



**\*\*\*DUE TO COVID-19, SEATING CAPACITY IS LIMITED TO NO MORE THAN 10 ATTENDEES\*\*\***

**\*\*\*MEETING BROADCAST LIVE ON TOWN OF GUADALUPE FACEBOOK PAGE\*\*\***

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

Agendas/Minutes:  
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Town Council Chambers  
9241 S. Avenida del Yaqui  
Guadalupe, AZ 85283  
Phone: (480) 730-3080  
Fax: (480)-505-5368

**NOTICE OF REGULAR MEETING  
OF THE GUADALUPE TOWN COUNCIL**

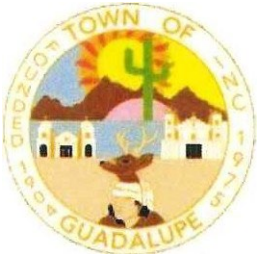
**THURSDAY, JUNE 23, 2022  
6:00 P.M.**

**GUADALUPE TOWN HALL  
9241 SOUTH AVENIDA DEL YAQUI, MUSEUM ROOM  
GUADALUPE, ARIZONA**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Guadalupe Town Council and to the public that the Guadalupe Town Council will hold a meeting, open to the public, on Thursday, June 23, 2022, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

**AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. INVOCATION/PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES
  - 1. Approval of the May 25, 2022, Town Council Special Meeting Minutes.
  - 2. Approval of the May 26, 2022, Town Council Regular Meeting Minutes.
- E. CALL TO THE PUBLIC: An opportunity is provided to the public to address the Council on items that are not on the agenda or included on the consent agenda. A total of 3 minutes will be provided for the Call to the Audience agenda item unless the Council requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.
- F. MAYOR and COUNCIL PRESENTATIONS: None.
- G. DISCUSSION AND POSSIBLE ACTION ITEMS:
  - 1. **MARICOPA COUNTY SHERIFF'S OFFICE FENTANYL UPDATE:** Council will receive a presentation from Maricopa County Sheriff's Office representatives regarding fentanyl use. Council may provide direction to the Town Manager / Clerk. *Material for this item may be provided at the meeting.*



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
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## 2. MARICOPA COUNTY COMMUNITY DEVELOPMENT ADVISORY COMMITTEE APPOINTEE

**RECOMMENDATIONS:** Councilmembers will consider making a recommendation to the Maricopa County Board of Supervisors to appoint a primary representative and an alternate representative, both of which are elected officials, to serve on the Maricopa County Community Development Advisory Committee. The term of office is July 1, 2022 to June 30, 2024. Council may provide direction to the Town Manager / Clerk. *There is no material for this item.*

## 3. APPROVAL OF MEMORANDUM OF UNDERSTANDING – ARIZONA COMMUNITY ACTION

**ASSOCIATION:** Council will consider and may take action to authorize the Mayor, or designee, to sign a memorandum of understanding (C2022-31), with Wildfire, to enroll and establish the Town of Guadalupe's Community Action Program (CAP) as a Supplemental Nutrition Assistance Program (SNAP) supporting partner (SCP) and provide funding in the amount of \$53,187.20 to help inform potentially eligible households about the availability, eligibility requirements, application procedures and benefits of SNAP. The contract term is October 1, 2022 – September 30, 2023. Approval of the contract would authorize the Mayor, or designee, to sign all necessary documents in furtherance of this contract. Council may provide direction to the Town Manager / Clerk.

H. TOWN MANAGERS' COMMENTS

I. COUNCILMEMBERS' COMMENTS

J. ADJOURNMENT



June 17, 2022

To: The Honorable Mayor and Town Council

From: Jeff Kulaga, Town Manager / Clerk

RE: **June 23, 2022, Town Council Regular Meeting Information Report**

The purpose of this report is to provide brief information regarding each agenda item.

**Agenda Items:**

**D1. MAY 25, 2022, SPECIAL COUNCIL MEETING MINUTES. (PAGES 4 – 5)**

**D2. MAY 26, 2022, REGULAR COUNCIL MEETING MINUTES. (PAGES 6 – 9)**

**G1. MARICOPA COUNTY SHERIFF’S OFFICE FENTANYL UPDATE (NO MATERIAL FOR THIS ITEM):** Council will receive a presentation from Maricopa County Sheriff’s Office representatives regarding fentanyl use. Council may provide direction to the Town Manager / Clerk. *Material for this item may be provided at the meeting.*

**G2. COMMUNITY DEVELOPMENT ADVISORY COMMITTEE APPOINTEE RECOMMENDATIONS (CDAC) (NO MATERIAL FOR THIS ITEM):** The Community Development Advisory Committee (CDAC) was created by the Board of Supervisors to act in an advisory capacity on matters concerning the Maricopa County Community Development Block Grant (CDBG) Program, including funding recommendations, fair housing, and housing affordability issues affecting low/moderate income people. It functions to allow effective involvement of participating cities and towns and the citizens organizations throughout all stages of the Block Grant program.

In recent years, the Town of Guadalupe as received grants of \$550,274 and \$517,828 in 2021 and 2019 respectively for sewer line renovations and \$438,873 in 2018 for street resurfacing.

Presently, the CDAC Board consists of nine Maricopa County municipalities and the five County districts. The CDAC recommends Community Development Block Grant (CDBG) project funding and oversight of the Maricopa County Urban County CDBG Program. The governing body of each participating municipality may choose two elected officials, a primary representative and an alternate. The appointee recommendations are forwarded to the Maricopa County Board of Supervisors for consideration and appointment. The CDAC meets the second Wednesday of each month at 6:30 PM; and, the term of office is July 1, 2022, to June 30, 2024. Currently, Vice Mayor Vital and Councilmember Sánchez serve on the CDAC.

**G3. APPROVAL OF MEMORANDUM OF UNDERSTANDING – ARIZONA COMMUNITY ACTION ASSOCIATION (PAGES 10 – 34):** Staff is recommending that Council approve a memorandum of understanding (C2022-31) with Wildfire, to enroll and establish the Town of Guadalupe’s Community Action Program (CAP) as a Supplemental Nutrition Assistance Program (SNAP) supporting partner (SCP) and provide funding in the amount of \$53,187.20 to help inform potentially eligible households about the availability, eligibility requirements, application procedures, and benefits of SNAP.

Should this MOU be approved, and as defined in the MOU, the Town’s CAP Offices would be responsible for promoting the SNAP program in town, participate in SNAP meetings and training, maintain proper records, and enroll eligible Guadalupe residents in the SNAP program. The contract term is October 1, 2022 – September 30, 2023.



# Minutes Town Council Special Meeting May 25, 2022

Valerie Molina  
Mayor

Minutes of the Guadalupe Town Council Special Meeting held on Wednesday, May 25, 2022, 4:00 p.m., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

Ricardo Vital  
Vice Mayor

A. CALL TO ORDER  
Vice Mayor Vital called the meeting to order at 4:05 p.m.

Mary Bravo  
Councilmember

B. ROLL CALL  
Councilmembers Present: Vice Mayor Ricardo Vital and Councilmember Gloria Cota (*participating via teleconference*), and Councilmember Mary Bravo, Councilmember Elvira Osuna, Councilmember Joe Sánchez, and Councilmember Anita Cota Soto

Gloria Cota  
Councilmember

Councilmember Absent: Mayor Valerie Molina

Elvira Osuna  
Councilmember

Staff Present: Jeff Kulaga – Town Manager / Clerk, David Ledyard – Town Attorney, and Kay Savard, Deputy Town Clerk

Joe Sánchez  
Councilmember

C. DISCUSSION AND POSSIBLE ACTION ITEMS:

Anita Cota Soto  
Councilmember

1. EXECUTIVE SESSION  
**Motion by Councilmember Bravo to convene into Executive Session; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.**

Online agendas and results available at [www.guadalupeaz.org](http://www.guadalupeaz.org)

Councilmembers voted to convene into an executive session, closed to the public, as allowed by ARS 38-431.03 (A) (2) (3) (4) (6) and (7) concerning the use, rental, and possible disposition of certain real estate owned or controlled by the Town of Guadalupe and any confidential records related thereto; and, legal advice concerning the following topics:

