

FEMA PHASE 42 APPLICATION

Contract date will be shared once the date has been determined

Check List

Use this checklist to ensure all necessary information has been included. Please type or print the application neatly. Submit one (1) electronic copy.

- Cover Page/Check List
- Application Summary - FEMA Funding Service Plan
- IRS 501(c) (3)
- Organizational Chart
- Sponsoring Agency Management
- Board of Directors (Include Name, Position, Number of Years on Board)
- Certification/Certificates of Non-Discrimination
- Section II – Demonstrate Effectiveness
- Section III – Accounting and Fiscal Reporting
- Attach most recent financial report available
- Annual Audit (Mandatory if requesting \$50,000 or More – Attach with the electronic application)
- Local Organization Certification Form
- Make sure all forms are signed by Authorized Agency Representative
- Complete and return ONLY the components of the application where funds are requested
- Attach Resolution (If required by your Agency's Board)

(Please return ONE (1) electronic copy
Community Action Partnership of Madera County
Attention: Jeannie Stapleton – jstapleton@maderacap.org
Applications are due December 30, 2024

APPLICATIONS THAT ARE MISSING REQUIRED ITEMS WILL BE CONSIDERED INELIGIBLE AND WILL NOT BE CONSIDERED FOR FUNDING.

Madera County Food Bank
(Agency Name)

I ATTEST THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE:


Authorized Signature of Applicant

12/30/2024
Date

Print Name and Title

Please Use this Form as Your Cover Page With Your Application

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Agency Name: _____

APPLICATION SUMMARY

FEMA Funding Service Plan

Total Amount Requested \$50,000

A. SERVED MEALS

Amount Requested	\$ _____
# of Meals Served	# _____
Cost Per Meal Served	\$ _____

B. OTHER FOOD

Amount Requested	\$50,000 _____
# of Individuals Served	#40,000 _____
Cost Per Meal Served	\$ _____

C. MASS SHELTER

Amount Requested	\$ _____
# of Nights Lodging	# _____
Cost Per Night Lodging (per diem rate)	\$ _____

D. OTHER SHELTER

Amount Requested	\$ _____
# of Nights Lodging	# _____
Cost Per Night Lodging (per diem rate)	\$ _____

E. SUPPLIES/EQUIPMENT (check one)

Food Shelter Both

Amount Requested	\$ _____
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F. RENT/MORTGAGE ASSISTANCE

Amount Requested	\$ _____
# of Families Served	# _____

G. UTILITIES

Amount Requested	\$ _____
# of Families Served	# _____

H. ADMINISTRATION

\$ _____

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SECTION I – GENERAL

Total FEMA funds requested (should equal total on cover): **\$50,000**

Agency Name: Madera County Food Bank

Address: 225 S. Pine St #101

City: Madera

Telephone Number: 559-674-1482

Executive Director: Ryan McWherter

Telephone Number: 559-975-5315

Board Chair: Tony Tavares

Telephone Number: 559-395-7773

Contact Person: Ryan McWherter

Telephone Number: 559-975-5315

Year the Agency was founded? 1999

Has your agency received FEMA funds in the past? Yes No

If so, please answer the following questions for the most recent grant received:

Phase Number: 42

Amount: \$

Breakdown: Served Meals	\$
Other Food	\$45,000
Mass Shelter	\$
Other Shelter	\$
Supplies/Equipment	\$
Rent/Mortgage Assistance	\$
Utilities	\$
Administration	\$

Eligibility Questions:

Is the proposed program an expansion of services currently offered with "FEMA" funds?

Yes No

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Does the agency have an IRS Classification

Government

Private

Non-Profit

Please attach IRS for 501(c)(3)

What is your agency's Federal Tax Identification Number: 77-0513488

What is your UEI (Unique Entity Identifier): ZVD9MNTMHJS9

What is your agency's Dun & Bradstreet Number (DUNs): 1512430

Please attach your agency organizational chart. - Attachment B

Are services free of charge?

