		\$ 775	
Utility	\$ 21,250		\$ 425	

- 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	\$ 111,350
State Funds	\$
City of Tucson Funds	\$
Pima County Funds	\$ 180,503
Arizona Health Care Cost Containment System	\$
Pima Council on Aging	\$
Title XX	\$
United Way	\$
Program Revenues/Client Fees	\$ 7,496
Foundation Grants	\$
Fundraising/Donations	\$
Other/In-Kind	\$ 56,044
FEMA EFSP Request	\$ 63,027
<b>Total Service Funding</b>	<b>\$ 418,380</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>15.06%</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>0.06%</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	\$ 2,545
Professional/Outside Services	\$
Facilities/Occupancy	\$ 482
Travel	\$
Other (Specify):	\$ 38,750
Other (Specify):	\$ 21,250
Other (Specify):	\$
<b>Total Service Expenditures</b>	<b>\$ 63,027</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 Chicanos Por La Causa, Inc., 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: Andres Contreras

Name: Andres Contreras

Title: SVP – Social Service & Education

Date: 06/04/2020

LRO ID Number: 025600-015

FEIN: 86-0227210

DUNS Number: 136249609

Address: 1112 E. Buckeye Rd.

City, State, Zip Code: Phoenix, AZ 85034

Phone Number: 602 257 0700

Fax Number:

Email: andres.contreras@cplc.org