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- a. Town-owned property development proposal – 9050 South Avenida del Yaqui – Old Town Hall
- b. Town-owned property development proposal – 9050 South Avenida del Yaqui – NE Corner
- c. Town-owned property development proposal – 9201 South Avenida del Yaqui – Mercado
- d. Zoning Code Violation – 9215 South Calle Vaou Nawi
- e. Town Code zoning regulations § 154.067 commercial districts; C-1 neighborhood commercial, C-2 general commercial, and C-M mixed-use commercial for alcohol establishments
- f. Town Code regulations Chapter 90: Animals Generally
- g. Town Code – 154.065 single-family residential districts: R-1-9 and R-1-6: mobile homes (D) (5); 154.067 commercial districts; C-1 neighborhood commercial, C-2 general commercial, and C-M mixed-use commercial ( E ) (2) (i) mobile home temporary use
- h. Avenida del Yaqui – construction project and construction contract
- i. Matus v. Town of Guadalupe



D. ADJOURNMENT

**Motion by Councilmember Bravo to adjourn the Special Council Meeting; second by Councilmember Osuna. Motion passed unanimously on a voice vote 6-0.**

The meeting was adjourned at 4:07 p.m.

\_\_\_\_\_  
Valerie Molina, Mayor

Valerie Molina  
Mayor

ATTEST:

Ricardo Vital  
Vice Mayor

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Mary Bravo  
Councilmember

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the May 25, 2022, Town of Guadalupe, Town Council Special Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

Gloria Cota  
Councilmember

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

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# Minutes Town Council Regular Meeting May 26, 2022

Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

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Minutes of the Guadalupe Town Council Regular Meeting held on Thursday, May 26, 2022, at 6:00 P.M., at Guadalupe Town Hall, 9241 South Avenida del Yaqui, Museum Room, Guadalupe, Arizona.

A. Councilmember Soto called the meeting to order at 6:11 p.m.

### B. ROLL CALL

Councilmembers Present: Councilmember Anita Cota Soto. The following councilmembers participated via video conference: Vice Mayor Ricardo Vital, Councilmember Mary Bravo, Councilmember Elvira Osuna, and Councilmember Joe Sánchez

Councilmembers Absent: Mayor Valerie Molina and Councilmember Gloria Cota

Staff Present: Jeff Kulaga – Town Manager / Clerk, and Jennifer Drury – Assistant to the Town Manager, and David Ledyard – Town Attorney

Councilmember Soto announced that the Council meetings are open to the public and invited members of the public to attend. There is a limit of ten people allowed in the Town Hall lobby.

### C. INVOCATION/PLEDGE OF ALLEGIANCE

Councilmember Soto called for a moment of silence in recognition of the victims of a recent shooting incident in Texas. Councilmember Soto then led the Pledge of Allegiance.

### D. APPROVAL OF MINUTES

1. Approval of the May 12, 2022, Town Council Regular Meeting Minutes.

**Motion by Councilmember Bravo to approve agenda item D1; second by Councilmember Osuna. Motion passed unanimously on a voice vote 5-0.**

1. Councilmembers approved the May 12, 2022, Town Council Regular Meeting Minutes.

### E. CALL TO THE PUBLIC

Daniel Perez stated that he is a member of Compadres de Guadalupe. Mr. Perez talked about a proposal to install horseshoe pits in Biehn Colony Park; and discussed various fund-raising efforts that could fund the project. The horseshoe pits could potentially become a revenue generator for the Town.

Jeff Kulaga, Town Manager / Clerk, stated that he will meet with Mr. Perez to discuss the proposal further. There are various issues that staff and Mr. Perez will need to work on before this proposal could be scheduled for Council action at an upcoming Council meeting.

### F. MAYOR and COUNCIL PRESENTATIONS:

Councilmember Soto read a proclamation declaring Sunday, June 5, 2022, as Graduation Sunday in the Town of Guadalupe.



Valerie Molina  
Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
Councilmember

Gloria Cota  
Councilmember

Elvira Osuna  
Councilmember

Joe Sánchez  
Councilmember

Anita Cota Soto  
Councilmember

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Jeff Kulaga, Town Manager / Clerk, played a video of the media acknowledging Alan Romania for his heroic efforts in the line of duty in his role as Fire Captain for the Guadalupe Fire Department. Councilmember Soto presented Captain Romania with a Certificate of Recognition for his heroic efforts.

G. DISCUSSION AND POSSIBLE ACTION ITEMS:

**1. PUBLIC HEARING – LIQUOR LICENSE APPLICATION**

Councilmember Soto stated that this is a public hearing for a Series 12 Restaurant Liquor License application for Mariscos San Diego Bay, 9201 South Avenida del Yaqui, Suite #11, Guadalupe, AZ 85283. The Applicant is Cristina Fragoso Vera. The Applicant has paid all applicable liquor license application and issuance fees; the property has been posted for the public hearing date; the public hearing has been advertised in the newspaper; and, the Arizona Department of Liquor Licenses and Control has received the application. No public input has been received to date.

**Motion by Vice Mayor Vital to open the public hearing; second by Councilmember Sánchez. Motion passed unanimously on a voice vote 5-0.**

Jeff Kulaga, Town Manager / Clerk, stated that no public input has been received by staff. The Applicant is present should Council have any questions.

**Motion by Councilmember Bravo to close the public hearing; second by Vice Mayor Vital. Motion passed unanimously on a voice vote 5-0.**

Councilmembers held a public hearing for a Series 12 Restaurant Liquor License application for: Mariscos San Diego Bay, 9201 S. Avenida del Yaqui, Suite #11, Guadalupe, AZ 85283. The Applicant is Cristina Fragoso Vera. The Applicant has paid all applicable liquor license application and issuance fees; the property has been posted for the public hearing date; the public hearing has been advertised in the newspaper; and, the Arizona Department of Liquor Licenses and Control has received the application. No public input has been received to date.

**2. LIQUOR LICENSE APPLICATION – MARISCOS SAN DIEGO BAY**

Councilmember Soto stated that Council may take action to forward a recommendation of approval, disapproval, or no recommendation, to the Arizona Department of Liquor Licenses and Control for State Liquor License No. 196287, for Mariscos San Diego Bay, 9201 South Avenida del Yaqui, Suite #11, Guadalupe, AZ 85283. The Applicant is Cristina Fragoso Vera.

**Motion by Councilmember Bravo to approve agenda item G2; second by Councilmember Osuna. Motion passed 4-1 on a voice vote with Councilmember Soto voting no.**

Councilmembers voted 4-1 to forward a recommendation of approval to the Arizona Department of Liquor Licenses and Control for State Liquor License No. 196287, for Mariscos San Diego Bay, 9201 South Avenida del Yaqui, Suite #11, Guadalupe, AZ 85283. The Applicant is Cristina Fragoso Vera.

In response to a question, Mr. Kulaga noted that Mariscos San Diego Bay is the only establishment operating in the Mercado that serves alcohol. Staff will follow up and forward the Council's recommendation of approval to the Arizona Department of Liquor Licenses and Control.

**3. APPROVAL OF CONTRACT – CALLE VAOU NAWI SIDEWALK CONSTRUCTION**

Councilmember Soto stated that this agenda item is for Council to awarding a contract to Sunland Asphalt in the amount not to exceed \$178,994.94. The purpose of the contract is for Sunland Asphalt to construct approximately 426 feet of a concrete sidewalk on the east side of Calle Vaou Nawi immediately south of Guadalupe Road. Contract includes demolition, surveying, grading, utility



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Mayor

Ricardo Vital  
Vice Mayor

Mary Bravo  
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coordination, installation of concrete curb, gutter and sidewalk and asphalt. Funding for this contract is available through the adopted Fiscal Year 2022 General Fund Budget Capital Outlay cost center.

Jeff Kulaga, Town Manager / Clerk, stated that this contract is to construct a curb and gutter on the east side of Calle Vaou Nawi immediately south of Guadalupe Road. Should the Council wish to approve the contract, staff will issue a Notice to Proceed to Sunland Asphalt for the project to begin on Monday, June 27, 2022. The Town Engineer, Vince Gibbons, is involved in this process. Staff recommends approval of the contract.

