

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 Rescue Mission Inc.

(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

12/24/2024

Date

Jesse Chavez, Executive Director
Print Name and Title

Please Use this Form as Your Cover Page With Your Application

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Agency Name: Madera rescue Mission Inc.

APPLICATION SUMMARY

FEMA Funding Service Plan

Total Amount Requested \$30,000

A. SERVED MEALS

Amount Requested	<u>\$15,000</u>
# of Meals Served	<u>#5,000</u>
Cost Per Meal Served	<u>\$3.00</u>

B. OTHER FOOD

Amount Requested	<u>\$0</u>
# of Meals Served	<u>#0</u>
Cost Per Meal Served	<u>\$0</u>

C. MASS SHELTER

Amount Requested	<u>\$15,000</u>
# of Nights Lodging	<u>#1,200</u>
Cost Per Night Lodging (per diem rate)	<u>\$12.50</u>

D. OTHER SHELTER

Amount Requested	<u>\$0</u>
# of Nights Lodging	<u>#0</u>
Cost Per Night Lodging (per diem rate)	<u>\$0</u>

E. SUPPLIES/EQUIPMENT (check one)

Food Shelter Both

Amount Requested	<u>\$0</u>
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F. RENT/MORTGAGE ASSISTANCE

Amount Requested	<u>\$0</u>
# of Families Served	<u>#0</u>

G. UTILITIES

Amount Requested	<u>\$0</u>
# of Families Served	<u>#0</u>

H. ADMINISTRATION

<u>\$0</u>

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SECTION I – GENERAL

Total FEMA funds requested (should equal total on cover): **\$30,000**

Agency Name: Madera Rescue Mission
Address: 1305 Clinton St
City: Madera, CA 93638
Telephone Number: (559)375-8321

Executive Director: Jesse Chavez
Telephone Number: (559)375-8321 Ext.215

Board Chair: Keith Carns
Telephone Number: (559)760-4500

Contact Person: Ligia Pacheco
Telephone Number: (559)675-8321 Ext. 223

Year the Agency was founded? 1987

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: 41 **Amount:** \$19,034.00

Breakdown:	Served Meals	\$9,034.00
	Other Food	\$0
	Mass Shelter	\$10,000.00
	Other Shelter	\$0
	Supplies/Equipment	\$0
	Rent/Mortgage Assistance	\$0
	Utilities	\$0
	Administration	\$0

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:

77-0144133

What is your UEI (Unique Entity Identifier):

H2DFU4VANDJ4

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

19-769-7709

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 through Friday

Hours: 24/7

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SPONSORING AGENCY MANAGEMENT

A. Board of Directors:

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

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? N/A

By whom?
Are your financial officers bonded? No

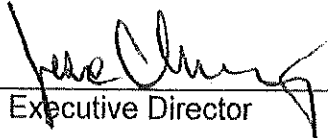
For how much? \$ N/A

C. Proposal written By: Ligia Pacheco

Telephone: (559) 675-8321 Ext 223

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: Executive Director



Title: Board of Directors

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BOARD OF DIRECTORS

NAME	BUSINESS OR HOME ADDRESS	YEARS ON BOARD
Keith Carns Chairman of the Board	7358 W. Coho Dr. Boise, ID 83709	19
Dan Humphries Treasurer	23743 Road 17 Chowchilla, CA 93610	16
Pastor Mike Unger Secretary	129 River Ponte Dr Madera, CA 93637	3
Otto Coelho Member	37719 Ave 17 ½ Madera, CA 93636	19
Donna Adams Member	1213 Pecan Ave Madera, CA 93638	10
Brenda Herrera Member	717 N. Granada Dr. Apt 109 Madera, CA 93637	6
Jesse Chavez Executive Director	1625-457 Howard Rd. Madera, CA 93637	4

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Certification of Non-Discrimination

Certificate of Non-Discrimination

Madera Rescue Mission does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Madera Rescue Mission is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

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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 Rescue Mission has been serving our community since 1987. Year after year, MRM has been providing more than 100 beds at night and serving more than 4,000 meals every month. In addition to that, MRM has been helping clients from our community in the process of recovery from any type of substances abuse. In our effort to prevent homelessness, MRM has expanded its services to individual case management and connecting clients to other agencies. MRM is working arduously to assist clients according to their needs along with any barriers they may face. In 2024 MRM assisted clients as follow:

- 26 clients to move to their permanent housing
- 20 clients transitional housing.
- 15 clients were able to obtain full-time jobs.
- 122 clients received medical assistance through Camarena Health Mobile unit along with Camarena Dental Mobile Unit coming to the Misson.
- 406 Christmas meals were served in our community.
- 725 toys were distributed to children from our community.
- 42 men in behavior health units
- 34 women in behavior health units
- 32 clients in triage for men & women
- 319 client's men's shelter
- 156 client's women's shelter
- 14 families assisted in the women's shelter.

MRM is Christian organization, endeavors to assist client in any area they might need help, from Christian counseling to family reunification. MRM not only provides the clients with their basic needs but also with emotional & spiritual support, assisting clients to move in their own homes.

