



# Madera Local FEMA Board

1225 Gill Avenue  
Madera, California 93637-5234

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## *Regular Meeting*

**Community Action Partnership of Madera County, Inc.**

**Local FEMA Board Meeting**

**WebEx Meeting Information**

**Meeting Number 146 515 3165**

**Password nrGymVmM259**

**Join by phone: 1- 844-992-4726 - United States Toll Free**

**Access code: 146 515 3165##**

**Tuesday  
March 9, 2021  
9:00 – 11:00 AM**

**Community Action Partnership of Madera County  
1225 Gill Avenue  
Madera, CA 93637**

## AGENDA

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

The first ten minutes of the meeting are reserved for members of the public to address the Local Board on items of interest to the public that are within the subject matter jurisdiction of our Agency. Speakers shall be limited to three minutes. Attention is called to the fact that the Local Board is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusion should be drawn if the Local Board does not respond to the public comment at this time.

**D. ADOPTION OF THE AGENDA**

**E. CONSENT CALENDAR**

All items listed below will be enacted in one motion unless removed from the consent calendar for discussion.

E-1 Minutes of January 12, 2021.

**F. DISCUSSION ITEM**

F-1 Review the expenditure reporting for Phase 37, Phase 38, and Phase CARES

F-2 Review and approve FEMA Phase 37, CARES and 38 additional spending period options.

**G. ATTENDANCE REPORT**

G-1 Please review the attendance report

**H. CORRESPONDENCE FROM FEMA**

H-1 See the attached

**I. SET NEXT MEETING DATE**

Set meeting date for Phase 37, Phase 38 and Phase CARES spending

**J. Adjourn**



# Madera Local FEMA Board

1225 Gill Avenue  
Madera, California 93637-5234

E-1

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Regular Meeting  
Tuesday January 12, 2021 at 9:00 AM - via WebEx

## MINUTES

**A. CALL TO ORDER BOARD OF DIRECTORS**

Vice-Chairperson Ashlie Ruiz called the meeting to order at 9:07 AM

**B. ROLL CALL**

Board Members Present

Ashlie Ruiz, Vice Chairperson, United Way Fresno Madera  
Steve Duckworth, Madera County Department of Social Services  
Jeff Negrete – Catholic Charities  
Ryan Mc Wherther, Madera Food Bank  
Rick Farinelli, Holy Family Table  
Dale Hudak, Hope House

Board Members Absent

Tyson Pogue, Office of Emergency Services  
Mark Ford, Salvation Army  
Julie Morgan, Chairperson, Madera Behavioral Health

Others

Elizabeth Wisener, Community Action Partnership of Madera County  
Jeannie Stapleton, Community Action Partnership of Madera County  
Lourdes Herrera, Madera Coalition for Community of Justice  
Jesse Chavez, Madera Rescue Mission  
Ligia Pacheco, Madera Rescue Mission  
Kym Dildine, Food Inc., Central California Food Bank

**PUBLIC COMMENT**

None

**C. ADOPTION OF THE AGENDA**

A motion was made by Steve Duckworth to adopt the agenda as presented, seconded by Dale Hudak the vote was carried unanimously.

**D. CONSENT CALENDAR**

All items listed below will be enacted in one motion unless removed from the consent calendar for discussion.

**E. Approval of Minutes**

E-1 Approve Minutes from Regular Board Meeting – November 3, 2020

A motion was made by Steve Duckworth to approve the minutes as presented and seconded by Rick Farinelli.

The vote was carried unanimously.

**F. DISCUSSION ITEMS**

F-1 The following agencies reported on their spending for the Phase 37 and Phase CARES (informational only) – there was a notification of changes during the meeting – please see in red

Phase 37	Funds Allocated	Funds Spent	Balance	Category	People Assisted
CAPMC	\$1,826	\$1,826	-0-	Administration	-0-
Madera Coalition	\$10,000	\$1,603.98	\$8,396.02	Other Food	3,857
Madera Food Bank	\$50,000	\$23,966.21	\$26,033.79	Other Food	14,400
Madera Rescue Mission	\$12,500	\$7,323	\$4,677	Mass Shelter	500
Madera Rescue Mission	\$2,146	\$1,567.63	\$578.37	Served Meals	179
Holy Family Table	\$7,425	\$7,425	-0-	Served Meals	23,713