In response to a question, Mr. Kulaga stated that the quoted price from Sunland Asphalt is good until June 30, 2022. Salt River Project is in the process of relocating a utility pole on the project site in preparation for the construction of the gutter and sidewalk.

**Motion by Vice Mayor Vital to approve agenda item G3; second by Councilmember Bravo. Motion passed unanimously on a voice vote 5-0.**

Councilmembers awarded a contract (C2022-24) to Sunland Asphalt in the amount not to exceed \$178,994.94. The purpose of the contract is for Sunland Asphalt to construct approximately 426 feet of a concrete sidewalk on the east side of Calle Vaou Nawi immediately south of Guadalupe Road. Contract includes demolition, surveying, grading, utility coordination, installation of concrete curb, gutter and sidewalk and asphalt. Funding for this contract is available through the adopted Fiscal Year 2022 General Fund Budget Capital Outlay cost center.

#### **4. ADOPT TENTATIVE FISCAL YEAR 2021/2022 BUDGET**

Councilmember Soto stated that this agenda item is for Council to consider adopting the Fiscal Year (FY23) 2022-23 Tentative Budget and set the time and date of 6:00 P.M., June 23, 2022, for the public hearing for final adoption of the Town of Guadalupe FY23 tentative budget. The FY23 tentative budget totals \$16,157,499 which includes funding for a general fund budget of \$6,391,021; \$2,807,292 for enterprise and special funds; \$314,537 for municipal bond debt service; \$1,226,813 for AZ Cares Covid relief; \$1,107,288 for COVID relief and recovery and a \$4,310,548 grant fund.

Jeff Kulaga, Town Manager / Clerk, stated that in April, 2022, staff provided a comprehensive overview of the proposed budget to Council. The FY23 tentative budget totals \$16,157,499 which includes funding for a general fund budget of \$6,391,021; \$2,807,292 for enterprise and special funds; \$314,537 for municipal bond debt service, which is the last year of debt service; \$1,226,813 for AZ Cares Covid relief; \$1,107,288 for COVID relief and recovery and a \$4,310,548 grant fund. The grant fund is not funded until/if grants are awarded to the Town; however, allocating \$4.3 million in the grant fund provides funding capacity to spend up to that amount.

Mr. Kulaga stated that over the past few years, the General Fund balance has grown from just under \$1 million to approximately \$5.2 million. Moving forward, deficit spending is anticipated. This needs to be corrected or the General Fund will be depleted by 2027. Leveraging grants and seeking recurring, annual, sustainable revenue sources are critical.

In response to a question, Mr. Kulaga stated that the budget presentation materials are available online.

**Motion by Vice Mayor Vital to adopt the Fiscal Year (FY23) 2022-23 Tentative Budget and set the time and date of 6:00 P.M., June 23, 2022, for the public hearing for final adoption; second by Councilmember Osuna. Motion passed unanimously on a voice vote 5-0.**

Councilmembers adopted the Fiscal Year (FY23) 2022-23 Tentative Budget and set the time and date of 6:00 P.M., June 23, 2022, for the public hearing for final adoption of the Town of Guadalupe FY23 tentative budget. The FY23 tentative budget totals \$16,157,499 which includes funding for a general





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fund budget of \$6,391,021; \$2,807,292 for enterprise and special funds; \$314,537 for municipal bond debt service; \$1,226,813 for AZ Cares Covid relief; \$1,107,288 for COVID relief and recovery and a \$4,310,548 grant fund.

H. TOWN MANAGERS' COMMENTS – None.

I. COUNCILMEMBERS' COMMENTS

Councilmember Bravo

- o Thanked the community for the improved vaccination rate. Encouraged everyone to get vaccinated.
- o Prayers for victims of the recent shooting incident in Texas.
- o Prayers for the safety of the Maricopa County Sheriff's personnel.
- o Thanked staff for their work.

Vice Mayor Vital

- o Saturday, May 28, 2022 – Graduation Day Parade.
- o Monday, May 30, 2022 – Town Hall and the tribal building will be closed in observance of Memorial Day weekend.
- o Stay safe everyone.

Councilmember Osuna

- o Keep the community and its children in your prayers.

Councilmember Sánchez

- o Thanked staff for their work.
- o Prayers for the victims of the recent Texas shooting incident.
- o Have a safe weekend.

Councilmember Soto

- o June 4, 2022 – Guadalupe Summer Splash event at Biehn Park.
- o June 13 – July 13, 2022 – Living in Two Words Program, Guadalupe Mercado.
- o Thanked staff for their work.
- o Keep the community and its children in your prayers.

J. ADJOURNMENT

**Motion by Councilmember Osuna to adjourn the Regular Council Meeting; second by Councilmember Bravo. Motion passed unanimously on a voice vote 5-0.**

The meeting was adjourned at 6:47 p.m.

\_\_\_\_\_  
Valerie Molina, Mayor

ATTEST:

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the May 26, 2022, Town of Guadalupe, Town Council Regular Meeting. I further certify the meeting was duly called and held, and that a quorum was present.

\_\_\_\_\_  
Jeff Kulaga, Town Manager / Town Clerk

C2022-31

## Memorandum of Understanding

United States Department of Agriculture Food and Nutrition Services  
Supplemental Nutrition Assistance Program  
Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

**This is a Partnership Agreement between  
WILDFIRE  
and  
the TOWN OF GUADALUPE (“Town”), an Arizona municipal corporation, who shall be  
referenced to as the SNAP Community Partner (SCP)**

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### I. Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of each party as they relate to providing increased access and enrollment in the Supplemental Nutrition Assistance Program (SNAP), also known as Nutrition Assistance in Arizona. Wildfire is the entity responsible for enrolling and supporting partners (heretofore referenced as **SCPs**), as well as administering the draw-down of these USDA funds through the Arizona Department of Economic Security (DES).

This Partnership is intended to help inform potentially eligible households about the availability, eligibility requirements, application procedures and benefits of SNAP. To support this goal, Wildfire and SCP will participate in activities targeting eligible households, providing accurate information, serving as a trusted source of information and assistance in your community, and assisting households with completing the application process, preferably through the Health-e-Arizona online application portal. Allowable activities are outlined in the Partnership Agreement and Payee Form.

Both Wildfire and SCP should ensure that program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and Office of Management and Budget (OMB) circulars governing cost issues.

All applicants and recipients are granted civil rights in accordance with Federal laws and US Department of Agriculture, Food and Nutrition Services (USDA) policy that services will be provided without discrimination on the basis of race, color, national origin, age, sex, disability, sexual orientation, political beliefs, or religion.

### II. MOU Term

The term of this MOU Agreement is the period within which the project responsibilities of this agreement shall be performed. The term begins October 1, 2022 and ends September 30, 2023.

### III. Wildfire Role and Responsibilities

1. Wildfire shall serve in the following roles and maintain responsibilities stated herein during the duration of the MOU term:
  - 1.1 Provide guidance and resources to SCP regarding applicable federal and state laws and regulations and program guidelines.

- 1.2 Review and approve all documentation evidencing SCP's performance of services as set forth in the Scope of Work and monitor SCP's compliance with the MOU.
  - 1.3 Provide training and technical assistance to SCP on SNAP, promising practices related to outreach, improving access, and increasing program participation, and fiscal and programmatic rules and regulations on an as-needed basis.
  - 1.4 Promptly process activity reports and invoices submitted by partners on a monthly basis. Invoices and activity reports will be processed by Wildfire on the 20<sup>th</sup> of each month, or the first day of business thereafter in the event the 20<sup>th</sup> of the month occurs on a non-business day for Wildfire. Activities must be eligible for USDA draw-down as allowable expenses according to the terms and conditions set forth in this MOU. SCP is responsible up front for all costs incurred, and reimbursement will be received only for allowable activities as approved by Wildfire, DES, and USDA.
2. Wildfire liability for funds related to this Partnership is limited as follows:
- 2.1 SCP acknowledges that all funds to be provided pursuant to this Agreement will be provided by USDA.
  - 2.2 Wildfire's obligations under this Agreement are subject to USDA's provision of funds pursuant to the Program Documents.

