

# COB - BOSAIR FORM

12/16/2025 3:06 PM (MST)

Submitted by Manira.Cervantes@pima.gov



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number:

Amplifund Grant Record Number: 92490

**Award Type:** Grant

**Is a Board Meeting Date Requested?** Yes

**Requested Board Meeting Date:** 01/06/2026

**Signature Only:**

NO

**Procurement Director Award / Delegated Award:** • N/A

**Supplier / Customer / Grantor / Subrecipient:** Arizona Community Action Association dba Wildfire

**Project Title / Description:** FFY26 Supplemental Nutrition Assistance Program (SNAP) Community Partnerships to Increase SNAP Enrollment.

**Purpose:** The purpose of the FFY26 Supplemental Nutrition Assistance Program (SNAP) Community Partnerships to Increase SNAP Enrollment Grant is to expand equitable access to SNAP benefits by engaging in targeted outreach, education, and application assistance. Community and Workforce Development staff will utilize grant funds to support salaries and fringe benefits for program staff who will increase awareness of and access to SNAP among eligible Pima County residents. In addition to outreach and education, staff will provide direct assistance with SNAP applications, helping low-income households make informed decisions and access essential nutrition support. This work enhances family stability and contributes to healthier, more resilient communities across Pima County.

**Procurement Method:** Grant: Not applicable

**Procurement Method Additional Info:** N/A

**Program Goals/Predicted Outcomes:** The program goals are to increase SNAP enrollment by delivering comprehensive outreach, education, and application support across Pima County. We will distribute culturally relevant materials, host and participate in community events, and engage with individuals to raise awareness and understanding of SNAP benefits. By offering both self-service tools and full-service assistance, including prescreening, application support, and home visits, we will reduce barriers to access and ensure that eligible households receive the help they need. The program will strengthen

referral systems and build lasting partnerships to promote food security and economic stability countywide.

**Public Benefit and Impact:**

Providing SNAP outreach and application assistance in Pima County delivers a powerful public benefit by connecting eligible individuals and families to vital nutrition resources, reducing food insecurity, and promoting health and economic stability. By removing barriers to access and guiding applicants through the process, this program strengthens community well-being and ensures that more residents can meet their basic needs with dignity.

**Budget Pillar**

- Improve the quality of life

**Support of Prosperity Initiative:**

- 4. Increase Health Coverage and Reduce Medical Debt
- 2. Improve Quality of Life and Opportunity in High Poverty Areas

**Provide information that explains how this activity supports the selected Prosperity Initiatives**

By combining SNAP outreach with application access to Medicaid/AHCCCS, our program directly advances Pima County's Prosperity Initiative Goals 2 and 4. We increase access to critical health and nutrition services that stabilize families and support economic mobility, while building strong, trusted partnerships across the community to improve service coordination and outcomes. This integrated approach ensures that residents receive the support they need to thrive by reducing barriers, promoting equity, and strengthening the overall well-being of Pima County.

**Metrics Available to Measure Performance:**

Monthly invoice and activity reports are completed each month for all activity and expenses occurring in the previous month.

**Retroactive:**

YES

**Retroactive Description:**

This agreement is retroactive to October 1, 2025, because although it was initially received on September 10, 2025, finalization was delayed due to ongoing communication between Pima County Attorney Office, Risk Management and Wildfire regarding revisions to the indemnification clause. These communications continued through December, and the updated agreement reflecting the revised clause was not received until December 12, 2025. The retroactive start date ensures continuity of services and aligns with the intended program timeline.