Phase CARES	Funds Allocation	Funds Spent	Balance	Category	People Assisted
CAPMC	\$2,602	\$636	\$1,966	Administration	-0-
CAPMC	\$30,000	\$6,081.60	\$30,000	Rent/Mortgage	-0-
Madera Coalition	\$10,000	\$3,732.99	6,267.01	Other Food	4,259
Madera Food Bank	\$50,000	-0-	\$50,000	Other Food	-0-
Madera Rescue Mission	\$7,596	\$7,571.00	\$25.00	Supplies/Equipment	21 beds 17 mattresses
Madera Rescue Mission	\$10,000	\$9,401.03	\$598.97	Served Meals	733
Catholic Charities	\$5,000	<b>\$4,753.25</b>	<b>\$246.75</b>	Other Food	<b>1,811</b>
Fresno Food Bank	\$15,000	<b>\$10,791.00</b>	<b>\$4,209.00</b>	Other Food	<b>27,753</b>

F-2 Review and approve the Phase 38 Ranking Criteria and Review and approve the Ranking Committee Member Panel. This is a two part agenda item therefore two separate votes were cast.

A motion was made by Steve Duck Work to approve Phase 38 Ranking Criteria and Seconded by Rick Farinelli to approve the Phase 38 Ranking Criteria. The vote was carried unanimously.

A motion was made by Rick Farinelli to approve the Phase 38 Ranking Committee and Seconded by Steve Duckworth to review and approve the Ranking Committee. The vote was carried unanimously.

F-3 Presentation / Selection of Proposals for FEMA Phase 38.

Agency	Funding Plan	Requested Amount	Allocated Amount	Shortfall
Madera County Food Bank	Other Food	\$35,000	\$30,000	\$5,000
Madera Rescue Mission	Served Meals	\$10,000	\$ 5,291	\$4,709
Madera Rescue Mission	Mass Shelter	\$10,000	\$ 7,000	\$3,000
Holy Family Table	Served Meals	\$14,850	\$15,000	(\$150.00)
Catholic Charities	Other Food	\$10,000	\$ 4,000	\$6,000
Madera Coalition for Community of Justice	Other Food	\$12,000	\$10,000	\$2,000
Community Action Partnership	Administrative	\$1,587.56	\$ 1,587	\$ .56
Food Inc. DBA Central Cal Food Bank	Other Food	\$25,000	\$ 6,500	\$18,500
	Total request from each agency	\$118,437.56		
	Total allocation from FEMA	\$79,378	\$79,378	
	Total shortfall	(\$39,059.56)		\$39,059.56

A motion was made by Dale Hudak to approve the allocated amounts to the local agencies, Seconded by Steve Duckworth to approve the selected amounts for which proposals will be funded to the Local Agencies for Phase 38. The vote was carried unanimously.

**G. ATTENDANCE REPORT**

G-1 Ashlie Ruiz asked LRO members to review the attendance record.

**H.**      **CORRESPONDENCE**

None

**I.**      **ADJOURNMENT**

A motion was made by Ryan McWherther to adjourn the Local Board meeting, seconded by Maria Vasquez at 11:00. AM.

The vote was carried unanimously.

The next meeting will be Tuesday March 9, 2021 at 9:00 AM – via WebEx



# Local FEMA Board

Madera, California

DATE: March 9, 2021

F-1

TO: Local FEMA Board

FROM: Jeannie Stapleton

SUBJECT: Review the spending reported by the Local Recipient Organizations (LROs) for Phase 37, CARES and 38 (Informational only)

**I. RECOMMENDATION**

Review the spending reporting by the Madera County Local Recipient Organizations for Phase 37, CARES and 38.

**II. SUMMARY**

Below listed are the amounts received by each LRO and the amounts that have been spent to date. (Informational Only)

Phase 37	Funds Allocated	Funds Spent	Balance	Category	People Assisted
CAPMC	\$1,826	\$1,826	-0-	Administration	-0-
Madera Coalition	\$10,000	\$10,000.52	\$(.52)	Other Food	11,190
Madera Food Bank	\$50,000	\$23,966.21	\$26,033.79	Other Food	14,400
Madera Rescue Mission	\$12,500	\$6,250	\$6,250	Mass Shelter	500
Madera Rescue Mission	\$2,146	\$1,073	\$1,073	Served Meals	537
Holy Family Table	\$7,425	\$7,425	-0-	Served Meals	23,713