#### IV. SCP Responsibilities

1. SCP shall agree to the following during the duration of the MOU term:
  - 1.1 Provide SNAP outreach services and application assistance as outlined in the approved Partnership Agreement (attachment A), Payee Form (attachment B), Scope of Work (attachment C), and Program Budget (attachment D).
  - 1.2 Follow all relevant laws and regulations regarding documentation, reporting, use, etc. of these federal funds in accordance with OMB circulars A-122 relocated to [2 CFR Part 230](#); and A-133 (for non-profits) or OMB circulars A-87 relocated to [2 CFR, Part 225](#) and A-133 (for State, Local, and Indian Tribal Governments) or OMB circulars A-21 (for Educational Institutions). [Link to OMB Circulars](#)
  - 1.3 Furnish project management, contract administration and fiscal control services, including but not limited to:
    - a) Adherence to the approved Partnership Agreement and Payee Form, Scope of Work, Assurances, and Program Budget.
    - b) Return of this MOU, Partnership Agreement and Payee Form, Program Budget and Budget Justification, Scope of Work, and Assurances with the required signatures, **by March 31<sup>st</sup>, 2022**. All documents shall be submitted to Ray Collay at [rcollay@wildfireaz.org](mailto:rcollay@wildfireaz.org).
    - c) Preparation and timely submission of complete and accurate monthly expenditure and activity reports. Activity reports and invoices shall reflect 100% of activities completed and expenses incurred for the program. SCP will be reimbursed **40 percent** of allowable expenses included on the

invoice up to and not to exceed your Program Budget unless alterations or changes receive prior approval. A final report of activities completed, expenses incurred, and weekly activity logs **shall be submitted by the 10<sup>th</sup> day of the month following the month for which draw-down is requested.** For example, you must submit a report by November 10<sup>th</sup> in order to receive a draw-down for October's expenses.

- d) Participation in trainings and meetings as requested by Wildfire, including monthly Partner calls.
- e) Participation in evaluation of SNAP Outreach.
- f) Retention of all records supporting the funds used for draw-down, as well as any additional expenditures covered by the draw-down funds for three (3) years after the end of the contract term. This requirement applies to fiscal records, reports and client information. Additionally, SCP agrees to make all records relating to draw-down activities and expenses available upon request by Wildfire, DES and/or any Federal entity. Any costs that cannot be substantiated by source documentation may be disallowed.
- g) Return of any funds necessary to repay Wildfire for any disallowed expenses in which SCP has not complied with the requirements of this MOU and applicable state and federal regulations. Funds will be returned to Wildfire within 30 days of receipt of written notification.
- h) Submission of a copy of audited financial statements to Wildfire nine months after the end of the SCP's fiscal year during which this grant falls. SCP agrees to provide access to auditors to determine compliance with federal regulations. If your agency does not undergo an annual audit process, alternative arrangements may be made upon approval of Wildfire. The CFDA Number for this grant is 10.561.

#### 1.4 Maintain proper standards of disclosure and confidentiality as set forth by USDA:

- a) Case file information on SNAP recipients, including names of recipients, social security numbers, and other sensitive information is considered confidential and may not be released.
- b) Disclosure of information obtained from recipients may be made only to persons directly connected with the administration of SNAP or to others provided that the program recipient signs a release form documenting their agreement to the specific release. Such an agreement shall not be a condition of receipt of benefits. (*7 CFR Section 272.1(c); and (Section 11(e)(8) of The Food and Nutrition Act of 2008, as amended.*)
- c) State agencies and their contractors must protect confidential and private information gained from clients during the outreach process. Appropriate physical and computer security policies should be in place to protect sensitive information.

## V. Wildfire and SCP Agree to the Following Provisions:

1. Documents prepared by organizations using program funding for external release, in print or other media, or via the internet, must undergo appropriate review and receive the necessary departmental approvals from Wildfire and DES prior to publishing or distribution. Documents shall be submitted to Wildfire for review, and Wildfire will submit to DES on behalf of SCP when necessary. Reviews may take up to ten (10)

working days. This MOU identifies the following documents intended for external release as subject to both internal (Wildfire) and external (DES) review prior to printing and distribution:

1.1 Types of documents/communications:

- a) One time, periodic, or occasional
- b) Providing factual information to the public or target audience to increase enrollment in SNAP
- c) Conveying a specific message to a select target audience about SNAP

Examples:

- Brochure
- Fact sheet
- Media campaigns and advertisements
- Newsletter
- Fotonovela
- Press release or other press materials
- Public Service Announcement

1.2 Press releases announcing events sponsored by SCP shall not require prior approval unless they include information about the Partnership described herein or SNAP eligibility or rules. Social networking, such as Facebook, Twitter, and blog posts, requires prior approval in cases where the partnership created herein or information regarding eligibility or programmatic rules is included. Wildfire shall be notified upon release of any press release or social media piece released by SCP, and SCP shall provide copies of all releases to Wildfire at the end of the Term.

1.3 Materials, whether newly developed or reprinted, may require an appropriate acknowledgement/funding statement in accordance with state and federal agency specifications. SCP shall contact Wildfire for information on approved acknowledgement/funding statements and which types of materials should carry which version of the statement. For materials not listed, contact Wildfire for guidance on which statement is appropriate.

1.4 Any materials relaying information about the SNAP program shall contain the following statement:

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.”

An abbreviated version of this statement is available if space constraints exist.

- 2. SCP shall prominently display the USDA nondiscrimination poster “And Justice for All,” provided by DES or Wildfire, at any facility providing services outlined in this Partnership.
- 3. Program activities shall not supplant existing SNAP outreach programs, and where operating in conjunction with existing programs, shall enhance and supplement them.

## VI. Funding

- 1. Funding available for this program is on a monthly draw-down basis. Interested Partners must sign this MOU and provide Wildfire with a Partnership Agreement and Payee Form and Scope of Work for activities SCP expects to complete in the Term, as well as a Program Budget, Budget Justification, Assurances, current W-9, and any other requested documentation or information in order to apply to become a SCP. Funding is subject to the following terms:
  - 1.1 **Funding for this Partnership is 100% USDA Federal reimbursement and as such is subject to the availability of Federal funds.** USDA may, due to internal budgeting decisions or changes in federal allocation, reduce or eliminate funding for this program at any time, with or without advance notice. Additionally, DES may choose to discontinue this Partnership at any time, with or without advance notice. SCP understands and agrees to hold harmless Wildfire for any funds expended for which SCP is not able to receive reimbursement due to termination of funding.
  - 1.2 Funding for this Partnership is reimbursement only. No request can be honored to advance funds or pay costs incurred by the SCP without prior approval by Wildfire and DES. Wildfire makes no guarantee of the reimbursement of federal funds and is not liable for any costs incurred by SCP which are not reimbursed by USDA and/or DES.
  - 1.3 It is the responsibility of the SCP to monitor all contract expenditures by line item and ensure no over-expenditures occur. If an over-expenditure occurs, Wildfire and DES may disallow any costs exceeding the line item amount approved at the start of the contract year and reimbursement for amounts exceeding the approved budget will not be approved.
- 2. Funding is subject to approval by Wildfire, DES, and USDA. Wildfire will utilize the available USDA federal draw-down to provide SCP funds in accordance with SCP’s reasonable request, and Wildfire reserves the right to ask SCP to adjust the Partnership Agreement and Payee Form, Scope of Work and/or Budget to fit with the funding available.

