

Notice of Request for Proposals (RFP)



Title	FEMA EFSP Phase CARES
RFP Number	CDNC-FEMA-EFSP-Phase CARES
Program Year	2020/2021
Issue Date	May 20, 2020
Review Meeting	May 29, 2020, 9am
Due Date	June 3, 2020 by 5:00 PM, MST

Submit proposals by email to:

marcos.ysmael@pima.gov
Specify the RFP Number: "**CDNC-FEMA-EFSP-Phase CARES**"
in the Subject line.

LATE PROPOSALS WILL NOT BE ACCEPTED

Pima County is soliciting proposals from Respondents who are qualified, responsible and willing to provide services to the community in compliance with all solicitation specifications and requirements contained or referenced herein. Emergency Food and Shelter Program (EFSP) funds are Federal funds made available through the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA).

Download a full copy of this solicitation at

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903> by selecting the title "**FEMA Phase CARES.**" Respondents are required to check this website for addenda and answers to questions posed prior to the due date to assure that the proposal incorporates all required information.

Proposals must be submitted as defined in this RFP. **Failure to do so may be cause for rejection as non-responsive.** Complete and return all required documents. Respondents are required to read the entire solicitation including all referenced documents; assure that they can and will comply with all requirements associated with this opportunity; and incorporate all costs in the proposals submitted.

Direct questions regarding this opportunity to:

Marcos Ysmael
801 W. Congress
Tucson, AZ 85701
(520) 724-2460
marcos.ysmael@pima.gov

Pre-submittal Review Meeting: May 29, 2020, 9am, Pima County Housing Center, 801 W. Congress (space is limited), or [Join Microsoft Teams Meeting, +1 213-279-1657](#), Conference ID: 710 127 282#

Announcement Published: *The Daily Territorial*, May 26, 27, 28 and 29, 2020

Introduction

The purpose of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding for the Emergency Food and Shelter Program (EFSP) is to address the impacts of the economic consequences of the COVID-19 public health emergency, by providing food, shelter, and supportive service to those in need. The intent is that the EFSP's National Board will administer the funding as is done for the program's annually appropriated funds. This will be done through the National Board's delivery structure of allocating funds to counties and cities with highest needs throughout the country and for the jurisdictions' local boards to determine awards for local social service agencies providing the needed assistance. (Authorizing legislation is Pub. L. No. 116-136 and Pub. L. No. 100-77)

When a public health crisis or other disaster occurs, it is often those with economic vulnerabilities who suffer the most. The EFSP supports a population that would otherwise be more adversely impacted by a disaster situation and eases the potential burdens imposed on response and recovery efforts to assist those living on the streets or that otherwise have severe economic needs.

Pima County was selected as a qualifying jurisdiction to receive funding from the EFSP National Board, which is chaired by the Federal Emergency Management Agency (FEMA). The Emergency Food and Shelter Program (EFSP), created in 1983, supplements and expands the work of local social service agencies which help people with economic emergencies. The original authorizing legislation (Pub. L. 100-77) specifically calls for:

Sensitivity to the transition from temporary shelter to permanent homes and attention to the specialized needs of homeless individuals with mental and physical disabilities and illness and to facilitate access for homeless individuals to other sources of services and benefits.

Special emphasis shall be placed on the identification of and assistance to the elderly, families with children, Native Americans, veterans, and mentally and physically disabled persons. EFSP Phase CARES funds must be used only to supplement existing rent/mortgage, utility assistance and feeding and sheltering efforts to assist *those impacted by the COVID-19 public health emergency.*

The FEMA EFSP National Board has announced an allocation of \$675,453 for this jurisdiction under the Coronavirus Aid, Relief, and Economic Security (CARES) Act special appropriation, known as Phase CARES. Pima County's EFSP Local Board, administered by Pima County Community Development and Neighborhood Conservation Department (CDNC), has been charged with coordination of the process for distribution of funds to service providers in Pima County.

Therefore, the Local Board is requesting proposals from eligible respondents. Following the due date for proposals, the Local Board will convene, review submitted proposals/applications, and determine how available funds will be distributed.

Eligible Program Activities

The intent of this FEMA EFSP program is to address the impacts of the economic consequences of the COVID-19 public health emergency by providing food, shelter, and supportive service to those in need. The National Board has determined that the following eligible services that may be provide to clients using EFSP Phase CARES funds.