<b>Phase CARES</b>	<b>Funds Allocation</b>	<b>Funds Spent</b>	<b>Balance</b>	<b>Category</b>	<b>People Assisted</b>
CAPMC	\$2,602	\$1,301.50	\$1,301.50	Administration	-0-
CAPMC	\$30,000	\$12,230.04	\$17,769.96	Rent/Mortgage	16 families
Madera Coalition	\$10,000	\$10,005.45	(\$5.45)	Other Food	12,422
Madera Food Bank	\$50,000	-0-	\$50,000	Other Food	-0-
Madera Rescue Mission	\$7,596	\$3,798	\$3,798	Supplies/Equipment	21 beds 17 mattresses
Madera Rescue Mission	\$10,000	\$5,000	\$5,000	Served Meals	2500
Catholic Charities	\$5,000	\$5,000	\$-0-	Other Food	1,905
Food Inc.	\$15,000	\$13,348	\$1,652	Other Food	37,005

<b>Phase 38</b>	<b>Funds Allocated</b>	<b>Funds Spent</b>	<b>Balance</b>	<b>Category</b>	<b>People Assisted</b>
CAPMC	\$1,587.00	\$0	\$	Administration	-0-
Madera Coalition	\$10,000	\$	\$	Other Food	
Madera Food Bank	\$30,000	\$	\$	Other Food	
Madera Rescue Mission	\$5,291	\$	\$	Served Meals	
Madera Rescue Mission	\$7,000	\$	\$	Mass Shelter	
Holy Family Table	\$15,000	\$	-0	Served Meals	
Food Inc.	\$6,500	\$	\$	Other Food	
Catholic Charities	\$4,000	\$	\$	Other Food	





# Local FEMA Board

Madera, California

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DATE: March 9, 2021

F-2

TO: Local FEMA Board

FROM: Jeannie Stapleton

SUBJECT: FEMA Phase 37, CARES and 38 Additional Spending Period Options

**I. RECOMMENDATION**

Review the spending period date options and determine if an extended spending date is needed. If so, approve the new spending period.

**II. SUMMARY**

The National FEMA Board has voted to allow Local Boards the option to extend their jurisdiction's Phase 37, CARES and 38 spending period beyond the date previously offered.

The Local Boards will be allowed to request an extension to spend funds to the end of any month from January 1, 2020 through October 31, 2021. See the enclosed e-mail from the National Board.

If a Local Board selected a spending end date prior to this notice, they may change it. Local Board desiring an extension to allow LROs the ability to spend Phases 37, CARES and 38 funds may choose an option for the jurisdiction from the e-mail. This is not an extension to prepare and submit Board Plans, Final Reports, Second Payment requests etc. to the National Board This is only an extension to allow additional time to spend funds. The current spending period is January 1, 2020 to May 31, 2021.

An e-mail was sent out to all Local FEMA Board members asking for a vote if the extension date was needed, only two votes were received, therefore the need to bring it back is relevant.

## Jeannie Stapleton

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**Subject:** FW: Additional Spending Period Options for Phases 37, CARES and 38

**From:** [efsp@uww.unitedway.org](mailto:efsp@uww.unitedway.org) [<mailto:efsp@uww.unitedway.org>]

**Sent:** Friday, January 29, 2021 3:40 AM

**To:** Jeannie Stapleton <[jstapleton@maderacap.org](mailto:jstapleton@maderacap.org)>

**Subject:** Additional Spending Period Options for Phases 37, CARES and 38

**[EXTERNAL EMAIL]** ATTENTION: This email originated from outside the organization. Please be cautious when opening any links or attachments in this email if you are sure this email comes from a known sender and know the content is safe.

Jeannie Stapleton,

### **IMPORTANT: PLEASE READ THIS ENTIRE MESSAGE REGARDING SPENDING PERIOD EXTENSIONS**

The Emergency Food and Shelter Program (EFSP) National Board has voted to allow Local Boards the option to extend their jurisdiction's Phases 37, CARES and 38 spending periods beyond the printed dates already offered previously.

Local Boards will be allowed to request an extension to spend funds to the end of any month from **January 1, 2020 through October 31, 2021, see the list below**. *Please note if no end date extension is selected, the spending period for the jurisdiction automatically ends October 31, 2021.* When selected by the Local Board, the option to extend the jurisdiction's spending period will apply to all LROs in the jurisdiction. In jurisdictions where more than one LRO is funded, extensions may not be requested for individual LROs. Remember, if the Local Board extends the spending period, the next funding cycle (Phase 39) will begin the day after the end of the spending period, should your jurisdiction receive funds.

