



# 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**  
**Zoom Meeting**

Join Zoom Meeting

<https://us06web.zoom.us/j/82370984656?pwd=WAVb7zVKpoH9rCwgzRZ6MIADvIkMPQ.1>

Meeting ID: 823 7098 4656

Passcode: RJmC6M

One tap mobile

+16694449171,,82370984656#,,,,\*311640# US

+16699006833,,82370984656#,,,,\*311640# US (San Jose)

**Date: Tuesday, January 23, 2024**  
**9:00 – 10:00 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 December 19, 2023

**F. DISCUSSION ITEM**

F-1 Election of Officers for the Local FEMA Board.

F-2 Review the Phase 41 ranking criteria and nominate a ranking committee.

F-3 Review the Phase 39, Phase ARPA-R and Phase 40 expenditures (informational only)

**G. ATTENDANCE REPORT**

G-1 Please review the attendance report.

**H. CORRESPONDENCE FROM FEMA**

H-1 – Review the Phase 41 Award and set a meeting date.

**I. ROUNDTABLE DISCUSSION (open)**

**J. SET NEXT MEETING DATE**

**K. Adjourn**



# Madera Local FEMA Board

1225 Gill Avenue  
Madera, California 93637-5234

E-1

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Regular Meeting  
Tuesday December 19, 2023 at 9:00 AM - via Zoom

## MINUTES

### A. CALL TO ORDER BOARD OF DIRECTORS

Chairperson Steve Duckworth called the meeting to order at 9:03 AM

### B. ROLL CALL

#### Board Members Present

Steve Duckworth, Madera County Department of Social Services  
Katrina Poitras, American Red Cross  
Rico Peralta, United Way Fresno / Madera  
Ryan Mc Whether, Madera Food Bank  
Maria Vasquez, Holy Family Table  
Dale Hudak, HOPE House  
Tyson Pogue, Office of Emergency Services

#### Board Members Absent

Connie Moreno-Peraza, Madera Behavioral Health  
Mark Ford, Salvation Army

#### Other

Ligia Pacheco, Madera Rescue Mission  
Ana Ibanez, Community Action Partnership of Madera County  
Jeannie Stapleton, Community Action Partnership of Madera County  
Chelsi Johnston, Central California Food Bank  
Valerie Mull, Office of Emergency Services

### PUBLIC COMMENT

Maria Vasquez with Holy Family Table informed the group the Holy Family Table hopes to be open by December 25, 2023.

**C. ADOPTION OF THE AGENDA**

A motion was made by Tyson Pogue to adopt the agenda as presented, seconded by Jeff Negrette. 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 – October 24, 2023**

The motion was made by Maria Vasquez to approve the minutes as presented and seconded by Rico Peralta. The vote was carried unanimously.

**F. DISCUSSION ITEMS**

**F-1 Appoint a new Board Member, Valerie Mull with Office of Emergency Services as an alternate.**

Vote Valerie Mull with Office of Emergency Services as an alternate.

The motion was made by Tyson Pogue and seconded by Maria Vasquez. The vote was carried unanimously.

**F-2 Review the spending report by the Local Recipient Organizations (LROs) for Phase 39, Phase, ARPA-R and Phase 40. (Informational only)**

Listed below are the awarded amounts received by each LRO and the amount of money that has been spent (information only). Total allocation for Phase 39 for LRO 076000 \$79,420.00. Spending period is 11/1/2021 through 12/31/2023. Corrected to reflect the Madera Coalition reporting of funds spent.

Phase 39	FEMA Allocation	Funds Spent	Balance	Percentage Spent	People Assisted
CAPMC - Administration	\$1,589	\$1,589	\$0	100%	0
Madera Food Bank – Other Food	\$30,000	\$30,000	\$0	100%	48,000
Madera Coalition	\$13,831	\$13,831	\$0	100%	8,875
Holy Family Table – Served Meals	\$15,000	\$15,000	\$0	100%	60,724
Madera Rescue Mission - Meals Served	\$9,000	\$9,000	\$0	100%	3,000
Madera Rescue Mission - Mass Shelter	\$10,000	\$10,000	\$0	100%	800

Total allocation for Phase ARPA-R \$245,469.00. Spending period is 11/1/2021 through 12/31/2023.