- Food, in the form of served meals or groceries
- Lodging in a mass shelter or hotel
- One month's rental or mortgage assistance to prevent evictions
- One month's utility payment to prevent service cut-offs
- Transportation costs associated with the provision of food or shelter
- Minimal repairs to mass feeding or sheltering facilities for building code violations or for handicapped accessibility
- Supplies and equipment necessary to feed or shelter people, up to a \$300 limit per item

Pima County Community Development and Neighborhood Conservation
Request for Proposals: FEMA EFSP Phase CARES

FEMA EFSP funds are intended to be used to supplement or expand existing programs and services. Funds may not be used as a substitute for other program funds, nor to start a new program. Funds may not be used for emergency assistance for victims of natural disasters.

Who Can Apply

The EFSP Phase CARES funding is open to any local organization that meets the following qualifiers.

- Is a nonprofit corporation or an agency of government
- Has a checking account (Cash payments are not allowed.)
- Has an accounting system or fiscal agent approved by the Local Board
- Is not debarred or suspended from receiving Federal funds
- Has a Federal Employer Identification Number (FEIN)
- Has a Data Universal Number System (DUNS) number
- Conducts an independent annual review if receiving \$50,000 to \$99,999 in funding; an independent audit if receiving \$100,000 or more in EFSP funds; and meets single audit requirements at 2 CFR 200 if receiving \$750,000 or more in Federal funding
- Has not received an adverse or no-opinion audit
- Provides services and uses other organization/agency resources in the area in which they are seeking funding
- Practices nondiscrimination
- Has a voluntary board if private not-for-profit
- Involves homeless individuals and families, through employment, volunteer programs, etc., in providing emergency food and shelter services

Proposal Application

Submit a complete application for each program for which your organization seeks FEMA EFSP funding. Include the organization's name, address, and each program name for which funding is sought.

Phase CARES funding is limited to the categories provided above in **Eligible Program Activities**. A complete proposal will consist of the following items.

- Attachment A. Proposal Cover Sheet
- Attachment B. Proposal Application Form with Narrative and Budget
- Attachment C. Local Recipient Organization (LRO) Certification Form
- Additional documentation as required by application instructions

Each document should be saved as a PDF file, clearly named and attached to the submission email.

Proposal Formatting

Type responses in 12-point font. Avoid expanding space sizes provided. If the proposal is written by hand, print legibly and use blue ink. Proposals must be signed and dated by the Respondent's authorized agent (the person who has the authority to bind the organization; for example, President, Chief Executive Officer).

FAILURE TO COMPLY WITH SOLICITATION REQUIREMENTS MAY CAUSE A PROPOSAL TO BE REJECTED AS NON-RESPONSIVE.

Selection Process

Pima County Community Development and Neighborhood Conservation
Request for Proposals: FEMA EFSP Phase CARES

CDNC will convene an EFSP Local Board as required by the National Board. The Local Board is to include members of the following groups: Catholic Charities, United Jewish Communities, National Council of the Churches of Christ, The Salvation Army, American Red Cross, and United Way.

The Local Board will convene after the due date for a review session which will be open to respondents and the public. The review session details (date/time/location) will be provided to all applicants via email and will also be posted on County websites and social media pages.

The Local Board will select organizations for funding that:

- Demonstrate the ability to provide food and/or shelter assistance
- Consider needs, resources and gaps in services
- Have the staff and capacity to take on responsibility of the program
- Include homeless individuals and families in providing services
- Have the capacity to maintain records and submit records by their due dates required by the National Board
- Have a financial system appropriate to carry out duties.

Local funding award decisions are expected to be announced within 20 business days of the award notification.

Compliance

Award notification will be announced to the grant recipients and placed on the website listed above. The Respondents agree to establish, monitor, and manage an effective grant award administration process that assures compliance with all requirements of the Emergency Food and Shelter Program National Board and Local Board.

Proposal Application

Attachment A Cover Sheet

Legal name of the organization (or individual) submitting this application: Mobile Meals of Southern Arizona	
Legal Status of applicant (e.g., non-profit corporation, government entity): Non-Profit Corporation	
Address of Organization: 4803 E. 5 th Street, Suite 209 Tucson, AZ 85711	
Name and Title of contact person for this application: Jennifer Tersigni, Interim Executive Director	
Telephone number: 520-622-1600	Fax number: 520-622-1607
E-mail address: jennifer@mobilemealssoaz.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	\$25,000
Other Food	\$
Mass Shelter	\$
Other Shelter	\$
Rent/Mortgage Assistance*	\$
Utility Assistance*	\$
Total Requested	\$25,000
* 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: Jennifer Tersigni, MA, CFRE	
Authorized Signature: 	Date signed: June 5, 2020

Attachment B Application Form

I. FEMA EFSP FUNDING HISTORY

Phase CARES Request	\$ 25,000
Phase 36 Received	\$ 6,000
Phase 35 Received	\$ 6,000

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.