- 2.1 SCP agrees to submit all reports and documentation required by the **10<sup>th</sup> day** of the month following the month in which work was completed. Wildfire and DES will process the request through the proper channels and SCP will receive a check in the amount approved for matching draw-down, **equal to a maximum of 40% of the funds expended by SCP for allowable activities in the month prior.**
- 2.2 SCP is responsible for submitting an invoice for each month of the contract year. In months where no activity was completed under this Partnership, SCP is responsible for reporting this to Wildfire and submitting an invoice showing that no expenses were incurred for the month.
- 2.3 SCP acknowledges and accepts that reimbursement for allowable activities is dependent upon the approval of Wildfire, DES, and USDA. The aforementioned parties may disallow any expense reported which is not in accordance with the Allowable Activities outlined by USDA and/or not in accordance with SCP Partnership Agreement and Payee Form, Scope of Work and/or Budget.
- 2.4 SCP acknowledges and agrees that all invoices are subject to approval by DES and USDA, and Wildfire's approval does not bind DES or USDA, nor constitute a guarantee by Wildfire of payment to SCP.
3. Contractor agrees to indemnify, defend and hold Wildfire and its directors, officers, employees and agents harmless for, from and against any tax or other liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands resulting from or arising out of a breach of this Agreement by Contractor or Contractor's employees or agents, or resulting from or arising out of rendering services under this Agreement by Contractor or Contractor's employees or agents or to the extent caused by the negligence or intentional misconduct of Contractor or Contractor's employees or agents. Wildfire agrees to indemnify, defend and hold Contractor and its directors, officers, employees and agents harmless for, from and against any liabilities, losses, costs, expenses (including attorneys' fees and court costs), penalties, claims, demands to the extent caused by the negligence or intentional misconduct of Wildfire or Wildfire's employees or agents.

## **VII. Modification and Termination**

1. This agreement may be cancelled or terminated without cause by either party giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.
2. Any and all amendments must be made in writing and must be agreed to and executed by Wildfire and SCP before becoming effective.
3. Wildfire intends to Partner with multiple SCPs. This Partnership is non-competitive and can be terminated at any time by Wildfire. Wildfire reserves the right to terminate any Partnership without advance notice for any violation of contract agreement.

## VIII. Effective Date and Signature

This MOU shall be effective upon the signature of Wildfire and SCP authorized officials. It shall be in force from October 1, 2022 through September 30, 2023. Wildfire and SCP indicate agreement with this MOU by their signatures.

WILDFIRE

Town of Guadalupe

Cynthia Zwick, Executive Director  
Authorizing Agent

Jeff Kulaga, Town Manager / Clerk  
Authorizing Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6/23/22  
Date



## SNAP Community Partner Assurances

United States Department of Agriculture Food and Nutrition Services  
Supplemental Nutrition Assistance Program  
Draw-Down Funding for Community Partnerships to Increase SNAP Enrollment

Initial Here to Indicate You Have Read and Understand The Assurance Statement	Assurance Statement
AP	The SCP is responsible for completion of activities outlined in the Scope of Work and Partnership Agreement and Payee Form.
AP	The amount requested in SCP's Program Budget is the maximum allowable reimbursement for FFY23 and may only be payable for allowable expenses. SCP is responsible for timely repayment of any reimbursed costs deemed unallowable by DES or USDA.
AP	Activities included in the Scope of Work are those deemed allowable as outlined in the USDA guidance provided by DES and Wildfire.
AP	Volunteers may be utilized to help meet the Scope of Work, but their time cannot be billed to this Partnership.
AP	Only non-federal funds may be used to draw-down a reimbursement. The non-federal funds used in this agreement may not be used for any other federal match.
AP	Funding for this program may be revoked by USDA at any time without prior notification. SCP is eligible for reimbursement only for allowable activities approved by Wildfire, and it is the sole responsibility of the SCP to pay any related expenses in full regardless of whether or not the requested reimbursement is provided by USDA.
AP	Documentation of activities, expenditures, and audits completed must be maintained by SCP for a minimum of 3 years after completion of the Term. It is the sole responsibility of the SCP to maintain all records and provide them to Wildfire, DES, and/or USDA upon request.
AP	Program activities are conducted in compliance with all federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
AP	Program activities are reasonable and necessary to accomplish outreach goals and reach potentially eligible households.

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.*

Town FFY23 SNAP MOU Town of Guadalupe – Attachment A

**Arizona Community Outreach Partner Agreement**

**Agency Name:** Town of Guadalupe Community Action Program (CAP)

**Main Address:** 9241 S. Avenida del Yaqui, Guadalupe Arizona 85283

**Contact Person for Program:** Dr. Annette Padilla, CAP Director

**Contact Person’s Phone Number:** 480 505 5385

**Contact Person’s Email Address:** apadilla@guadalupeaz.org

- We understand that our agency’s name and street address information as provided above may be made available on the [Wildfire](#) and [DES](#) websites. As such, we may include additional information (such as other services provided, hours of operation, how to schedule an appointment, etc.), found on the *Location and Services Provided* sheet with our listing. Please check one of the following:
  - YES. We would like to OPT IN to this listing.
  - NO. We would like to OPT OUT of this listing.

- We have staff or volunteers who can conduct outreach and assistance in the following languages:

Language 1: Spanish

The aforementioned entity agrees to partner with Wildfire and serve as a SNAP Community Partner (SCP) to conduct outreach and improve access for applicants and recipients of Supplemental Nutrition Assistance Program (SNAP) benefits in Arizona. With our authorized signature, we acknowledge and accept the terms set forth in this application and its documents. We agree to conform to the terms of these documents and abide by the program budget submitted. We understand that any changes made to any part of this agreement must be requested in writing to Wildfire and accepted in writing in order to be in compliance with all terms.

WILDFIRE

**Town of Guadalupe**

Cynthia Zwick, Executive Director  
\_\_\_\_\_  
Authorizing Agent

Jeff Kulaga, Town Manager / Clerk  
\_\_\_\_\_  
Authorizing Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6/23/22  
\_\_\_\_\_  
Date

**OFFICIAL PAYEE AND REPRESENTATIVE**

*Please submit your W-9 when you return this form. A current W-9 will be required to receive payment.*

1. For questions regarding SCP's invoice or budget, please contact:

Contact Person Name: Robert Thaxton, Director of Finance  
Contact Person Email: [rthaxton@guadalupeaz.org](mailto:rthaxton@guadalupeaz.org)  
Mailing Address: 9241 S. Avenida del Yaqui  
Guadalupe, AZ  
85283

2. Please mail SCP reimbursements to:

Check if same as above

3. For questions regarding the SCP's financial and administrative records and where they are maintained, please contact:

Check if same as above

The contact person, or their designee, shall be responsible for informing Wildfire of performance concerns of which the SCP becomes aware in the performance of its duties and responsibilities, and be responsible for providing in a timely manner original or copies of documentation required by this agreement, and for being available to Wildfire and DES for consultation and assistance, as requested by Wildfire or DES or as agreed by SCP, during SCP's normal business hours and days of operation.

The name, address, telephone number and email address of Wildfire's contact person is:

**Ray Collay**  
**Wildfire**  
**340 E. Palm Ln., Ste 315**  
**Phoenix, AZ 85004**  
**602.604.0640**  
[rcollay@wildfireaz.org](mailto:rcollay@wildfireaz.org)

Wildfire's contacts will be available to assist SCP in its performance of this agreement on an "as needed" basis during Wildfire's normal business hours and days of operation. All contact with Wildfire by the SCP must be through Wildfire's contact persons or an appropriate representative.

## **SNAP Community Partner Agency Description & Scope of Work: FFY2023**

### **Agency Description**

#### **Mission:**

Guadalupe Community Action Program's (CAPs) **vision** is to end hunger, homelessness, and poverty. Our **mission** is to empower the Guadalupe community to take steps towards increasing economic security, shelter, and nutrition. We operationalize our mission with human service programs below that support nutrition, rental/mortgage housing as well as water, power, and gas utilities.

#### **History:**

The Town of Guadalupe CAP began in 2014 and exists now in 2022 as a Human Services Department and site for the Maricopa County Human Services to offer housing as well as United Food Bank (UFB) weekly food distribution. We have three staff now and 3 programs in food, housing/utilities, and shelter/preventing homelessness with two agencies, Chicano Por La Causa and Community Bridges, Inc.