If a Local Board selected a spending end date prior to this notice, they may change it. Local Boards desiring an extension to allow LROs the ability to spend Phases 37, CARES and 38 funds may choose an option for the jurisdiction from the dates listed below. This is not an extension to prepare and submit Board Plans, Final Reports, Second Payment requests, etc. to the National Board. This is only an extension to allow additional time to spend funds.

*Local Boards are encouraged to check with the funded LROs prior to requesting an extension; if all of the LROs have spent their funds, an extension is not required. If only one or two LROs have remaining funds, a reallocation may be the solution to ensure the funds are spent by the spending deadline instead of requesting a spending period extension. Local Boards satisfied with the jurisdiction's spending end date selected originally, do not have to submit an extension request form.*

January 31, 2020  
February 28, 2020  
March 31, 2020  
April 30, 2020  
May 31, 2020  
June 30, 2020  
July 31, 2020  
August 31, 2020

September 30, 2020  
October 31, 2020  
November 30, 2020  
December 31, 2020  
January 31, 2021  
February 28, 2021  
March 31, 2021

April 30, 2021  
May 31, 2021  
June 30, 2021  
July 31, 2021  
August 31, 2021  
September 30, 2021  
October 31, 2021

**Action Required:** Local Boards wishing to change their spending period should access the **Phase End Date Extension**

**Request Form** on the EFSP website, [www.efsp.unitedway.org](http://www.efsp.unitedway.org). After logging into the website, select **FORMS** from the list on the left side of the screen. Once the screen changes, click the **Phase End Date Extension Request Form**, a DocuSign email will be sent to the Local Board point of contact or the Local Board chair to sign and authorize the change. *Please remember that Phases 37, CARES and 38 are being administered almost concurrently; therefore, the spending period end date selected will apply to all phases in which the jurisdiction is funded. If all funds have been spent by your jurisdiction's previously selected deadline, no action is necessary.*

While this extension is available to all Local Boards, it does not mean that Local Boards should delay in submitting their plans, resolving plan problems, submitting outstanding Phase 35 and Phase 36 Final Reports, or having LROs resolve compliance exceptions. Local Boards should continue to submit all necessary reports and forms to the National Board.

If your jurisdiction has not yet received Phases 37, CARES or 38 funding, please ensure you have submitted the Local Board Plan and LRO Certification forms. LRO Certification forms are available on the EFSP website under LRO Plan; funds cannot be released to agencies until a completed and e-signed LRO Certification has been received.

If you have questions regarding this message, please feel free to contact the EFSP staff at [efsp@uww.unitedway.org](mailto:efsp@uww.unitedway.org) or 703.706.9660.

Thank You,

Emergency Food and Shelter Program  
701 North Fairfax Street  
Alexandria, VA 22314-2064  
Tel: 703-706-9660  
Fax: 703-706-9677

FEMA BOARD ATTENDANCE

Phase 36, 37, CARES & 38  
 ✓ = Present; A = Absent R = Removed

Name of Board Member	5/31/2018	10/18/2018	1/3/2019	3/21/2019	4/11/2019	7/2/2019	5/12/2020	5/19/2020	5/26/2020	7/28/2020	11/3/2020	1/12/2021
Julie Morgan - Chairperson	✓	A	✓	✓	✓	A	✓	✓	✓	✓	✓	✓
Ashlie Ruiz - Vice Chairperson	✓	✓	A	A	✓	✓	✓	✓	✓	✓	✓	✓
Steve Duckworth (or alternate) New as of 5/12/20	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dale Hudak - Alternate Christina Castro	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ryan McWherter		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rick Farinelli - Alternate Maria Vasquez		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mark Ford (new as of 5/12/20)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Tyson Pogue		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jason Clark (alternate)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kayla Serratto (alternate)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Jeff Negrete (new as of 5/12/2020)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	6 out of 8	6 out of 8	5 out of 9	7 out of 9	7 out of 9	7 out of 9	7 out of 9	7 out of 9	7 out of 9	6 out of 9	6 out of 9	6 out of 9

www.efsp.unitedway.org

Emergency Food and Shelter Program  
 701 North Fairfax Street,  
 Alexandria, VA 22314-2064  
 Phone 703-706-9660 Fax 703-706-9677

36-0760-00

02/12/2021

0760-00 Madera County, CA

Jeannie Stapleton  
 CAP of Madera County  
 1225 Gill Avenue  
 Madera, CA 93637-5234

**LOCAL BOARD ID: 076000**

RE: Program Compliance for Phase 36

**LOCAL BOARD ID: 076000**

The spending of the LROs in your jurisdiction has recently been reviewed to verify compliance with Emergency Food and Shelter guidelines. The following LROs are clear as of the date indicated:

**001 Community Action Partnership of Madera County, Inc.** 02/12/2021

Your agency has cleared the compliance review process, however, EFSP noted one item during the review to mention to you. For future reference, each payment must be listed separately, Thanks in advance.