Yes

No

If no, please explain and list fees charged for services (use attachment if necessary):

Please indicate when your organization is available to assist people with FEMA funded services. (For example: Mon., Wed., Fri., 11 a.m. - 1:00 p.m.)

N/A this application is for administration expenses only.

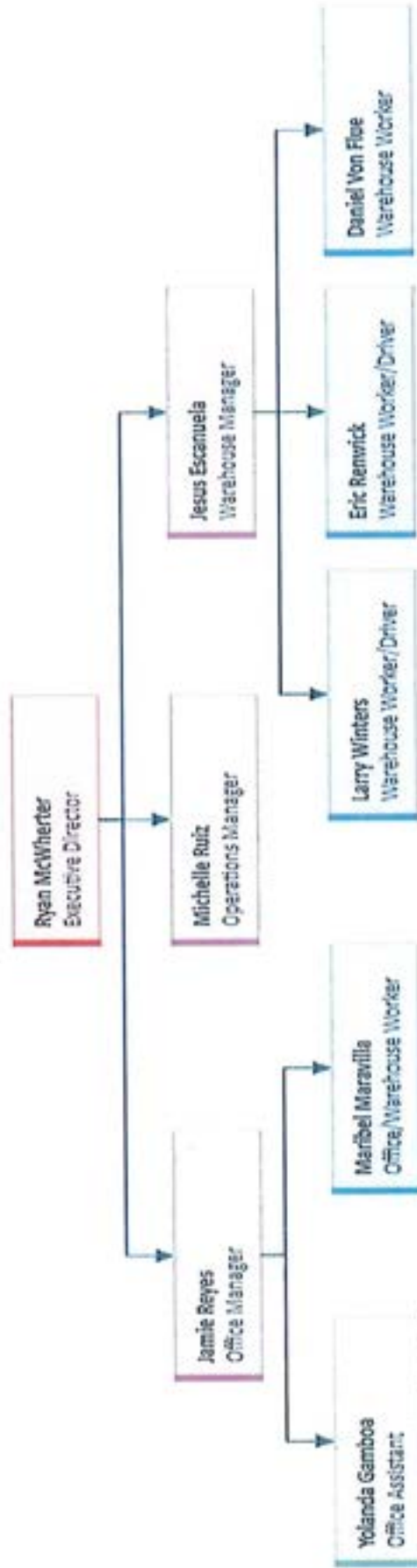
If you have more than one site, please provide a listing with time.

Days: Monday-Friday

Hours: 9am-4:30pm



Organization Chart



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: AUG 26 2004

Employer Identification Number:
77-0513488

DLN:
17053115724064

MADERA COUNTY FOOD BANK
904 SOUTH D STREET
MADERA, CA 93638-0000

Contact Person:
KIMBERLY L KITCHENS ID# 31457

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated September 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

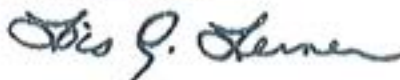
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

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SPONSORING AGENCY MANAGEMENT

A. Board of Directors:

How often does your Board of Directors meet?
What is the average attendance? 80%

Please attach a complete list of your Board of Directors including name, position on Board, years on Board and occupation.

B. Financial Information:

How often are your financial records audited? When needed from FEMA

By whom? Ralph McKinnis

Are your financial officers bonded? Yes

For how much? \$75,000

C. Proposal written By: Ryan McWherter

Telephone: 559-674-1482

D. Please make sure that all mandatory attachments, including Certificate of Non-Discrimination, Local Organization Certification Form, List of Board of Directors, and Annual Audit are attached.

I CERTIFY THAT THIS APPLICATION AND THE INFORMATION PROVIDED ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.