#### **Relevant experience/programs:**

With three years of collective experience with Maricopa County Emergency Rental Assistance (ERA) via US Department of Treasury our team of three human services professionals has worked to advance the following programs: DES/Low Income Energy Assistance Program (LIHEAP) and supplemental, Community Service Block Grant (CSBG), as well as serving 52 Guadalupe families by via Tempe Water to pay off water bills with \$55,000 in ARPA and other combined funding.

The current CAP staff is experienced in document collection, application screening and filing, processing of government program funds, and compliance with USDA guidelines and policies. The team of three-Dr. Annette Padilla, Livvy Ramirez, and Lorena Nunez, are certified Arizona food handlers and State of Arizona holders of Fingerprint Clearance cards. Between the three of us, we have over 40 years of social service experience, 15 years in behavioral health/substance abuse, 20 years of case management, verbal and written Spanish translation, 10 years of customer service, and immense capacity to serve the public. Our education includes an AA, 2 BA's, 1 Master, degree and a PhD among the three of us.

CAP is uniquely qualified to assist with SNAP applications given our broad experience in the County of Maricopa database, *Dynamics* and United Food Bank *Link-to-Food* AZ Department of Economic Security (DES) database. In addition, via The Emergency Food Assistance Program (TEFAP) program and Commodity Senior Food Program (CSFP) program, we are skilled in the 5 USDA food groups, compliance with Civil Rights, economic eligibility, and food distribution per case load and family size.

In town, we are proud members of the Guadalupe Community Partnership and Guadalupe Early Childhood Nutrition Team. CAP oversees program and fiscal contracts which include collaboration between Chicano Por La Causa and Community Bridges Inc. who support the unsheltered population in town, which has served 5 families with shelter as of March, 2022.

- 1) **Housing.** CAP is funded with over \$1-\$2.5 million of rolling allocation to the community providing rental housing, mortgage support, and utilities (South West Gas, City of Tempe Water, Salt River Project or SRP for Power). We have served over 257 families this year or 21 families a month and infused over **\$567,000 of rent and mortgages paid**, kept the power on, gas, and water available for community households during the Pandemic.
- 2) **Nutrition.** The UFB provides in-kind support of **\$500,000+ annually in USDA and rescued food**, with no funds for staff support now. Our county staff funding allocation is \$75,000 for two full-time staff members. Livvy Ramirez serves as the program specialist for housing and Lorena Nunez is our program specialist for nutrition. The director is Dr. Annette Padilla who is funded out of Covid funds to oversee all services and operations. CAP has built a volunteer program of eight members, the majority who are also members of the Guadalupe American Legion Post 124. **CAP serves over 120 families a week or 500 families a month, and 6,000 families for food boxes**, often providing 100+ bus passes for transportation, cleaning supplies, and toiletries as well. For Seniors, CAP provides specific elder specific food boxes to 30 residents aged 60+ **180 senior food boxes to date**. CAP currently rescues food in collaboration with Awatukee Safeway once a week as part of our Tuesday community distribution. We distribute food to town residents on Tuesdays from 7:00am-10:00am and refer county residents to other local food banks.

**Funding:** *Describe briefly how your organization will fund SNAP allowable activities.*

The Town of Guadalupe supports the CAP department via our general fund. CAP also receives funding in the amount of \$107,000 from a contract with the County of Maricopa Human Services by providing staff now to take applications via their database (Dynamics), process applications, and approve funding for housing and utilities. CAP anticipates offering assistance to the County in document collection to assist with the efficient intake process and eligibility to access rent, mortgage, and utilities for residents. CAP organizes a weekly food bank operation with in-kind food contributions of \$549,000 from United Food Bank. The CAP director is funded now via Covid funds from the Pascua Yaqui Tribe. CAP has a volunteer base of 8 community members (the majority are from the American Legion), two of which have food handler cards, thus they know the importance of nutrition and can help with outreach via our Tuesday food distributions.

## 1. Agency Scope of Work

*The goal of the SNAP Partnership is to educate, inform, and assist low-income and likely eligible community members in accessing SNAP benefits to help alleviate hunger and food insecurity in Arizona.*

*Fill out the form below in concise and clear sentences to outline your agency's goals and innovative outreach/education methods. Be sure to highlight and clearly explain what makes your program effective.*

### Program Design

**a. What target populations (e.g. Hispanic, elderly, working poor, etc.) will your organization focus on? Which cities/towns? (Word limit: 50)**

The CAP SNAP Project empowers the Hispanic Spanish speaking community and Pascua Yaqui Tribe members to apply. We will outreach to low-income families and seniors. Food bank data for 2022 indicates 54% of clients are 60+. From the County and town investment, CAP served over 340 families as of 5/22.

**b. Describe your organization's outreach and education methodology. How do and how will SNAP activities fit into your organization's current work? What processes will be put in place? (Word limit: 200)**

During the year, CAP attends various town events during holidays such as Christmas, Thanksgiving, Mother's Day, Graduation, Fourth of July, etc. We currently market the Covid Vaccination clinics for Pascua Yaqui Tribe and can attend to outreach at these events. Our methods also include Facebook postings and website information for clients. Because we have over 150+ families coming for food weekly via our United Food Bank operation, we have access to clients for possible pre-screening. CAP provides flyers to the community on resources and programs for families and are seen as an information resource for town residents. With our attendance at collaboration meetings, we can advertise the availability of SNAP with Guadalupe Community Partnership, County Library, and Guadalupe Early Childhood Nutrition Team, Boys and Girls Club, Girl Scouts, Churches, Tempe Unified via Project Success University as well as other groups working in and around the town. The PYT has a radio show, perhaps we can do a piece on SNAP application as well as develop a flyer in English and Spanish on SNAP applying. Lastly, we will network with other town departments to seek referrals for SNAP awareness and possible applications.

**c. Highlight 5 key aspects of your organization’s planned outreach activities. (Word limit: 500 total, or 100 each)**

- 1. Culturally appropriate.** We understand the Latino population and tribal communities in town as well as poverty groups such as those without shelter, the working poor, elders, and disabled residents.
- 2. Language specific.** CAP staff speak Spanish and can translate materials from English to Spanish.
- 3. Easy Access.** We are located in town and have a public office open 8am-5pm Monday, Wednesday, Thursday, and Friday by appointment. Tuesday we distribute food from 7-10am. And the office opens back from 11am-2pm
- 4. Community-based.** Staff are compassionate, patient, and with understanding of the community needs, family challenge, and are sensitive/non-judgmental advocates for those seeking assistance.
- 5. Family friendly.** We understand the challenges of families, economic pressures, poverty, and homelessness and our mission is to shift families into economic security, shelter, and nutrition.
- 6. Credible.** We have built a good reputation in town and are certified food handlers, knowing USDA food guidelines, thus nutrition is an area we have knowledge of. We have strong connections with the Pascua Yaqui Tribe and know USDA compliance and Civil Rights laws. We have a volunteer crew of 8 and attract dedicated and loyal public servants who want to give back to the town and residents.

**d. Fill in the “Goal (#)” column in the table below for your agency’s goals for FFY2023. Type N/A if not applicable.**

<b><i>Outreach Activity</i></b>	<b>Goal (#)</b>
Distribute collateral materials to <b>500 people</b> (42 flyers per month; note our current town population is approximately 6,500)	<b>1</b>
Table at <b>5 town outreach events</b> to generate interest in SNAP	<b>2</b>
Educate <b>150 community members total</b> at <b>5 outreach events</b> (30 members at each event)	<b>4</b>
Network about SNAP services and referrals with <b>10 non-SNAP partner agencies</b>	<b>3</b>
<b><i>Self-Service Activity (if services are available to clients, but organizations do not assist with filling out the application)</i></b>	<b>Goal (#) 1</b>
Provide access to a <b>computer to 20 households in CAP lobby</b>	CAP is open from 8am-5pm Monday, Wednesday,