Mobile Meals of Southern Arizona will provide 12,500 home-delivered meals to 80 unduplicated adults with disabilities in need of emergency food support as a result of the COVID-19 pandemic. We will use the requested funds to expand our existing meal delivery program by offering special-diet meal delivery to 80 new adults who have lost significant sources of financial support and food provision because of the pandemic-related unemployment of relatives, reduction of monthly income, or the extended illness or death of a partner/spouse. We have significantly expanded the number of clients we serve in the pandemic (please see below for details).

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"> • 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.

Accrual basis accounting, annual audits performed by Addington & Associates PLLC.

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

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Yes. 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"> • 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. |
|-------------------------------------|---|

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

4. Federal Employer Identification Number (FEIN)

23-7157579

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

Specially designated parking spaces, ramps, guard rails, and grab bars.

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

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.

Mobile Meals of Southern Arizona works closely with our 9 local food preparation facility partners to prepare meals and delivers more than 100,000 meals every year to the doorsteps of our neighbors who are homebound, isolated, indigent and/or unable to shop and prepare meals for themselves. In addition, we partner with the Diaper Bank of Southern Arizona and Cody's Friends to provide incontinence supplies and pet food that our clients also need. Interfaith Community Services, Pima Council on Aging, Catholic Community Services, Dependable Health, the Community Food Bank, and Lutheran Social Services, as well as social workers, physicians, case managers, dialysis centers, and other social service agencies serve as a part of our client referral network for transportation, caregiving, food security, housing and home care services. Meals are currently delivered along 33 routes in 22 zip codes every Monday through Friday by 300 community volunteers who are trained to check in on clients, providing a general "wellness check" during each delivery. Mobile Meals also partners with local churches, United Way, the media, and other civic organizations to recruit volunteers and promote the availability of client services. Services are provided in English or Spanish, and we are doubling down our efforts to expand to serve diverse communities throughout our service area.

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).

Since COVID-19, demand in rural areas of Pima County has increased significantly, and we are expanding our services and delivery routes to meet the need. CARES Act funding would help MMSA expand into rural areas of Pima County where clients are requesting our services. Already, since March 2020, we have increased the number of clients we serve by 30%, as low- and extremely low-income seniors throughout the county have found their normal financial and food resources disrupted by COVID-19. We have wait-lists both in our normal delivery routes and outside of them, and we believe it's possible that the number of clients we serve will double from approximately 500 in 2019 to approximately 1,000 by the end of calendar year 2020. Some of this need may disappear when the most extreme measures to halt the pandemic passes, but we believe that many clients, especially in rural areas, will remain. In particular, we are establishing new regular service routes in rural and unincorporated areas of Pima County to the southwest of Tucson, in areas where we have often received requests for services but have not had the capacity to deliver them. This funding would significantly aid that expansion.

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.

Mobile Meals has often received referrals for potential new clients in the rural areas of Pima County to the south and west of Tucson and in the southwestern parts of the city, in zip codes 85706, 85713, 85735, 85736, 85743, 85745, 85746, 85756, 85757, and 85629. Requests for services in this area have increased dramatically during the pandemic. This request for Phase 37 funding will help us address a gap in community services: potential new clients in this area don't have the physical ability or financial resources to pick up food themselves from the Community Food Bank, and for-profit delivery companies and restaurants that deliver food are generally beyond our clients' budgets and don't provide the other community services that Mobile Meals does (consultation with doctors to provide medically tailored meals, community service referrals to partner agencies, daily check-ins by trained volunteers). In addition to medically tailored meals, we also prepare food in textures that some clients need, like soft, pureed, and fine-chopped, which differentiates us from similar for-profit and nonprofit services, and Meals on Wheels and similar services do not deliver hot meals, which we do five days a week. When food-insecure older adults and adults with disabilities have been relying on family members or neighbors to provide occasional meals and those family members or neighbors suddenly don't have the resources to help, new need for meal deliveries arises. Since so many people in the identified areas have lost jobs because of the pandemic, this new need has presented itself acutely. No other organization is currently meeting it.