**Grant / Amendment Information (for grants acceptance and awards)**

Record Number:

Amplifund Grant Record Number: 92490

**Type:** Award

**Department Code:** CWD

**AmpliFund Grant Record Number:** 92490

**Amendment Number:** N/A

**Commencement Date:** 10/01/2025

**Termination Date:** 09/30/2026

**Advantage Initial GTAW# (If Applicable):** N/A

**Total Revenue Amount:**

\$122,966.51

**Total Match Amount**

\$122,966.51

**Advantage Grant ID # (If Applicable):** N/A

**All Funding Source(s) required:** United States Department of Agriculture (USDA), Food and Nutrition Services, Supplemental Nutrition Assistance Program - passed through Arizona Community Action Association dba Wildfire, listing #10.551

**Does PCAO need to review the grant award (or grant amendment)?**

YES

**Does PCAO need to sign the grant award (or grant amendment)?**

NO

**Match funding from General Fund?**

YES

**If Yes Provide Total General Fund:**

\$122,966.51

**Percent General Funds** 100%

**Match funding from other sources?**

NO

**Are Federal Funds Involved?**

YES

**If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** United States Department of Agriculture (USDA), Food and Nutrition Services - passed through Arizona Community Action Association dba Wildfire.

**CFDA#** 10.551

**FAIN#** 26AZ35050493701

**Department:** Community & Workforce Development

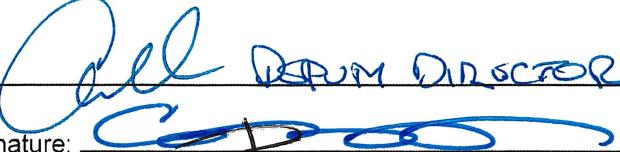
**Name:** Manira Cervantes

**Telephone:** 5207245710

GMI Director: Manira Cervantes

Date: 12/18/2025

Department Director Signature:

Call DSRM Director

Date: 12/16/2025

Deputy County Administrator Signature:



Date: 12/18/2025

County Administrator Signature:

Edr

Date: 12/19/2025

# Memorandum of Understanding

**By signing and submitting this Memorandum of Understanding (MOU), you are certifying that all of the information contained in this application is true and correct.**

**If your application is approved by Wildfire, DES, and USDA, you will receive a countersigned copy of this MOU. The approval process takes several months and may require additional information and clarification.**

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD AND NUTRITION SERVICES

Supplemental Nutrition Assistance Program

Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

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This is a partnership agreement between

**Wildfire**

and

**Pima County Community & Workforce Development** (Hereinafter "SCP")

## I. PURPOSE AND SCOPE

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party. Wildfire is the entity responsible for enrolling and supporting SNAP Community Partners (SCPs) as well as administering the draw-down of USDA funds through the Arizona Department of Economic Security (DES).

This Partnership is intended to help inform potentially eligible households about the availability, eligibility requirements, application procedures and benefits of the Supplemental Nutrition Assistance Program (SNAP), also known as Nutrition Assistance in Arizona. To support this goal, Wildfire and SCP will participate in activities targeting eligible households, providing accurate information, serving as a trusted source of information in the community, and assisting households with completing the application process, preferably through the Health-e-Arizona online application portal.

Both Wildfire and SCP should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

All applicants and recipients of SNAP benefits are granted civil rights in accordance with Federal laws and US Department of Agriculture, Food and Nutrition Services (USDA) policy that services will be provided without discrimination on the basis of race, color, national origin, age, sex, disability, sexual orientation, political beliefs, or religion.

## **II. MOU TERM**

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term begins October 1, 2025, and ends September 30, 2026.

## **III. WILDFIRE ROLE AND RESPONSIBILITIES**

1. Wildfire shall serve in the following roles and maintain responsibilities stated herein during the duration of the MOU term:
  1. Provide guidance and resources to SCP regarding applicable federal and state laws, regulations, and program guidelines.
  2. Review and approve all documentation evidencing SCP's performance of services as set forth in the Scope of Work and monitor SCP's compliance with the MOU.
  3. Provide training and technical assistance to SCP on SNAP, promising practices related to outreach, improving access, increasing program participation, and fiscal and programmatic rules and regulations on an as-needed basis.
  4. Promptly process activity reports and invoices submitted by partners on a monthly basis. Invoices and activity reports will be processed by Wildfire no later than the 20th of each month, or the first day of business thereafter, in the event the 20th of the month occurs on a non-business day for Wildfire. Activities must be eligible for USDA draw-down as allowable expenses according to the terms and conditions set forth in this MOU. SCP is responsible up front for all costs incurred, and reimbursement will be provided only for allowable activities as approved by Wildfire, DES, and USDA.
2. Wildfire liability for funds related to this Partnership is limited as follows:
  1. SCP acknowledges that all funds to be provided pursuant to this Agreement will be provided by USDA.
  2. Wildfire's obligations under this Agreement are subject to USDA's provision of funds pursuant to the Program Documents.