	Thursday, and Friday (Tuesday hours are 11-2pm for food distribution from 7-10am)
Provide referrals to ## SNAP partner agencies	Click here to enter text.
Provide access to a telephone, scanner, and copier services to ## households	Click here to enter text.
<b>Full-Service Activity (where agencies work with clients to walk through all the steps of the application)</b>	<b>Goal (#)</b>
Provide prescreening to <b>200 households per year</b> (16 per month)	1
Provide application assistance to <b>175 households per year (14 per month)</b>	2
Target <b>50 new applications per year (4 per month)</b>	3
<b>Other activities:</b> 1) Track number of SNAP clients via Arizona Department of Economic Security data 2) Participate and network with Guadalupe Early Nutrition Team for client referrals and to learn more about nutrition policy and food insecurity 3) Participate and collaborate with the Guadalupe Community Partnership to seek family referrals to apply 4) Collaborate with United Food Bank in the fight against hunger and homelessness 5) Network with area Churches (University Presbyterian in Tempe and Casa de Restauracion Siloe in Guadalupe)	4

e. **If your organization is applying as a recurring partner, part of your application evaluation will be based on your organization’s past performance. If your agency faced any extenuating circumstances that you believe hindered your past SNAP Partnership performance, please indicate why this occurred and what solutions you will implement for FFY23.**

Examples of poor performance could include a lack of attendance on mandatory monthly calls, partnership trainings, or civil rights trainings; lack of completion of



mandatory consumer surveys; untimely reporting; or, inability to spend down the budget. (*Word limit: 250*)

[Click here to enter text.](#) N/A

FFY23 SNAP MOU Town of Guadalupe

Attachment D 5

<b>SNAP MOU Staffing Budget Worksheet</b>							
<b>Agency Name</b>	<b>Town of Guadalupe - CAP SNAP</b>						
<b>Staff Person Title</b>	<b>Name of Staff Person</b>	<b>(a) FTE Outreach %</b>	<b>(b) Salary</b>	<b>(c=axb) Outreach Salary</b>	<b>(d) Benefits Rate %</b>	<b>(e=cxd) Outreach Benefits</b>	<b>(f=c+e) Total</b>
Program Specialist	Livvy Ramirez, Program Specialist	30%	\$ 49,489.00	\$ 14,846.70	50.00%	\$ 7,423.35	\$ 22,270.05
Program Specialist	Lorena Nunez, Program Specialist	30%	\$ 49,489.00	\$ 14,846.70	50.00%	\$ 7,423.35	\$ 22,270.05
Program Director	Annette Padilla, Director	15%	\$ 64,272.00	\$ 9,640.80	50.00%	\$ 4,820.40	\$ 14,461.20
Finance Director	Robert Thaxton, Director of Finance	4%	\$ 70,241.00	\$ 2,809.64	50.00%	\$ 1,404.82	\$ 4,214.46
Accounting Supervisor	Jennifer Drury, Accounting Supervisor	8%	\$ 57,283.00	\$ 4,582.64	50.00%	\$ 2,291.32	\$ 6,873.96
Custodian	Luciana Moreno, Custodian	5%	\$ 17,472.00	\$ 873.60	30.00%	\$ 262.08	\$ 1,135.68
Town Manager	Jeff Kulaga, Town Manager	8%	\$ 136,511.00	\$ 10,920.88	50.00%	\$ 5,460.44	\$ 16,381.32
				\$ -		\$ -	\$ -
				\$ -		\$ -	\$ -
<b>TOTAL</b>				<b>\$ 58,520.96</b>		<b>\$ 29,085.76</b>	<b>\$ 87,607.00</b>

# SNAP Outreach Budget Justification FFY2023 (October 2022 – September 2023)

**Purpose:** Provide a budget narrative that **explains** and **justifies** each cost and clearly describes how the amount for each line was determined. Each expense detail and narrative must consist of the following:

1. Total Expense associated with supporting SNAP outreach/application assistance. This amount must be the same as the total on the SNAP Outreach Line Item Program Budget (Excel format). Round this amount to the nearest dollar from the calculation (line #3 in each category).
2. Description of how the expense benefits/supports the program and methodology for calculation. Ensure that these descriptions justify exactly the cost and calculation for why expenses requested are needed. This is a narrative description, **do not use symbols in the description section.**
3. Calculations showing how the expense was computed. Use only the following acceptable symbols: # \$ % = + - X (capital 'X' only)

All budget documents must be submitted using documents provided.

Format must remain consistent with this original form to include (Word document, Arial font, and 11 point font)

## Town of Guadalupe

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**g. Personnel:** Staffing Detail Document Attached. Specific information regarding **staff names and salary** are to be included on Staffing Detail Document (Excel). **Do not** include staff names on this document. Please pay special attention to the lines bolded in red below.

1. **Explain in detail how this organization will track activity and time spent on SNAP for all staff:** CAP employees will track their time on the SNAP project via hourly timesheets. This will be done daily then biweekly per pay cycles. Town events that staff will attend are tracked with flyers in computer folders and online/in person meetings with notes and agendas as proof of staff work collaborating with other community agencies, our funder, and residents.
2. Total SNAP Expense:     **\$ 87,607**
3. Description of SNAP related duties (and location when multiple sites are assigned to organization) for each position as noted on SNAP Outreach Staffing Detail:

Both **program specialists** will provide outreach and meet with prospective SNAP clients via our office or over the phone. This will be accomplished to educate them about the program requirements and enrollment. Per Covid regulations, we may offer assistance to apply online via AZ DES with our mobile lobby computer station. The specialists will attend town events such as holiday gatherings, Covid vaccine events with the Pascua Yaqui Tribe, and other meetings to advertise SNAP eligibility and enrollment opportunities for residents, especially those speaking Spanish. For our weekly food distribution, we can offer English/Spanish flyers to clients quarterly (as appropriate) who may be interested to apply for food stamps. Special attention will be

made to outreach to local seniors via the Guadalupe Senior Center.  
 The **director** will oversee all activities for the CAP SNAP including scheduling specialists for meetings, outreach, coordination with other town departments and community organizations as well as Wildfire and DES as needed. The director will also liaison with other CAP SNAP agencies from cities located in the county. She will manage the budget and work with the director of finance, town manager, accounting supervisor, and custodian to ensure that the payroll and facility services for the staff are received. The director will problem solve with the town manager as needed.

The **finance director** will lead the billing process and draw down funds from Wildfire. He will assist with the IT needed for the staff and oversee all of the financial elements of leveraging the 40% of each dollar.

The **accounting supervisor** will collect timesheets for payroll and process biweekly accounting. She will reconcile receipts for purchasing of equipment and goods to support the project.

The **custodian** will clean the office and ensure sanitation during Covid. She will ensure that areas that the public has access to (bathrooms, etc.) are clean for residents coming in to apply, if needed.

The **town manager** will lead this project in terms of any liability, and convey project goals (to increase residents use of food stamps) to the town council and other nearby cities. He will be available to problem solve as needed to ensure the success of the project.

**h. Copying/Printing/Materials (flyers, community letters, hard copy applications as needed):**

1. Total SNAP Expense:     \$ 1,511
2. Describe how the figures in the line item budget were calculated. *(Do not use symbols in your description.)* This number includes copies and postage. Postage is metered by the department, copies/printing is metered in the “copy room”. Individual copy/printing machines are charged by use of paper and toner.
3. Show calculations for expense described in #1: *(acceptable symbols: X; #; \$; %, =; +; -)*  
 i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item)

7 Personnel X \$1542 Avg Annual Cost X .14 SNAP Avg Activities % = \$1,511

**i. Internet/Telephone:**

- 1. Total SNAP Expense: \$ 2,287 (based on total bill divided by computers used by SNAP staff)
- 2. Describe how the figures in the line item budget were calculated. *(Do not use symbols in your description.)* Internet/Telephone amounts are charged by the cost divided by the number of computers or phones. IT/Software fees are charged directly.
- 3. Show calculations for expense described in #1: *(acceptable symbols: X; #; \$; %, =; +; -)*  
i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item i)

7 Personnel X \$2,334 Avg Annual Cost X .14 SNAP Avg Activities % = \$2,287

**j. Equipment (individual items exceeding \$5K):**

- 1. Total SNAP Expense: \$ 15,000
- 2. Describe how the figures in the line item budget were calculated. *(Do not use symbols in your description.)* Direct charge. Client desks/shelves/computer/shredder, copier, printer & set-up \$6,500, 2 staff desks/shelves/computer/printer & set-up \$8,500
- 3. Show Calculations for expense described in #1: *(acceptable symbols: X; #; \$; %, =; +; -)*  
i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item j)

Direct charge. Client desks/shelves/computer/printer, shredder, copier & set-up \$6,500, 2 staff desks/shelves/computer/printer & set-up \$8,500

**k. Supplies and Non-Capital Expenditures:**

- 1. Total SNAP Expense: \$ 23,563
- 2. Describe how the figures in the line item budget were calculated. *(Do not use symbols in your description.)* Where possible all charges are charged direct, such as supplies, client food, janitorial, building repairs, small tool and equipment etc. Allocated costs such as electric, trash, sewer, liability/property insurance all based on average SNAP activity square feet. Please see the attached for additional information regarding Guadalupe Cost Policy Statement.
- 3. Show calculations for expense described in #1: *(acceptable symbols: X; #; \$; %, =; +; -)*  
i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item k)

7 Personnel X \$24,044 Avg Annual Cost X .14 SNAP Avg Activities % = \$23,563

**I. Building/Space:**

Please enter the total amount of allowable building/space costs (determined by the FY23 Building/Space Calculator) below.