Title _____


Title _____

Board of Directors

Victor Montes

Time on Board- 8 year

Truck Freight/Owner

16568 Harper Blvd., Madera 93638

Athena Gonzales- Treasurer

Time on Board- 6 years

Owner/Samora & Gonzales Accountant Services

1016 N. Lake St., Madera 93638

Lizette Contreras- Secretary

Time on Board- 3 1/2 years

Camerena Heath

124 S. A St., Madera 93638

Sean Tharp- Vice President

Time on Board- 5 year

Owner/Operator Grocery Outlet

1930 W. Cleveland Ave., Madera 93637

Paul Dodson

Time on Board- 6 years

Owner/Operator Mobile Shredding

1625 Howard Rd. #259, Madera 93637

Jason Lorance

Time on Board- 5 1/2 years

Owner/Operator Sanitation

225 S. Pine St. #101, Madera 93637

Tony Tavares- President

Time on Board- 5 1/2 year

Owner/Operator Heating & Air

25742 El Vado Dr., Madera 93638

Dana Lennemann

Time on Board- 3 1/2 years

Executive Director- Star Center

2800 Falcon Dr., Madera 93637

Kevin Schwin

Time on Board- 5 months

Owner- Schwin Law

334 W. Shaw Ave., Fresno 93704

CERTIFICATION OF NON-DISCRIMINATION

I hereby certify that the Madera County Food Bank is currently in full compliance with all human rights statutes and ordinances and is in full compliance with any existing non-discrimination statuses of the State of California in which this Organization is located, and provides services. All of our programs are designed to prohibit discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation and age with regard to public assistance provided by the Food Bank. Every effort is made to assure that all employees and volunteers abide by these policies.



Ryan McWherter
Executive Director
Madera County Food Bank

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SECTION II - DEMONSTRATE EFFECTIVENESS

- A. Briefly describe your agency's past services in the areas of food, shelter, and related services for the poor. Describe the impact and effectiveness of your effort.

Madera County Food Bank has been this region's primary provider of food for those that are food needy in all of Madera County. The food bank has been in operation since 1999, this has given us 25 years of experience in serving the emergency food needs in Madera County. In 2023 the food bank distributed over 4 million pounds of food to the families in need. We provided individuals and families in need through five different programs that they can receive from monthly. We have out TEFAP that provides 3,000 boxes, Brown Bag for seniors that provides 1,000 bags, Relief Box Program that provides 1200 boxes, SNAPP that provides 500 bags, and Emergency Box Program that provides 1,400 boxes a month.

The impact we have had on low-income families and seniors in our community has been tremendous. We have been able to distribute fresh fruits and vegetables of great quality, dairy and meats to help those that are in need with their monthly grocery intake. The commodities are also greatly needed to be able to provide meals to families.

OTHER FOOD

- I. Please outline your specific, measurable program objectives for requested funds including target population(s), service site(s), amount and types of service. Include how you organization will use the award in this service category, detail and distribute food and the composition of a standard food bag.

The Madera County Food Bank is requesting funding for the low to moderate income families and seniors for our food programs and supplemental food like fresh fruits and vegetables. We serve the whole county of Madera which includes Chowchilla, Fairmead, North Fork, Oakhurst, Coarsegold, Raymond and all of Madera. In 2022 we distributed 5 million pounds of food for the families in need with the help of our agencies, pantries, volunteers and donors. We serve over 6,000 families a month. It is the purpose of the food bank to provide and distribute supplementary and emergency food to our county. The FEMA funds will be used to purchase food that we will use in our TEFAP, CAP, Emergency Boxes, Holiday Boxes, Relief Boxes and special event distributions throughout the entire county. The boxes range from 25 to 35 pounds and they include canned food, rice, beans, frozen and canned meat are supplemented with fresh fruits and vegetables, breads, pastries and dairy products. Individuals are able to receive a box of food once a month from each one of these programs as long as they are 18 years or older and a Madera County resident.

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SECTION III - ACCOUNTING AND FISCAL REPORTING ABILITY

- A. Does the agency have an operating accounting system? Yes No
- B. Attach the most recent financial report available and the final report/audit, if available, for your most recent fiscal year completed.
- C. Who handles the accounting system for the agency? Specify name of staff, professional title, volunteer, or accounting firm.