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.

2020 is Mobile Meals of Southern Arizona's 50th anniversary, which we had planned to celebrate with a Golden Anniversary Gala fundraising event. This event has now been postponed until 2021 because of COVID-19, and we anticipate significant losses in sponsorships, corporate gifts, and individual donations as a result. To make up for this loss, we have applied for emergency funding opportunities from the Community Foundation for Southern Arizona, the Arizona Community Foundation, the Greater Green Valley Community Foundation, AZ Complete Health, Meals on Wheels America, and others. But we have also incurred significant additional unbudgeted expenses from our response to the pandemic. Equipping all of our volunteers with Personal Protective Equipment and hand sanitizer (before the Pima County Health Department began its supply program) and new plastic delivery bags cost more than \$20,000, and it cost almost \$10,000 to recruit, perform background checks on, and train the nearly 100 new volunteers required since the pandemic (please see answer # 7 below for details). Additionally, when the pandemic first hit in March, we experienced significant food supply chain disruptions: in order to continue providing meals to our clients (many of whom otherwise would not eat) we assembled emergency shelf-stable food boxes (to medical specifications) for all our clients, at an unbudgeted cost of \$15,000. Finally, the sudden spike in new clients as a result of the pandemic has resulted in ongoing unbudgeted expenses for food, food preparation, and meal provision: we expect these unbudgeted expenses to continue for the foreseeable future and grow as we add even more clients who need our services.

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

Geographical boundaries for Mobile Meals of Southern Arizona extend north to Roger/River Roads (past Swan service extends to Sunrise), south to Valencia Rd., west to Mission Rd., and east to Houghton Road. Clients are served within the northeast area of Kolb and Sunrise Roads as well as along Catalina Highway. We also provide meal delivery in Green Valley and Sahuarita. The expansion described in this proposal will allow us to serve Vail, far Southeast Tucson, far West Tucson, Littletown, and the I-19 corridor between our current service area and Sahuarita, in zip codes 85706, 85713, 85735, 85736, 85743, 85745, 85746, 85756, 85757, and 85629.

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

Mobile Meals delivers freshly-prepared, medically-tailored meals to seniors (80% are age 60+, and 10% are in their 90s) and adults with disabilities, who are unable to shop or cook meals for themselves. Over 90% of our clients are low- to extremely-low income adults, and over 95% of our clients live with diagnosed physical and mental health conditions such as diabetes, stroke, amputation, cardiac and respiratory distress, renal failure, cancer, blindness, and dementia. Most of the adults we serve who are not yet 60 years old live with multiple sclerosis, cerebral palsy, schizophrenia, severe depression, and/or PTSD (especially veterans), among other physical and mental health conditions that make it impossible for them to shop or cook. In addition to family members, we receive referrals for new clientele from medical professionals, the Pima Council on Aging, and other local social service agencies.

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

When the Arizona Department of Health first issued its Emergency Declaration regarding COVID-19, we collaborated with the Community Food Bank of Southern Arizona to purchase shelf-stable food and assemble and distribute emergency boxes to each of our clients, with two-weeks' supply of food per household, in order to mitigate the effects of supply chain disruption on our daily meal deliveries. We also collaborate with local religious organizations and congregations, media groups, and schools to locate volunteers—Mobile Meals relies on nearly 300 trained volunteers to deliver meals and provide other services, which cuts our annual cost for comparable staff by more than \$600,000. Having this network of collaborative agencies in place was invaluable during the pandemic, because we lost 40% of our volunteer staff due to the State's stay-at-home orders: many of our volunteers are older and in high-risk groups for COVID-19. Replacing so many volunteers so quickly was critical to continuing meal deliveries to our clients, many of whom have no food whatsoever in their pantries and simply would not eat without Mobile Meals. Finally, we are participating in Pima County Health Department's (PCHD) Personal Protective Equipment (PPE) initiative, which tracks usage of PPE's across agencies and distributes replacement equipment according to available supplies and greatest need.