**014 Madera Rescue Mission** 02/12/2021

The LROs listed below have outstanding compliance exceptions that must be corrected before any more money is released to these agencies:

**007 Madera County Food Bank**

## X22 Ineligible Costs in OTHER FOOD Category

Problem Amount: \$49,999.36

The costs cited below are ineligible expenditures of Emergency Food and Shelter Program funds. Please remit the above amount to the National Board. Please make checks payable to United Way Worldwide/EFSP.

For all payments, the checks are dated prior to the invoice dates, which indicates that your agency is using a draw down method by depositing funds with a vendor and drawing down the funds--or your agency has simply pre-paid. This action is not permitted under EFSP guidelines. Please resubmit your spreadsheet with substitute payments clearly marked to cover this amount, or return this amount to the National Board.

## X23 Insufficient Documentation in OTHER FOOD Category

Problem Amount: \$49,999.36

The documentation you submitted is insufficient as cited below. Please remit appropriate documentation or return the amount to the National Board. If funds are returned, please make checks payable to United Way Worldwide/EFSP.

Your agency has submitted a spreadsheet, however, the check dates and the check cleared dates are the same. Checks do not usually clear on the same day as the purchase. Please resubmit your spreadsheet with the necessary corrections. Also, be reminded, that there should be no blank spaces on your spreadsheet--when re-submitting, all spaces must be completed.

**010 Madera Coalition for Community**

## X23 Insufficient Documentation in OTHER FOOD Category

Problem Amount: \$7,522.50

The documentation you submitted is insufficient as cited below. Please remit appropriate documentation or return the amount to the National Board. If funds are returned, please make checks payable to United Way Worldwide/EFSP.



Your agency has submitted a spreadsheet, but it is missing one or more required items of information. Please resubmit your spreadsheet, and be sure all of the following data elements are included.

- Payment/Check number (list payments in order by check number)
  - Payment/Check date (format as MM/DD/YY)
  - Payment/Check Clear Date (format as MM/DD/YY)
  - Invoice /Receipt Date
  - Invoice/Receipt number (if no invoice number on the receipt, enter N/A)
  - Vendor name
  - Invoice/Receipt amount
  - Total Check amount (list full face amount of the check)
  - EFSP portion of the check amount (please be sure to total this column)
- Please refer to sample spreadsheets under Forms on the EFSP website.

**013 Holy Family Table**

X18 Ineligible Costs in SERVED MEALS Category

Problem Amount: \$13,545.00

The costs cited below are ineligible expenditures of Emergency Food and Shelter Program funds. Please remit the above amount to the National Board. Please make checks payable to United Way Worldwide/EFSP.

Your agency has submitted a "daily count sheet", which is not acceptable because we accept only a Daily Per Meal log. For your entire award, EFSP guidelines require that your agency re-submit your data as a Daily Per Meal log showing a daily record of meals served at the rate of \$2.00 per meal. The Daily Per Meal log must be used to cover your entire award amount for this category. **Please use the exact format as shown in the Sample Spreadsheets publication (under Forms on the website).**

In addition, the dates listed are ALL outside of the spending period, which is ineligible. When resubmitting your data in the correct Daily Per Meal format, please be sure that all dates of services are all within the Phase 36 spending period. Also, be sure to avoid duplicating any dates claimed in Phase 35 (if applicable).

Please submit the necessary documentation or funds as soon as possible to:

- By email: [documentstoefsp@uww.unitedway.org](mailto:documentstoefsp@uww.unitedway.org)
- By Fax: 703-706-9677
- By Mail: 701 N. Fairfax St, Alexandria, VA 22314

**When re-submitting, please include a copy of this compliance letter.**

No further Emergency Food and Shelter funds will be released to this LRO until these exceptions are resolved. If funds are returned, please make checks payable to United Way Worldwide/EFSP.

Thank you for your cooperation in this matter. For additional assistance, please contact a Manager in our office:

EFSP Staff      703-706-9660

If a Manager is not available, you may also ask to speak with someone else on our staff.