Phase ARPA-R	FEMA Allocation	Funds Spent	Balance	Percentage Spent	People Assisted
CAPMC – Administration	\$4,910.00	\$1,878.22	\$3,031.78	See next line	0
Reallocated to HFT		\$3,000	\$0	100%	
Madera Food Bank – Other Food	\$120,000	\$120,000	\$0	100%	26,760
Madera Coalition – Other Food	\$35,000	\$35,000	\$0	100%	37,641
Holy Family Table – Supplies / Equipment	\$26,640	\$26,640	\$0	100%	Equipment purchased
Holy Family Table – Served Meals	\$3,000	\$3,000	\$0	100%	14,042
Madera Rescue Mission - Served Meals	\$15,000	\$15,000	\$0	100%	5,000
Madera Rescue Mission - Mass Shelter	\$15,000	\$15,000	\$0	100%	1,200
Food Inc., DBA Central California Food Bank – Other Food	\$18,919	\$18,919	\$0	100%	3,861
Catholic Charities Other Food	\$10,000	\$10,000	\$0	100%	1,914

Total allocation for Phase 40 \$84,255.00. Spending period is 11/1/2021 through 12/31/2023. Phase 40 corrected to reflect the Madera Coalition reporting.

Phase 40	FEMA Allocation	Funds Spent	Balance	Percentage Spent	People Assisted
CAPMC – Administration	\$1,685	\$1,685	\$0	100%	0
Madera Food Bank – Other Food	\$40,000	\$31,109.14	\$8,890.86	77%	24,000
Madera Coalition – Other Food	\$10,570	\$4,498	\$5,572	47.2%	7,672
Holy Family Table – Served Meals	\$10,664	\$10,664	\$0	100%	45,962
Madera Rescue Mission - Served Meals	\$6,000	\$6,000	\$0	100%	2,000
Madera Rescue Mission - Mass Shelter	\$9,000	\$9,000	\$0	100%	720
Food Inc., DBA Central California Food Bank – Other Food	\$5,000	\$5,000	\$0	100%	1,941

**F-3**      **Review the e-mail from Emergency Food and Shelter regarding Spending Extensions for Phase 39, Phase ARPA-R, and Phase 40.**

Since a report had not been received from Madera Coalition it was decided that they would be contacted to see if funding had been spent and the group felt it was not necessary to extend the spending period.

**G.**      **ATTENDANCE REPORT**

G-1 Steve Duckworth asked LRO members to review the attendance record.

**H.**      **CORRESPONDENCE**

H-1 None

H-2 Roundtable Discussion (Informational only)

Maria Vasquez with Holy Family Table informed the group that food for individuals had been handed out since the hall was still closed due to any liability that could happen and hopefully the hall will be completed by December 25, 2023. Maria also announced that Holy Family Table has a coordinator, Amanda Delgado. If individuals want to volunteer, they need to contact Amanda to complete an application, no more walk in and volunteer.



# Local FEMA Board

Madera, California

F - 1

DATE: January 23, 2024

TO: Local FEMA Board

FROM: Jeannie Stapleton, Community Action Partnership of Madera County

SUBJECT: Election of Officers for the Local FEMA Board

## **I. RECOMMENDATION**

Elect members to sit as Board Chair, Vice-Chair and Fiscal Reporting for Phase 41 of the Local FEMA Board 076000 Madera County.

## **II. SUMMARY**

Each FEMA award is a new phase of funding; therefore, the Local Board is a new entity in every phase. The convener of the National Board must ask each Local Board agency to designate or re-designate a representative to oversee functions performed by their Local Board. Other invited agencies must also designate or re-designate a representative each year. Each agency represented on the Local Board should have an alternative from their agency to attend meetings when the designated board member is unable to attend. If there is more than one representative from an agency / organization present, only one vote is allowed for the agency / organization. FEMA requires that the Local Board be represented by American Red Cross, Catholic Charities, The Jewish Federations of North America, and The National Council of the Churches of Christ in the USA, the Salvation Army and United Way, with special emphasis on elderly, families with children, veterans, along with mentally and physically disabled persons. Letters have been sent out to invite individuals to fill the areas of The Picayune Rancheria of the Chukchansi Indians, The Jewish Federations of North America, and The Council of the Churches of Christ in the USA.

## **III. DISCUSSION**

1. Each phase of FEMA funding will require a new representative or re-designated representative to fill chair positions.
2. Positions for election or re-election are Chair, Vice Chair and Fiscal Reporter.
3. Votes will be cast to elect or re-elect Local Board members to fill chair positions.
4. The Chairperson will conduct the Local FEMA Board meeting and serve as signer on behalf of the Local FEMA Board to the National FEMA Board.