Athena Gonzalez, Treasurer S&G Business Services
- D. Describe the administrative procedures you will employ to ensure accurate reports and fiscal control and alleviate duplication of services offered by other agencies.

SECTION III – ACCOUNTING AND FISCAL REPORTING ACTIVITY

D.

The Madera County Food Bank (MCFB) utilizes multiple tools to manage our grants and monies to ensure accurate, fiscal control, and alleviate duplication of services offered by other agencies. On an electronic level, the MCFB utilizes QuickBooks online to track all financial transactions, our customer base, and inventories. The MCFB also utilizes several MS Excel Spreadsheets to track various items to include all programs ran through the MCFB.

Our Executive Director, Operations Manager and Office Manager run the day to day operations and are responsible for the tracking and management of our programs and proper allocation of their funds. These three meet on a regular basis to discuss the proper usage of services provided by each partner agency. In addition to that, the MCFB Board of Directors meet on a monthly basis where the grants (past, present, and future) are discussed, as well as a complete review of our budget as it appears year to date and how it projects for the remainder of the year. The Executive Director participates in the monthly Board meeting to inform the board of the happenings for the past month as well as what is up and coming.

Budget vs. Actuals_MCFB 2024 BUDGET__Report - copy

January 1-December 31, 2024

ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Income				
4000 Income	\$0.00	\$0.00	\$0.00	
4050 Earmarked Funds	\$700,000.00	\$700,000.00	\$0.00	100.0 %
4100 Brown Bag	\$27,201.00	\$23,000.00	\$4,201.00	118.27 %
4200 Fundraising	\$754,405.97	\$1,000,000.00	-\$245,594.03	75.44 %
4300 Donations	\$266,393.21	\$200,000.00	\$66,393.21	133.2 %
4350 EFAP	\$341,577.36	\$150,000.00	\$191,577.36	227.72 %
4360 FEMA	\$45,000.00	\$50,000.00	-\$5,000.00	90.0 %
4400 Grants	\$48,700.00	\$150,000.00	-\$101,300.00	32.47 %
AB109-quarterly	\$60,000.00	\$60,000.00	\$0.00	100.0 %
CADSS	\$743,614.44	\$745,826.00	-\$2,211.56	99.7 %
Total for 4400 Grants	\$852,314.44	\$955,826.00	-\$103,511.56	89.17 %
4600 Store	\$28,656.67	\$25,000.00	\$3,656.67	114.63 %
4700 Snap	\$14,737.00	\$10,000.00	\$4,737.00	147.37 %
4800 Gain/Loss on Asset Sale	\$1,134.77	\$0.00	\$1,134.77	
Total for 4000 Income	\$3,031,420.42	\$3,113,826.00	-\$82,405.58	97.35 %
Reimbursement for Relief Boxes	\$67,725.00	\$50,000.00	\$17,725.00	135.45 %
Reimbursements- produce	\$285,815.32	\$0.00	\$285,815.32	
Sales of Product Revenue	\$48.10	\$0.00	\$48.10	
Total for Income	\$3,385,008.84	\$3,163,826.00	\$221,182.84	106.99 %
Cost of Goods Sold				
5000 Food Purchases	\$464,486.92	\$750,000.00	-\$285,513.08	61.93 %
Total for Cost of Goods Sold	\$464,486.92	\$750,000.00	-\$285,513.08	61.93 %
Gross Profit	\$2,920,521.92	\$2,413,826.00	\$506,695.92	120.99 %
Expenses				
1655 Direct Cost	\$393,071.73	\$460,000.00	-\$66,928.27	85.45 %
1656 Builders Insurance	\$13,260.00	\$100,000.00	-\$86,740.00	13.26 %
1657 Pre-Construction Services	\$130,035.00	\$130,035.00	\$0.00	100.0 %
1658 Up front finance cost	\$114,093.00	\$340,000.00	-\$225,907.00	33.56 %
6000 Program Expenses	\$2,536.57	\$0.00	\$2,536.57	
6005 Advertising	\$40,049.02	\$20,000.00	\$20,049.02	200.25 %
6010 Auto / Truck Expense	\$14,908.65	\$20,000.00	-\$5,091.35	74.54 %
6020 Bank Service Charges	\$174.01	\$300.00	-\$125.99	58.0 %
6030 Contract Labor	\$720.00	\$10,000.00	-\$9,280.00	7.2 %
6050 Delivery & Freight	\$2,025.00	\$2,000.00	\$25.00	101.25 %
6070 Dues and Subscriptions	\$9,299.80	\$5,000.00	\$4,299.80	186.0 %
6075 Educational Life Skills	\$319.19	\$500.00	-\$180.81	63.84 %
6090 Fuel	\$32,472.93	\$30,000.00	\$2,472.93	108.24 %
6100 Insurance	\$35,691.16	\$40,000.00	-\$4,308.84	89.23 %
6110 Interest Expense	\$23,083.53	\$153,800.00	-\$130,716.47	15.01 %
6116 Payroll Taxes	\$26,968.48	\$26,000.00	\$968.48	103.72 %
6117 Wages	\$333,714.39	\$310,000.00	\$23,714.39	107.65 %
6120 Licenses and Permits	\$669.93	\$1,000.00	-\$330.07	66.99 %
6121 Property Tax	\$5,658.83	\$12,000.00	-\$6,341.17	47.16 %
6130 Office Supplies	\$7,166.84	\$10,000.00	-\$2,833.16	71.67 %
6150 Postage and Delivery	\$355.00	\$100.00	\$255.00	355.0 %

ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
6160 Printing and Reproduction	\$890.18	\$2,000.00	-\$1,109.82	44.51 %
6170 Professional Fees	\$20,571.75	\$18,000.00	\$2,571.75	114.29 %
6180 Holiday Give Away	\$4,711.16	\$3,000.00	\$1,711.16	157.04 %
6190 Rent	\$46,220.00	\$48,000.00	-\$1,780.00	96.29 %
6200 Repairs & Maintenance	\$12,933.36	\$12,000.00	\$933.36	107.78 %
Equipment	\$2,728.16	\$0.00	\$2,728.16	
Total for 6200 Repairs & Maintenance	\$15,661.52	\$12,000.00	\$3,661.52	130.51 %
6220 Telephone	\$2,442.57	\$2,500.00	-\$57.43	97.7 %
6230 Travel & Meals	\$5,791.89	\$3,000.00	\$2,791.89	193.06 %
6240 Utilities	\$35,048.94	\$38,000.00	-\$2,951.06	92.23 %
6241 Internet	\$6,569.63	\$0.00	\$6,569.63	
Total for 6240 Utilities	\$41,618.57	\$38,000.00	\$3,618.57	109.52 %
Total for 6000 Program Expenses	\$673,720.97	\$767,200.00	-\$93,479.03	87.82 %
6205 Warehouse Supplies	\$31,548.16	\$7,500.00	\$24,048.16	420.64 %
6260 Charitable Contributions	\$195.00	\$300.00	-\$105.00	65.0 %
6500 Fundraising	\$3,280.75	\$75,000.00	-\$71,719.25	4.37 %
7000 Suspense	\$2,375.25	\$0.00	\$2,375.25	
Payroll Expenses	\$0.00	\$0.00	\$0.00	
6115 Company Contributions	\$0.00	\$0.00	\$0.00	
Retirement	\$6,573.19	\$7,500.00	-\$926.81	87.64 %
Total for 6115 Company Contributions	\$6,573.19	\$7,500.00	-\$926.81	87.64 %
Total for Payroll Expenses	\$6,573.19	\$7,500.00	-\$926.81	87.64 %
Printing and Reproduction	\$25.98	\$0.00	\$25.98	
Purchases	\$14,930.25	\$0.00	\$14,930.25	
Uncategorized Expenditure	\$246.60	\$0.00	\$246.60	
1659 Funding Draws	\$0.00	\$405,826.00	-\$405,826.00	0.0 %
Total for Expenses	\$1,383,355.88	\$2,293,361.00	-\$910,005.12	60.32 %
Net Operating Income	\$1,537,166.04	\$120,465.00	\$1,416,701.04	1276.03 %
Other Income	\$0.00	\$0.00	\$0.00	
Other Expenses				
6018 Program expense	\$97.25	\$0.00	\$97.25	
Total for Other Expenses	\$97.25	\$0.00	\$97.25	
Net Other Income	-\$97.25	\$0.00	-\$97.25	
Net Income	\$1,537,068.79	\$120,465.00	\$1,416,603.79	1275.95 %