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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.
Fundas are received by Ligia Pacheco accounting reporting to Executive Director Jesse Chavez, monthly review by Accounting Consultant Robynne Whetton, and annual return CPA Savage Company.
- D. Describe the administrative procedures you will employ to ensure accurate reports and fiscal control and alleviate duplication of services offered by other agencies.
MRM uses QuickBooks for accounting. We use class tracking which allows us to monitor the income and expenses related to specific events and/or funding.

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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) Jesse Chavez, 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: 

Print Name: Jesse Chavez

Title: Executive Director

Date: 12/24/2024

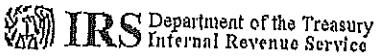
LRO ID#: 076000

FEIN#: 77-0144133

Unique Entity Identifier 076000

ADDRESS: 1305 Clinton St. City: Madera State: CA Zip: 93638

Phone #: (559) 675-8321 Email: jchavez@maderarescue.org



Department of the Treasury
Internal Revenue Service

Cincinnati Service Center
CINCINNATI OH 45999-0034

In reply refer to: 0227337219
May 02, 2017 LTR 858C 0
77-0144133 201612 10
00008367
BODC: TE

MADERA RESCUE MISSION INCORPORATED
PO BOX 642
MADERA CA 93639

40200

Taxpayer Identification Number: 77-0144133
Tax Period(s): Dec. 31, 2016

Form: 940

Dear Taxpayer:

We received your Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, for the tax period(s) indicated above.

You are not required to file Form 940 because you have been determined to be an exempt organization under section 501(c)(3) of the Internal Revenue Code; therefore, you are exempt from paying federal unemployment tax. Please destroy any Form 940 returns you may have received. Do not make tax deposits for federal unemployment tax.

We will send you a refund for your payments for the current year. You may request refunds for payments made in previous years by filing a Form 843 claim. You must file a claim for refund within three years from the return due date, or within two years from the date you paid the tax, whichever is later.

Even though you are not liable for the federal tax, you could be liable for the state tax. States establish and operate their own systems. Therefore, you should contact your state to find out whether you are required to make contributions under the state unemployment compensation law.

If you need forms, schedules or publications to respond to this letter, you can obtain them by visiting the IRS website at www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you have any questions, please call us toll free at 1-800-829-0115.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Keep a copy of this letter for your records.

Telephone Number () _____ Hours _____



P.O. Box 642 • Madera, CA 93639
us. (559) 675-8321 • Fax (559) 675-8073 • jchavez@maderarescue.org