5. The Vice-Chairperson will conduct the Local FEMA Board meeting when the Chairperson is not available and sign on behalf of the Local FEMA Board when said Chairperson is not available.
6. The Fiscal reporting entity is responsible for setting up the Local FEMA Board meetings, preparing agendas, minutes and submits correspondence along with reports for the National FEMA Board on behalf of the Local FEMA Board.
7. The current Local Board Roster for FEMA is attached.

**IV. FUNDING**

None



## Local FEMA Board Voting Ballot Phase 41

Chairperson (vote one)

☐ Write in: \_\_\_\_\_

Vice-Chairperson (vote one)

☐ Write in: \_\_\_\_\_

Fiscal Reporting (vote one)

☐ Write in: \_\_\_\_\_



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

*"HELPING PEOPLE, CHANGING LIVES"*

January 18, 2024

Picayune Rancheria of the Chukchansi Indians  
49260 Chapel Hill Drive  
Oakhurst, CA 93644

Dear Sir/Madam,

In January of this year, the Local Federal Emergency Management Association (FEMA) will be electing several new members to our Local Board.

We are looking for board members who believe in our mission and are willing to be active in their governance roles. We believe that this work has never been more important than it is today. Your name has been submitted to our Local Board as someone whose experience and involvement in the community would be an asset to our organization, and we hope that you will consider becoming a nominee.

FEMA is entering a challenging and exciting time, as economic pressures on our community increase and the demand for assistance continues to rise. We have a tradition of a high quality service provision and activism related to the economic security and community engagement of our customers, and we invite you to become part of our team.

As a federally funded organization, FEMA seeks representatives from public, private and low income sectors, and your name has been submitted to the Local Board as a potential board candidate.

Enclosed please find a copy of our board member job description. While we do ask that our board members play an active role, we pride ourselves on supporting each other as a team and believe that we offer an opportunity for our members to learn and grow with the Local Board.

If you wish to be voted onto our Local Board, please attend our meeting on January 23, 2024 at 9:00 AM, located at the Community Action Partnership of Madera County 1225 Gill Avenue, Madera, CA., or by Zoom

<https://us06web.zoom.us/j/82370984656?pwd=WAVb7zVKpoH9rCwgZRGZ6MIADvIkMPQ.1>

Meeting ID: 823 7098 4656 Passcode: RJmC6M

One tap mobile  
+16694449171,,89048248792#,,, \*311640# US

If you have any questions, please do not hesitate to contact me directly at 559-675-5716, or Mattie Mendez at 559-673-9173.

Sincerely,

Jeannie Stapleton  
Community Action Partnership of Madera County  
1225 Gill Avenue  
Madera, CA 93637  
Phone 559-673-9173  
Fax 559-673-3223  
e-mail: [jstapleton@maderacap.org](mailto:jstapleton@maderacap.org)



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

*"HELPING PEOPLE, CHANGING LIVES"*

January 18, 2024

Fresno Metro Ministry  
4270 N. Blackstone Ave, Suite 212  
Fresno, CA 93726

Dear Sir/Madam,

In January of this year, the Local Federal Emergency Management Association (FEMA) will be electing several new members to our Local Board.

We are looking for board members who believe in our mission and are willing to be active in their governance roles. We believe that this work has never been more important than it is today. Your name has been submitted to our Local Board as someone whose experience and involvement in the community would be an asset to our organization, and we hope that you will consider becoming a nominee.

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Madera, CA 93637  
Phone 559-673-9173  
Fax 559-673-3223  
e-mail: [jstapleton@maderacap.org](mailto:jstapleton@maderacap.org)



## COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY

*"HELPING PEOPLE, CHANGING LIVES"*

January 18, 2024

Jewish Federation of Fresno  
406 W. Shields Avenue  
Fresno, CA 93605

Dear Sir/Madam,

In January of this year, the Local Federal Emergency Management Association (FEMA) will be electing several new members to our Local Board.

We are looking for board members who believe in our mission and are willing to be active in their governance roles. We believe that this work has never been more important than it is today. Your name has been submitted to our Local Board as someone whose experience and involvement in the community would be an asset to our organization, and we hope that you will consider becoming a nominee.

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Madera, CA 93637  
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e-mail: [jstapleton@maderacap.org](mailto:jstapleton@maderacap.org)



# Local FEMA Board

Madera, California

F- 2

DATE: January 23, 2024

TO: Local FEMA Board

FROM: Jeannie Stapleton

SUBJECT: Ranking Criteria for Phase 41 Allocations in Madera County

### III. RECOMMENDATION

Review the Phase 41 ranking criteria and nominate a ranking committee.