## **IV. SCP RESPONSIBILITIES**

1. SCP shall agree to the following during the duration of the MOU term:
  1. Provide SNAP outreach services and application assistance as outlined in the approved Partnership Agreement, Scope of Work, and Program Budget.
  2. Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 relocated to [2 CFR Part 230](#); and A-133 (for non-profits) or OMB circulars A-87 relocated to [2 CFR, Part 225](#) and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions). [Link to OMB Circulars](#).
  3. Furnish project management, contract administration and fiscal control services, including but not limited to:
    1. Adherence to the approved Partnership Agreement, Scope of Work, Assurances, and Program Budget.
    2. Preparation and timely submission of complete and accurate monthly expenditure

and activity reports. Activity and expenditure reports shall reflect 100% of activities completed and expenses incurred for the program. SCP will be reimbursed for **40 percent** of allowable expenses included on the report (invoice) up to and not to exceed the SCP's approved Program Budget, unless alterations or changes receive prior approval. A monthly report of activities completed and expenses incurred **shall be submitted by the 10th day of the month following the month for which draw-down is requested**. For example, SCP must submit a report by November 10th to receive a draw-down of funds for October's expenses.

3. Participation in trainings and meetings as requested by Wildfire, including monthly Partner calls.
4. Participation in evaluation of SNAP Outreach.
5. Retention of all records supporting the funds used for draw-down, as well as any additional expenditures covered by the draw-down funds for five (5) years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, SCP agrees to make all records relating to draw-down activities and expenses available upon request by Wildfire, DES and/or any Federal entity. Any costs that cannot be substantiated by source documentation may be disallowed.
6. Return of any funds necessary to repay Wildfire for any disallowed expenses in which SCP has not complied with the requirements of this MOU and applicable state and federal regulations. Funds will be returned to Wildfire within 30 days of receipt of written notification. vii. Submission of a copy of audited financial statements to Wildfire nine months after the end of the SCP's fiscal year during which this Agreement falls. SCP agrees to provide access to auditors to determine compliance with federal regulations. If SCP does not undergo an annual audit process, alternative arrangements may be made upon approval of Wildfire. The CFDA Number for this grant is 10.561.

4. Maintain proper standards of disclosure and confidentiality as set forth by USDA:

1. Case file information on SNAP recipients, including names of recipients, social security numbers, and other sensitive information is considered confidential and may not be released.
2. Disclosure of information obtained from recipients may be made only to persons directly connected with the administration of SNAP or to others provided that the program recipient signs a release form documenting their agreement to the specific release. Such an agreement shall not be a condition of receipt of benefits. (7 CFR Section 272.1(c); and (Section 11(e)(8) of The Food and Nutrition Act of 2008, as amended.)
3. State agencies and their contractors must protect confidential and private information gained from clients during the outreach process. Appropriate physical and computer security policies should be in place to protect sensitive information.

## **V. WILDFIRE AND SCP AGREE TO THE FOLLOWING PROVISIONS**

1. Documents prepared by organizations using program funding for external release, in print or other media, or via the internet, must undergo appropriate review and receive the necessary departmental approvals from DES prior to publication or distribution. Documents shall be submitted to DES for review and approval before publication. Reviews may take up to ten (10) working days.

