



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 02/06/2024

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Emergency Food and Shelter Program (EFSP) National Board.

***Project Title/Description:** Fiscal Agent Pima County / FEMA Emergency Food and Shelter to Families and Individuals encountered by The Department of Homeland Security (DHS)- Phase HR22.

***Purpose:**

The Emergency Food and Shelter Program National Board (EFSP) has granted Pima County administrative flexibility to expend the \$5,216,146.91 balance remaining in its Phase HR22 subaward. Pima County will use this balance to cover monthly costs related to eligible EFSP-H activities aiding legally processed asylum seekers who have been processed and released by the Department of Homeland Security. The current average number of legally processed asylum seekers arriving in Pima County is 1,282 per day. The awarded \$5,216,146.91 will extend Pima County's humanitarian aid services to April 30, 2024.

***Procurement Method:**

This Subrecipient Agreement is a non-Procurement contract and not subject to Procurement rules.

***Program Goals/Predicted Outcomes:**

Provide legally processed asylum seekers with temporary shelter, food, and transportation supports to help them reach their identified U.S. destination. The intended outcome is that legally processed asylum seekers exit Pima County humanitarian aid services as quickly as possible.

***Public Benefit:**

Safeguard the health and safety of Pima County by humanely and expeditiously facilitating the movement of asylum seekers, from the point of release by federal authorities in the community onward to their final destination.

***Metrics Available to Measure Performance:**

Subrecipients Catholic Community Services of Southern Arizona and the City of Tucson—to bill timely and with sufficiently detailed backup to meet EFSP-H standards and federal grant requirements. Back up documentation, accurate data submission, and on time reporting will be required for subrecipients. Allowable costs will be outlined in budgets and correspond with the Emergency Food and Shelter Program National Board (EFSP) guidance.

***Retroactive:**

Not retroactive.

OWI appw's
(new) 1/19/24

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Amendment No.: _____ AMS Version No.: _____
 Commencement Date: _____ New Termination Date: _____
 Prior Contract No. (Synergen/CMS): _____

☐ Expense ☐ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ _____

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☒ Award ☐ Amendment

Document Type: GTAW Department Code: GMI Grant Number (i.e., 15-123): 24*0100
 Commencement Date: 03/01/2024 Termination Date: 04/30/2024 Amendment Number: N/A

☐ Match Amount: \$ N/A ☒ Revenue Amount: \$ 5,216,146.91

***All Funding Source(s) required: FEMA/Emergency Food and Shelter to Families and Individuals encountered by The Department of Homeland Security (DHS)- Phase HR22**

***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____

***Funding Source:** _____



***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Yes, Direct Federal Funds.

Contact: Julio Jimenez

Department: Grants Management and Innovation

Telephone: 520-724-8562

Department Director Signature:  Date: 1/19/24
 Deputy County Administrator Signature:  Date: 2-24-2024
 County Administrator Signature: _____ Date: 1-24-2024

Dana Morales

From: RK Kelly
Sent: Wednesday, January 24, 2024 3:20 PM
To: Steve Holmes; Dana Morales
Subject: FW: EFSP National Board Administrative Flexibility Decision (HR22)

Importance: High

See email below sent on January 19, 2024. This is our only written confirmation (so far) that the EFSP National Board voted to allow Pima County to spend its \$5.2 million balance of its EFSP-H Phase HR22 award (the former termination date was March 31, 2023).

You can also see below that United Way Worldwide (the fiscal agent for the EFSP National Board) added performance period terms for HR22—i.e., the \$5.2 million balance can only be expended from March 1, 2024 through April 30, 2024.

Let me know if any questions.

Respectfully,

RK Kelly
Director, Department of Grants Management & Innovation
Office: (520) 724-6679
Cell: (520) 833-8759
pronouns: They/Them
[Pronouns matter | Pima County Public Library](#)

From: Walker.Yvonne
Sent: Friday, January 19, 2024 9:54 AM
To: RK Kelly
Cc: Matranga, Frank; Long, Jonna
Subject: EFSP National Board Administrative Flexibility Decision (HR22)
Importance: High

CAUTION: This message and sender come from outside Pima County. If you did not expect this message, proceed with caution. Verify the sender's identity before performing any action, such as clicking on a link or opening an attachment.

Hello Regina,

This is written notification of the decision made by the National Board for the Emergency Food and Shelter Program in response to the request received from Pima County, GMI seeking administrative flexibility to spend the \$5.2 million balance of the Fiscal Year 2022 (HR22) humanitarian funding in calendar year 2024.

After receiving the information from PIMA County GMI indicating need and the increase in the number of migrants requiring services once released by the Department of Homeland Security (DHS) and the receipt of additional independent data provided by DHS to reflect the unusually high numbers of individuals being processed in the sector, the National Board agreed to allow Pima County, GMI the administrative flexibility to spend the HR22 balance in 2024. The National Board determined that the analytic process undertaken using data provided not only by Pima County but also by the Department of Homeland Security was defensible, proved the unique need, and could be used in the future if circumstances warrant.

The HR22 balance must be spent during a specific time frame that does not overlap with expenses that have been or will be paid with FY23 (CR23 and HR23) funds. The HR22 funds must be spent only during the months of March and April 2024, again, no FY23 funds can be used for expenses incurred during that period. Pima County GMI will need to be fully accountable to the National Board in documenting use of the funds with the completion and submission of the HR22 Final Report which is due June 14, 2024. With the administrative flexibility granted, the HR22 spending period for Pima County, GMI will be October 1, 2022 through March 31, 2023 plus March 1, 2024 through April 30, 2024. Remember that FY23 funds may only be used for expenses through February 29, 2024. While Pima County may spend HR22 funding in March and April of 2024, please remember that Final Reports for HR22, CR23 and HR23 must be filed separately, do not combine support documentation for the three awards. The administrative flexibility is granted only once, no additional adjustments will be allowed to spend the HR22 funding after April 30, 2024.

Thank you for your participation in the Emergency Food and Shelter Program and all that your agency and partners are doing to provide humanitarian services to individuals and families arriving in your communities each day.

If you have questions regarding this email, please do not hesitate to reach out.

Yvonne

Yvonne Walker-Tolson / Vice President, Emergency Food and Shelter Program/ United Way Worldwide
701 N. Fairfax St., Alexandria, VA 22314, USA /
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