### II. SUMMARY

The Emergency Food and Shelter National Board Program (EFSP) is a Federal program administered by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) and has been entrusted through the McKinney-Vento Homeless Assistance Act (PL 100-77) "to supplement and expand ongoing efforts to provide shelter, food and supportive services" for the nation's hungry, homeless and people in economic crisis. The Phase 41 allocations for Madera County were announced January 17, 2024.

It is the responsibility of the Local FEMA Board to select the recipients of FEMA funds. Funded agencies, known as "Local Recipient Organizations" (LRO's), must use EFSP funds for mass shelter, mass feeding, food distribution through food pantries and food banks, one-month utility payments to prevent service cut-offs, one-month rent/mortgage assistance to prevent evictions or assist people leaving shelters to establish stable living conditions.

### III. DISCUSSION

- A. FEMA Phase 41 applications were sent out to the Local Recipients and Board members on October 5, 2023, by e-mail. Applications were due back to CAPMC no later than October 27, 2023, at 5:00 PM.
- B. An ad was placed in the Madera Tribune on October 14, 2023, and ran for 10 days to advise other agencies of funding.
- C. The FEMA Local Board shall appoint a ranking committee that will meet separately to review the FEMA applications and make a recommendation for funding. Below is a summary of how the applicants will be reviewed and ranked. Responsibilities of The Local FEMA Board Ranking Committee will be as follows:
  - 1. Review the applications of proposals by applicants using the set Interview Questions
  - 2. Rate proposal using Selection Criteria Sheet
  - 3. Total points to convert a percentage score
  - 4. Select proposals that will be funded
  - 5. Select amount at which proposals will be funded
  - 6. Those agencies requesting funding are excluded from voting in the ranking committee

- D. The Local Board shall review and approve the interview questions and scoring tool. These have been included for your review.

## Madera County Emergency Food and Shelter Program

### Interview Questions

Date \_\_\_\_\_

Applicant Organization:

Reviewer \_\_\_\_\_

- A. Please provide an overview of your proposed program.
- B. Describe your service area and strategies to serve county wide.
- C. Describe other funding sources to support program description.
- D. Describe your method of screening client eligibility.
- E. Describe how you plan to collaborate and coordinate with area service providers and county agencies.
- F. Other information.

## Madera County Emergency Food and Shelter Program

### Phase 41 Selection Criteria

Date \_\_\_\_\_

Applicant Organization

Reviewer \_\_\_\_\_

Proposals should be evaluated against the following criteria and selection will be made on the basis of overall scores and community need. The reviewers may request additional information.

#### Specific Criteria

Maximum Allowable Points	Score	Program Overview Criteria
10		Request was reasonable, cost effective and appropriate. Program description was clearly stated.
10		Has strategies to serve countywide service area.
10		Funding sources support program description program. Description of program sustainability if funds are not received.
10		Methods for screening client eligibility.
10		Collaboration and coordination with area service providers and county agencies. Rationale and need for the project were clearly stated and included in supporting statistics.
10		Agency demonstrates capacity to deliver services.
10		Method for spending funds clearly met.
		TOTAL POINTS



# Local FEMA Board

Madera, California

DATE: January 23, 2024

F-3

TO: Local FEMA Board

FROM: Jeannie Stapleton

SUBJECT: Review the spending reported by the Local Recipient Organizations (LROs) for Phase 39, Phase ARPA-R and Phase 40 (Informational only)

## I. RECOMMENDATION

Review the spending reporting by the Madera County Local Recipient Organizations for Phase 39, Phase ARPA-R and Phase 40

## II. SUMMARY

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

Phase 39 Funding period 11/1/2021 – 12/31/2023	FEMA Allocation	Funds Spent	Balance	Percentage Spent	People Assisted
CAPMC - Administration	\$1,589	\$1,589	\$0	100%	0
Madera Food Bank – Other Food	\$30,000	\$30,000	\$0	100%	48,000
Madera Coalition	\$13,831	\$13,831	\$0	100%	8,875
Holy Family Table – Served Meals	\$15,000	\$15,000	\$0	100%	60,724
Madera Rescue Mission - Meals Served	\$9,000	\$9,000	\$0	100%	3,000
Madera Rescue Mission - Mass Shelter	\$10,000	\$10,000	\$0	100%	800

Total allocation for Phase 39 for LRO 076000 \$79,420.00. Spending period is 11/1/2021 through 12/31/2023.