This MOU identifies the following documents intended for external release as subject to review:

1. Types of documents/communications:
  - One-time, periodic, or occasional
  - Providing factual information to the public or target audience to increase enrollment in SNAP
  - Conveying a specific message to a select, target audience about SNAP Examples:
  - Brochure
  - Fact sheet
  - Media campaigns and advertisements
  - Newsletter
  - Fotonovela
  - Press release or other press materials
  - Public Service Announcement
2. Press releases announcing events sponsored by SCP shall not require prior approval unless they include information about the Partnership described herein or SNAP eligibility or rules. Social networking, such as Facebook, Twitter, and blog posts, requires prior approval in cases where the partnership created herein or information regarding eligibility or programmatic rules is included. Wildfire and shall be notified upon release of any press release or social media piece released by SCP, and SCP shall provide copies of all releases to Wildfire at the end of the Term.
3. Materials, whether newly developed or reprinted, may require an appropriate acknowledgement/funding statement in accordance with state and federal agency specifications. SCP shall contact Wildfire for information on approved acknowledgement/funding statements and which types of materials should carry which version of the statement. For materials not listed, contact Wildfire for guidance on which statement is appropriate.
4. Any materials relaying information about SNAP shall contain the following statement (an abbreviated version of the statement is available if space constraints exist):
  - In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
  - To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform

the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- 1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
- 2. **fax:** (833) 256-1665 or (202) 690-7442; or
- 3. **email:** [program.intake@usda.gov](mailto:program.intake@usda.gov)

- This institution is an equal opportunity provider.
- To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.

2. SCP shall prominently display the USDA nondiscrimination poster “And Justice for All,” provided by DES or Wildfire, at any facility providing services outlined in this Partnership.
3. Program activities shall not supplant existing SNAP outreach programs, and where operating in conjunction with existing programs, shall enhance and supplement them.

## VI. FUNDING

1. Funding available for this program is on a monthly draw-down basis. Interested Partners must sign this MOU and provide Wildfire with a Partnership Agreement and Scope of Work for activities SCP expects to complete in the Term, as well as a Program Budget, Budget Justification, Assurances, current W-9, and any other requested documentation or information in order to apply to become an SCP. Funding is subject to the following terms:
  1. Funding for this Partnership is 100% USDA Federal reimbursement and as such is subject to the availability of Federal funds. USDA may, due to internal budgeting decisions or changes in federal allocation, reduce or eliminate funding for this program at any time, with or without advance notice. Additionally, DES may choose to discontinue this Partnership at any time, with or without advance notice. SCP understands and agrees to hold harmless Wildfire for any funds expended for which SCP is not able to receive reimbursement due to termination of funding.
  2. Funding for this Partnership is by reimbursement only. No request can be honored to advance funds or pay costs incurred by the SCP without prior approval by Wildfire and DES. Wildfire makes no guarantee of the reimbursement of federal funds and is not liable for any costs incurred by SCP which are not reimbursed by USDA and/or DES.
  3. It is the responsibility of the SCP to monitor all contract expenditures by line item and ensure no overexpenditures occur. If an over-expenditure occurs, Wildfire and DES may disallow any costs exceeding the line item amount approved at the start of the contract year and reimbursement for amounts exceeding the approved budget will not be approved.
2. Funding is subject to approval by Wildfire, DES, and USDA. Wildfire will utilize the available USDA federal draw-down to provide SCP funds in accordance with SCP's reasonable request, and Wildfire reserves the right to ask SCP to adjust the Partnership Agreement, Scope of Work and/or Budget to fit with the funding available.
  1. SCP agrees to submit all reports and documentation required by the 10th day of the month following the month in which work was completed. Wildfire and DES will process the

request through the proper channels and SCP will receive a check in the amount approved for matching draw-down, equal to a maximum of 40% of the funds expended by SCP for allowable activities in the month prior.