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>	\$ 0	Not applicable			
Mass Shelter - <i>Per Diem</i>	\$ 0	\$12.50			
Other Shelter	\$ 0	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>	\$25,000	\$2.00 per meal	12,500	30	65

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:	\$0
Indicate the number of rural clients to be served with FEMA request.	N/A
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	\$0	N/A	\$0	N/A
Utility	\$0	N/A	\$0	N/A

- 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 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.	
Service Category:	
Funding Sources	Amount
Federal Funds (CARES Act)	\$25,000
State Funds	\$0
City of Tucson Funds	\$53,269
Pima County Funds	\$24,000
Arizona Health Care Cost Containment System	\$0
Pima Council on Aging	\$0
Title XX	\$0
United Way	\$6,500
Program Revenues/Client Fees	\$195,000
Foundation Grants	\$175,000
Fundraising/Donations	\$283,000
Other/In-Kind	\$75,000
FEMA EFSP Request Phase 37	\$25,000
Total Service Funding	\$861,769
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	2.9%
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	2.7%

B. Program/Service Expenditures	
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.	
Service Category:	
Line Item Budget Categories	Total Service Budget
Personnel/Employee Related Expenses	\$326,743
Professional/Outside Services	\$64,086
Facilities/Occupancy	\$22,553
Travel	\$6,020
Meals Purchased for Clients	\$286,833
Printing, Copying, Mailing	\$19,085
Volunteer Expenses, Insurance, Program Supplies	\$33,365
Personal Protective Equipment, including masks, gloves, hand sanitizer, and alcohol-based sanitizing fluid & wipes	\$64,280
Plastic delivery bags needed to deliver food according to CDC guidelines	\$23,804
Plastic, reusable food delivery trays needed to accommodate new clients/service expansion	\$15,000
Total Service Expenditures	\$861,769

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 Mobile Meals of Southern Arizona (Organization Name), I certify that my organization

1. Is not debarred or suspended from receiving Federal funds,
2. Will not and will ensure employees, volunteers and other individuals associated with the program will not engage in any trafficking of persons during the period this award is in effect,
3. Will not and will ensure employees, volunteers and other individuals associated with the program will not use EFSP funds to support access to classified national security information,
4. Has the capability to provide emergency food and/or shelter services
5. Will use funds to supplement/extend existing resources and not to substitute or reimburse ongoing programs and services,
6. Is a nonprofit corporation or an agency of government,
7. Will not use EFSP funds as a cost-match for other Federal funds or programs,
8. Has an accounting system, and will pay all vendors by an approved method of payment,
9. Conducts an independent annual review if receiving \$25,000-\$49,999; an independent annual audit if receiving \$50,000 or more in EFSP funds; and an OMB Circular A-133 if receiving \$500,000 or more in Federal funding,
10. Has not received an adverse or no opinion audit,
11. Understands that cash payments (including petty cash) are not eligible under EFSP,
12. Has provided a Federal Employer Identification Number (FEIN) to EFSP,
13. Has provided a Data Universal Number System (DUNS) number issued by Dun & Bradstreet (D&B) and required associated information to EFSP,
14. Practices nondiscrimination, and will not refuse service to an applicant based on race, color, national origin, religion, sex, age, or disability,
15. Will not engage in religious proselytizing or religious counseling in any program receiving Federal funds,
16. Will not charge a fee to clients for EFSP funded services,
17. Will comply with the FEMA Phase CARES Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and will inform appropriate staff or volunteers of EFSP requirements,
18. Will provide all required reports to the Local Board in a timely manner; (i.e., Second Payment/Interim Request and Final Reports),
19. Will expend monies only on eligible costs and keep complete documentation (copies of canceled LRO checks -- front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after end-of-program date, and for compliance issues until resolved.
20. Will spend all funds, close-out the program by my jurisdiction's selected end-of-program date, and return any unused funds to the National Board (\$5.00 or more; checks made payable to United Way Worldwide/Emergency Food and Shelter National Board Program, 701 North Fairfax Street, Suite 310, Alexandria, VA 22314),
21. Will provide complete, accurate documentation of expenses to the Local Board, if requested, following my jurisdiction's selected end-of-program date,
22. Will comply with the Office of Management and Budget Circular A-133 if expending \$500,000 or more in Federal funds,
23. Will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving \$100,000 or more in EFSP funds, as applicable, and
24. Has no known ESFP compliance exceptions in this or any other jurisdiction.



Signature: _____

Name: Jennifer Tersigni		
Title: Interim Executive Director		Date: June 5, 2020
LRO ID Number: 027200-045	FEIN: 23-7157579	DUNS Number: 06-064-1289
Address: 4803 E. Fifth Street # 209		
City, State, Zip Code: Tucson AZ 85711		
Phone Number: 520-622-1600	Fax Number: 520-622-1607	Email Address: jennifer@mobilemealssoaz.org