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LOCAL RECIPIENT ORGANIZATION CERTIFICATION FORM

(To be retained by Local Board)

As a recipient of Emergency Food and Shelter National Board Program funds made available for Phase 42 and as the duly authorized representative of (Name of LRO) **Madera County Food Bank**, I certify that my public or private organization:

- Is not debarred or suspended from receiving Federal Funds,
- Has the capability to provide emergency food and / or shelter services,
- Will use funds to supplement / extend existing resources and not to substitute or reimburse ongoing programs and services,
- Is not-for-profit or an agency of government, possess a 501(c) (3),
- Has an accounting system, and will pay all vendors by LRO check, LRO vendor issued credit card or LRO debit card,
- Will conduct an independent annual review / audit if receiving \$50,000 or more in EFSP funds,
- Understands that **cash payments** (including petty cash) are **not eligible** under EFSP,
- Has a Federal Employer Identification Number (FEIN),
- Has a Dun & Bradstreet (DUNS) Number,
- Practices non-discrimination (LROs with a religious affiliation will not refuse service to an applicant based on religion, nor engage in religious proselytizing in any program receiving Emergency Food and Shelter Program funds),
- Will not charge a fee to clients for EFSP funded services,
- Has a voluntary board if private, not-for-profit,
- Will comply with the Phase 42 Responsibilities & Requirements Manual, particularly the Eligible and Ineligible Costs section, and **will** inform appropriate staff or volunteers of EFSP requirements,
- **Will provide all required reports to the Local Board in a timely manner;** (e.g., Second Payment/Interim and Final Reports),
- Will expend monies only on eligible costs and keep complete documentation (copies of front and back, invoices, receipts, etc.) on all expenditures for a minimum of three years after end of program, and for compliance issues until resolved,
- Will spend all funds and close-out the program by my jurisdiction's selected end-of-program and return any unused funds to the National Board (\$5.00 or more; make checks payable to the United Way Worldwide/Emergency Food and Shelter National Board Program),
- Will provide complete documentation of expenses to the Local Board, if requested; no later than one month following my jurisdiction's selected end-of-program date,
- Will comply with the Office of Management and Budget Circular A-133 if expending \$500,000 or more in Federal funds,
- Will comply with lobbying prohibition certification and disclosure of lobbying activities if receiving \$100,000 or more in EFSP funds, if applicable, and
- Has no known EFSP compliance exceptions in this or any other jurisdiction.

Please check: Have read, understand, and agree to abide by the EFSP Responsibilities and Requirements Manual

Signature: *Ryan McWhorter*

Print Name: RYAN McWHERTER

Title: EXECUTIVE DIRECTOR

Date: 12-30-2024

LRO ID#: 076000

FEIN#: 77-0573488

Unique Entity Identifier ZVD9MNTMAJS9

ADDRESS: 225 S BINE ST. #101 City: MADERA State: CA. Zip: 93637

Phone #: 579-674-1482

Email: rmcwhorter.maderafoodbank@gmail.com