



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: December 17, 2019

* = Mandatory, information must be provided

or Procurement Director Award ☐

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

United Way

***Project Title/Description:**

Emergency Food and Shelter Program. FEMA Phase 36.

***Purpose:**

Provide emergency financial assistance to prevent homelessness for rent and mortgage and provide shelter for those that are facing homelessness.

Indirect cost does not apply as funding is used for rent/mortgage and shelter. No administrative charges.

***Procurement Method:**

Not applicable.

***Program Goals/Predicted Outcomes:**

To prevent eviction, foreclosure and provide shelter for those that are homeless in Pima County. Rent/mortgage assistance: 176 households to be served. Shelter: 46 households to be served.

***Public Benefit:**

Funding will help alleviate poverty, prevent homelessness, and prevent disruption in the well-being of individuals, children and families as a whole while promoting self-sufficiency to Pima County residents.

***Metrics Available to Measure Performance:**

Emergency Services Network database is used to report the number of households served.

***Retroactive:**

Yes, County received a letter on September 19, 2019 to start charging expenses as of October 1, 2018.

G.M.I. Approved 12/10/19 JLS

Revised 9/2019

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective 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.: _____


Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ 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 ☐ AmendmentDocument Type: GTAW Department Code: CS Grant Number (i.e., 15-123): 20-69Effective Date: 10/1/2018 Termination Date: 3/31/2020 Amendment Number: _____☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 103,250.00***All Funding Source(s) required:** Federal Emergency Management Agency (FEMA)***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)?**United WayContact: Rise HartDepartment: Community Services Telephone: 724-5723Department Director Signature/Date: [Signature] 12-6-19Deputy County Administrator Signature/Date: [Signature] 12/9/19County Administrator Signature/Date: [Signature] 12/9/19
(Required for Board Agenda/Addendum Items)

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Community Services, Employment & Training Date: 9/24/19		
Contact information:	Name: Mantra Cervantes	Telephone: (620) 724-6710	
Funding opportunity title:	FEMA Phase XXXVI		
Link to opportunity:	https://webcms.pima.gov/cms/one.aspx?pagelid=24903		
Funding agency:	Pima County, Community Development and Neighborhood Conservation		
Amount to be requested:	\$ 150,000.00		
Due date and time:	7/29/2019	05:00	PM
What are you going to spend the money on?	FEMA funding will be used to pay rent, past due rent, mortgage and shelter for low-income households who are facing homelessness.		
What will be the benefit to Pima County?	<p>FEMA funding will alleviate poverty, prevent homelessness, prevent disruption in the well-being of individuals, children and families as a whole while promoting self-sufficiency to Pima County residents. FEMA allows CAA to prioritize funding and assess each household holistically while leveraging other resources such as utility assistance and discounts.</p> <p><i>CSET will work with GMI to seek indirect costs from FEMA. - NC</i></p>		
Indirect costs - check one:	<input type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: % <input checked="" type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) IC not applicable, despite comment above. I will work with dept to understand difference. <input type="checkbox"/> I need help understanding indirect costs		
By:	 Department Director or Designee		Date: 9-24-19

GRANT COST/BENEFIT ANALYSIS**To be completed by GMI staff**

CFDA No. 97.024

Competitive Criteria:

There is no application process. The FEMA EFSP program uses a formula to determine eligibility. A local board then selects local recipients and makes awards. Politics figures prominently into the final selection.

Other Factors:

This program will not pay for labor so indirect costs are not applicable.

Number of Awards:

Total amount to be awarded: \$ 26,734.00 Incorrect. Typo.

Match Required: ☐ Yes ☒ No If required what is the amount/percent: _____

Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):

Award payment structures is broken into two payments, upfront and mid program. Detailed program reporting is required to generate second payment, and in final report. CSET is experienced in this reporting due to similar CAA/Wildfire requirements.

Will this project require additional office/project space?

☐ Yes ☒ No

Will this project require staff time that cannot be paid for by the grant?

☐ Yes ☒ No

Will your project require any equipment items over \$5,000 per item?

☐ Yes ☒ No

Does the proposal use a fixed price contract?

☐ Yes ☒ No

Is this project subject to Human Subjects compliance?

☐ Yes ☒ No

Does this project involve subrecipients?

☐ Yes ☒ No

Is there a Statutory Funding Preference from the funding agency?

☐ Yes ☒ No

Allowable Indirect Rate: N/A If Indirect is not allowed, attach documentation.

List any other proposal or funder specific requirements:

GMI notes & recommendations:

This funding dovetails with similar Wildfire/CAA program so the infrastructure to execute and report is already in place. This is a grant which CSET has successfully executed in the past. I recommend approval of this grant. Josh Cohn

By:

GMI Director

Date:

10/24/19

County Administrator Approval RequestApproved: ☒ Not Approved: _____ Subject to Further Review: ☐ Yes ☐ No

If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.

By:

County Administrator or Designee

Date:

10/24/2019

09/19/2019

0272-00 Pima County, AZ

LRO 015

Manira Cervantes
Pima County Community Action Agency
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

LRO ID: 027200-015

RE: Account Status for Phase 36 LRO ID: 027200-015

The funds you are receiving are Federal funds as authorized under Public Law 115-141. The CFDA number for the Emergency Food and Shelter Program is 97.024.

If your LRO is receiving funds for the first time from EFSP, a check will be issued. However, you will need to complete the Electronic Funds Transfer Form (EFT) and submit it to the National Board, along with an original voided check from the account in which your agency wishes to have future funds deposited. EFSP will not issue any future payments to your agency via check. The form can be found on the website once you sign in using your log-in ID and password.

The Second Payment Request/Interim Report may be found on the Emergency Food and Shelter Program (EFSP) website, efsp.unitedway.org. You may now access the form and instructions online for submission to your Local Board. After signing in, select **Interim and Second Payment** from the menu on the left side of the screen.

Your Local Board has been notified that a payment has been issued to your LRO. They will also be notified that Second Payment Requests/Interim Reports and EFT Forms are available online for funded LROs.

As of today, our records indicate that your LRO has received the following awards(s) under this phase of the Emergency Food and Shelter National Board Program:

Award Amount	\$103,250.00
Award Adjustments	\$0.00
Award Total	<hr/> \$103,250.00

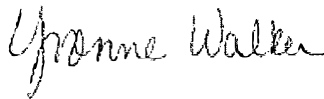
Your LRO may begin charging expenses against this total as of 10/01/2018. Funds must be expended prior to 03/31/2020.

To date, your LRO has received the following payment(s):

First (EFT E419447)	\$51,625.00
Bank Account ABA# 122101706 Acct# XXXXXXXXXXXX4156	
Deposited: 09/27/2019	
Payment Total	<hr/> \$51,625.00

Monies still due your LRO: \$51,625.00

Sincerely,



Yvonne Walker
Vice President