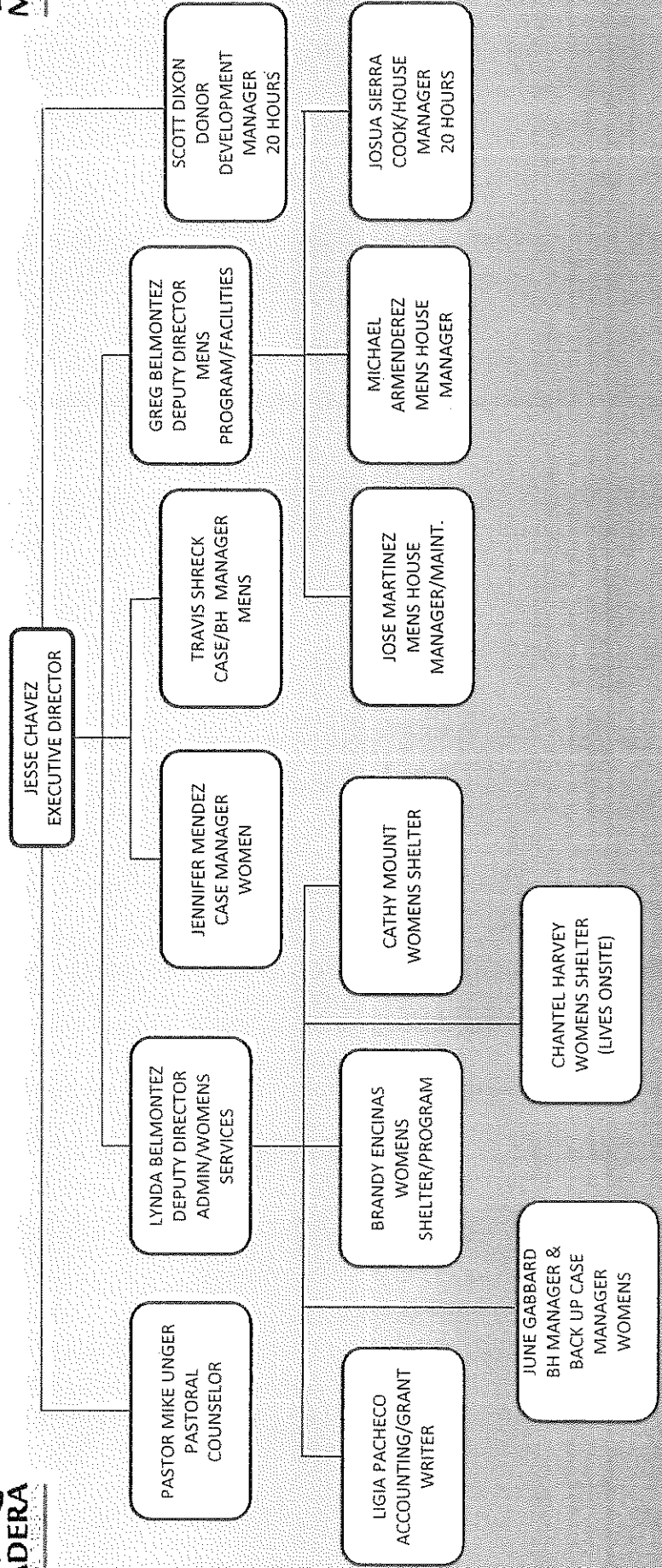
Certificate of Non-Discrimination

Madera Rescue Mission does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Madera Rescue Mission is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



MADERA RESCUE MISSION ORGANIZATION CHART



MRM BOARD OF DIRECTORS:
 KEITH CARNS- CHAIRMAN OF THE BOARD, DAN HUMPHRIES – TREASURER, PASTOR MIKE UNGER- SECRETARY
 OTTO COELHO – MEMBER, DONNA ADAMS- MEMBER, BRENDA HERRERA- MEMBER, JESSE CHAVEZ – EXECUTIVE DIRECTOR
 JC.11.15.24

Madera Rescue Mission
Balance Sheet
As of November 30, 2024

	<u>Nov 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Citizens-Checking #6028	455,486.22
1010 · Citizens-Savings #2064	300,405.78
1015 · CVCB-Savings #3561	300,334.26
1018 · Premier Valley Savings #1134	245,268.37
1019 · Premier CD	50,000.00
Total Checking/Savings	<u>1,351,494.63</u>
Accounts Receivable	
1200 · Accounts Receivable	56,588.96
Total Accounts Receivable	<u>56,588.96</u>
Other Current Assets	
1100 · Petty Cash	1,000.00
1150 · Prepaid Insurance	6,768.95
1155 · Prepaid Expense	-324.79
Total Other Current Assets	<u>7,444.16</u>
Total Current Assets	<u>1,415,527.75</u>
Fixed Assets	
1500 · Furniture and Fixtures	12,682.45
1505 · Equipment	120,259.94
1550 · Buildings	2,637,905.00
1555 · Buildings Improvement	345,111.02
1560 · Vehicles	95,141.23
1565 · Land	72,339.00
1570 · Accumulated Depreciation	-1,835,935.00
Total Fixed Assets	<u>1,447,503.64</u>
TOTAL ASSETS	<u><u>2,863,031.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
2550 · EHAPCD-0997 Family Shelter	757,691.10
2555 · EHAPCD-2243 Women's Shelter	775,278.00
Total Long Term Liabilities	<u>1,532,969.10</u>
Total Liabilities	1,532,969.10
Equity	
3150 · Temp. Restricted Net Assets	1,168,315.53
Net Income	161,746.76
Total Equity	<u>1,330,062.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,863,031.39</u></u>

Madera Rescue Mission
Profit & Loss
 January through November 2024

	Jan - Nov 24
Income	
43300 · Grant Income	80,116.70
43350 · Government Contracts	867,044.63
43400 · Contributions	283,708.33
44500 · Special Events Income	38,989.88
45030 · Interest Income	581.41
46430 · Miscellaneous Revenue	10,533.68
	1,280,974.63
Total Income	1,280,974.63
Cost of Goods Sold	
50005 · Special Event Expense	16,063.45
	16,063.45
Total COGS	16,063.45
Gross Profit	1,264,911.18
Expense	
62100 · Professional Services	
62110 · Accounting Fees	8,482.50
62145 · Outside Contractors	13,525.00
62150 · Payroll Services	2,235.80
62155 · Security Services	57,856.50
	82,099.80
Total 62100 · Professional Services	82,099.80
64000 · Operations	
64005 · Advertising Expenses	30,990.24
64010 · Auto Expense	27,059.88
64015 · Food Supplies	55,140.70
64025 · Maintenance & Repairs	58,391.30
64030 · Postage, Mailing Service	1,784.41
64035 · Printing and Copying	2,736.21
64040 · Supplies	96,041.03
64045 · Telephone	23,273.54
64050 · Utilities	74,885.32
	370,302.63
Total 64000 · Operations	370,302.63
65100 · Administration	
65005 · Bank Charges	76.35
65015 · Dues	17,627.67
65020 · Insurance	36,256.87
65030 · Licenses, Taxes, Permits	445.00
65160 · Other Costs	2,791.69
65170 · Staff Development	2,539.90
68325 · Donation	3,004.59
	62,742.07
Total 65100 · Administration	62,742.07
66000 · Payroll Expenses	
66500 · Salaries & Wages	544,149.78
66550 · Payroll Taxes	43,870.14
	588,019.92
Total 66000 · Payroll Expenses	588,019.92
Total Expense	1,103,164.42
Net Income	161,746.76