2. SCP is responsible for submitting an invoice for each month of the contract year. In months where no activity was completed under this Partnership, SCP is responsible for reporting this to Wildfire and submitting an invoice showing that no expenses were incurred for the month.
3. SCP acknowledges and accepts that reimbursement for allowable activities is dependent upon the approval of Wildfire, DES, and USDA. The aforementioned parties may disallow any expense reported which is not in accordance with the Allowable Activities outlined by USDA and/or not in accordance with SCP Partnership Agreement, Scope of Work and/or Budget.
4. SCP acknowledges and agrees that all invoices are subject to approval by DES and USDA, and Wildfire's approval does not bind DES or USDA, nor constitute a guarantee by Wildfire of payment to SCP.

3. To the extent permitted by law, SCP agrees to indemnify, defend and hold Wildfire and its directors, officers, employees and agents harmless for, from and against any tax or other liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands resulting from or arising out of a breach of this Agreement by SCP or SCP's employees or agents, or resulting from or arising out of rendering services under this Agreement by SCP or SCP's employees or agents or to the extent caused by the negligence or intentional misconduct of SCP or SCP's employees or agents. Wildfire agrees to indemnify, defend and hold SCP and its directors, officers, employees and agents harmless for, from and against any liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands to the extent caused by the negligence or intentional misconduct of Wildfire or Wildfire's employees or agents.

## **VII. MODIFICATION AND TERMINATION**

1. This agreement may be cancelled or terminated without cause by either party giving thirty (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by Wildfire and SCP before becoming effective.
3. Wildfire intends to Partner with multiple SCPs. This Partnership is non-competitive and can be terminated at any time by Wildfire. Wildfire reserves the right to terminate any Partnership without advance notice for any violation of contract agreement.

Assurances Page to Follow:

## VIII. SCP ASSURANCES

Please use the checkboxes next to each statement below to acknowledge SCP's agreement with each provision.

<b>SCP is responsible for completion of all activities outlined in the Scope of Work and MOU.</b>	Agreed Yes
<b>SCP is responsible for securing funds that are not derived from federal sources in the amount of at least 50% of SCP's total costs for its SNAP Outreach program.</b>	Agreed Yes
<b>The amount requested in SCP's Program Budget is the maximum allowable reimbursement for the federal fiscal year and may only be payable for allowable expenses. SCP is responsible for timely repayment of any reimbursed costs deemed unallowable by DES or USDA.</b>	Agreed Yes
<b>Activities included in the Scope of Work are those deemed allowable as outlined in the USDA guidance provided by DES and Wildfire.</b>	Agreed Yes
<b>Volunteers may be utilized to help meet the Scope of Work, but their time cannot be billed to this Partnership.</b>	Agreed Yes
<b>Only non-federal funds may be used to draw down a reimbursement. The non-federal funds used in this agreement may not be used for any other federal match.</b>	Agreed Yes
<b>Funding for this program may be revoked by USDA at any time without prior notification. SCP is eligible for reimbursement only for allowable activities approved by Wildfire, and it is the sole responsibility of the SCP to pay any related expenses in full regardless of whether the requested reimbursement is provided by USDA.</b>	Agreed Yes
<b>Documentation of activities, expenditures, and audits completed must be maintained by SCP for a minimum of 3 years after completion of the Term. It is the sole responsibility of the SCP to maintain all records and provide them to Wildfire, DES, and/or USDA upon request.</b>	Agreed Yes
<b>Program activities are conducted in compliance with all federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.</b>	Agreed Yes
<b>Program activities are reasonable and necessary to accomplish outreach goals and reach potentially eligible households.</b>	Agreed Yes

Signature Page to Follow:

## **EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of Wildfire and SCP authorized representatives. Wildfire and SCP indicate agreement with this MOU by their signatures.

### **Pima County Community & Workforce Wildfire Development**

**SCP Authorized Representative**

**Wildfire Authorized Representative**

Kelly McGowan

**SCP Representative Title**

**Wildfire Representative Title**

Executive Director

**SCP Representative Email Address**

**Wildfire Representative Email Address**

kmcgowan@wildfireaz.org

**SCP Representative Signature**

**Wildfire Representative Signature**

**Date of SCP Signature**

**Date of Wildfire Signature**

**Add Another Authorized Representative?**

No