<b>Phase ARPA-R Funding period 11/1/2021 – 12/31/2023</b>	<b>FEMA Allocation</b>	<b>Funds Spent</b>	<b>Balance</b>	<b>Percentage Spent</b>	<b>People Assisted</b>
CAPMC – Administration	\$4,910.00	\$1,878.22	\$0	100%	0
Reallocated to HFT	\$3,000	See below			
Madera Food Bank – Other Food	\$120,000	\$120,000	\$0	100%	26,760
Madera Coalition – Other Food	\$35,000	\$35,000	\$0	100%	37,641
Holy Family Table – Supplies / Equipment	\$26,640	\$26,640	\$0	100%	Equipment purchased
Holy Family Table – Served Meals	\$3,000	\$3,000	\$0	100%	14,042
Madera Rescue Mission - Served Meals	\$15,000	\$15,000	\$0	100%	5,000
Madera Rescue Mission - Mass Shelter	\$15,000	\$15,000	\$0	100%	1,200
Food Inc., DBA Central California Food Bank – Other Food	\$18,919	\$18,919	\$0	100%	3,861
Catholic Charities Other Food	\$10,000	\$10,000	\$0	100%	1,914

Total allocation for Phase ARPA-R \$245,469.00. Spending period is 11/1/2021 through 12/31/2023.

<b>Phase 40 Funding period 11/1/2021 – 12/31/2023</b>	<b>FEMA Allocation</b>	<b>Funds Spent</b>	<b>Balance</b>	<b>Percentage Spent</b>	<b>People Assisted</b>
CAPMC – Administration	\$1,685	\$1,685	\$0	100%	0
Madera Food Bank – Other Food	\$40,000	\$40,000	\$0	100%	36,000
Madera Coalition – Other Food	\$10,570	\$10,570	\$0	100%	10,004
Holy Family Table – Served Meals	\$12,000	\$12,000	\$0	100%	45,962
Madera Rescue Mission - Served Meals	\$6,000	\$6,000	\$0	100%	2,000
Madera Rescue Mission - Mass Shelter	\$9,000	\$9,000	\$0	100%	720
Food Inc., DBA Central California Food Bank – Other Food	\$5,000	\$5,000	\$0	100%	1,941

Total allocation for Phase 40 \$84,255.00. Spending period is 11/1/2021 through 12/31/2023.



Emergency Food and Shelter National Board Program  
Fiscal Year 2023

Phase 41 Allocations  
Public Law 117-328

**CALIFORNIA**

<b>Jurisdiction ID</b>		<b>Award Amount</b>
41-0464-00	Fresno City/County	\$736,669
41-0634-00	Alameda County	\$498,923
41-0646-00	Oakland City	\$199,609
41-0652-00	Amador County	\$15,784
41-0654-00	Butte County	\$103,321
41-0656-00	Calaveras County	\$19,663
41-0658-00	Colusa County	\$29,892
41-0660-00	Contra Costa County	\$477,960
41-0668-00	Del Norte County	\$11,507
41-0670-00	El Dorado County	\$77,904
41-0676-00	Glenn County	\$17,305
41-0678-00	Humboldt County	\$58,240
41-0680-00	Imperial County	\$266,535
41-0682-00	Inyo County	\$6,790
41-0684-00	Kern County	\$703,823
41-0688-00	Kings County	\$102,108
41-0690-00	Lake County	\$35,315
41-0692-00	Lassen County	\$9,655
41-0695-00	Los Angeles City/County	\$5,562,160
41-0760-00	Madera County	\$103,034
41-0766-00	Mariposa County	\$8,311
41-0768-00	Mendocino County	\$37,409
41-0770-00	Merced County	\$230,140
41-0774-00	Mono County	\$7,407
41-0776-00	Monterey County	\$327,332
41-0780-00	Napa County	\$54,008
41-0784-00	Nevada County	\$40,319
41-0786-00	Orange County	\$1,193,488
41-0816-00	Placer County	\$151,310
41-0818-00	Plumas County	\$11,904
41-0820-00	Riverside County	\$1,181,650
41-0824-00	Sacramento County	\$694,763
41-0828-00	San Benito County	\$41,090
41-0830-00	San Bernardino County	\$1,004,570
41-0840-00	San Diego County	\$1,307,500
41-0860-00	San Joaquin County	\$461,867
41-0864-00	San Luis Obispo County	\$99,661
41-0866-00	San Mateo County	\$279,166
41-0876-00	Santa Barbara County	\$189,888
41-0880-00	Santa Clara County	\$743,613
41-0892-00	Santa Cruz County	\$162,355
41-0896-00	Shasta County	\$81,519
41-0900-00	Siskiyou County	\$22,838