1. Total SNAP Expense:     \$ 14,968

**m. Other:**

1. Total SNAP Expense:     \$ 0
2. Describe how the figures in the line item budget were calculated. *(Do not use symbols in your description.)*
3. Show calculations for expense described in #1: *(acceptable symbols: X; #; \$; %, =; +; -)*  
i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item m)

**n. Long Distance (Out-of-State Travel):** Itemize travel expenses of personnel/volunteers by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.) Show the basis of computation (e.g., six people to attend 3-day training at \$X airfare, \$X lodging, and \$X subsistence). **\*\*Conference agendas must be submitted to justify the percentage of time these conferences will be spent on allowable SNAP activities\*\***

1. Total SNAP Expense:     \$ 3,000
2. Purpose of Travel-Attend American Public Health Association (APHA) conference to gain information on food insecurity and/or USDA nutrition programs and advocacy:
3. Show Calculations: *(acceptable symbols: X; #; \$; %, =; +; -)*  
 Destination:             APHA Meeting in Boston, MA USA  
                                   Nov 6-9, 2022  
                                   Registration fees \$200, Membership \$200  
                                   Travel from Arizona to Boston, MA  
  
 Airfare:                     Average Cost \$1,000 #1 of People X 1 of Trip to Boston=**\$1,155**  
 Lodging:                    \$229 per night hotel X 5 nights #1 person X 1 of Trip1=**\$1,145**  
 Per Diem:                   Meals \$100 # 1 person 5 days # of 1 Trips=**\$500**  
 Ground Transportation:   \$20 # person X 10 of Trips (to conference/airport, meals etc.)=\$200

=Total Program Cost **\$,3000**

**o. Local Travel (In-State Travel):**

1. Total SNAP Expense: \$ 1,500
2. Purpose of Travel (*Do not use symbols in your description*): SNAP related client visits for document collection, application intake, obtaining documentation.
3. Show Calculations: (*acceptable symbols: X; #; \$; %, =; +; -*); Reimbursement rate of \$0.56/mile:

Destination: Total Roundtrips X Roundtrip Mileage X \$0.56 = \$Total SNAP Expense

268 Round trips X 10 miles X .56 per mile = \$1,500

**q. Contractual:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Describe in detail the purpose of each contract to carry out the objectives of the program.

1. Total SNAP Expense: \$ 0
2. Describe how the figures in the line item budget were calculated. (*Do not use symbols in your description.*)
3. Show calculations for expense described in #1: (*acceptable symbols: X; #; \$; %, =; +; -*)  
i.e.: (# of units X \$ cost/unit X SNAP Activities % = \$Total SNAP Expense of line item r)

**s. Indirect Costs:** Indirect costs are allowed only if permitted by the grant program. If the applicant has a federally-approved indirect cost rate, a copy of the rate approval (a fully executed, negotiated agreement) must be attached. If the applicant does not have an approved rate, an indirect cost rate of 10% may be used, or the applicant can request a federally-approved indirect cost rate by contacting the applicant's cognizant federal agency. The cognizant federal agency will review all documentation and approve a rate for the applicant organization. If the applicant chooses to use an indirect cost rate, the applicant cannot include items in the Supplies line item; or the applicant can include costs in the Supplies line item, but the indirect cost will only apply to the sum of the remaining direct costs categories. If the applicant does not choose to use an indirect cost rate and the applicant's accounting system permits, costs may be allocated in the direct costs categories.

1. Total Expense for Indirect Cost: \$ 0

2. Description: **\*\*When the ICR is federally-approved, the organization must attach a copy of the fully executed and negotiated ICR agreement.\*\***
  
3. Calculation: (*acceptable symbols: X; #; \$; %, =; +; -*)  
Formula: Indirect Cost Rate X Total Direct Cost of all other line items = \$Indirect Cost



FFY 2023 SNAP Community Partnership Building Space Cost Allocation Tool	
Organization Name	Town of Guadalupe Community Action Program (CAP)
<b>Location # 1</b>	
Location Address	9241 S. Avenida del Yaqui, Guadalupe, AZ 85283
Total Square Feet Occupied by All Staff	16,215.00
Total Staff at Location	13
SNAP Outreach Staff at Location	8
Base Square Feet	9,978.46
Average Outreach Staff Percent SNAP	15%
Square Feet Chargeable to SNAP	1,496.77
Conversion Factor	0.0923
Annual Rent	\$162,150.00
<b>Building Space SNAP Cost</b>	<b>\$14,967.69</b>
<b>Location # 2</b>	
N/A	
<b>Total Building Space SNAP Cost</b>	<b>\$14,967.69</b>

Attachment D8

**INSTRUCTIONS FOR USE:** Do not type in any boxes highlighted in yellow or green. These boxes have formulas in them to automatically calculate your totals. Do not type in any boxes with purple or italic font. These also contain formulas to automatically check calculations for the numbers you have entered. Do not type in boxes with the word "correct" or "error". These responses are automatically generated based on information you have entered. If "error" appears, please check all boxes for that row or column to ensure the correct figures have been input. All ROWS should add up to the number in your "Total Funds" column. All COLUMNS should add up to the number in your "(u) Total" row. Please put a zero (0) in any empty fields. No field should be blank. Round to nearest whole dollar. **DO NOT RENAME ANY TABS.**

Town of Guadalupe Community Action Program - SNAP MOU Attachment D8		DO NOT TYPE IN THIS COLUMN				DO NOT TYPE IN THIS COLUMN		PROJECT	
Line Item Budget Summary								TITLE (Project 1)	
Special Instructions	Expenses	Non-Federal Funds				Federal funds	Total Funds	DO NOT TYPE IN THESE COLUMNS	
		(a) Public Cash	(b) public in-kind	(c) Private Cash	(d) total federal funds	(e) Federal Funds	(f) Total Funds		
	(g) Personnel	\$87,607	\$15,000	\$0	\$102,607	\$0	\$102,607	\$102,607	correct
<b>Other Direct Costs</b>									
Please type a zero (0) in any empty boxes.	(h) Copying, Printing, materials	\$1,511	\$0	\$0	\$1,511	\$0	\$1,511	\$1,511	correct
	(i) Internet/Telephone	\$2,287	\$0	\$0	\$2,287	\$0	\$2,287	\$2,287	correct
	(j) Equipment and Other Capital expenditures	\$15,000	\$0	\$0	\$15,000	\$0	\$15,000	\$15,000	correct
	(k) Supplies and Non Capital Expenditures	\$23,563	\$0	\$5,000	\$28,563	\$0	\$28,563	\$28,563	correct
	(l) Building/Space	\$0	\$14,968	\$0	\$14,968	\$0	\$14,968	\$14,968	correct
	(m) Other	\$0	\$549,700	\$0	\$549,700	\$0	\$549,700	\$549,700	correct
DO NOT TYPE IN THIS ROW	(n) Subtotal Other direct costs	\$42,361	\$564,668	\$5,000	\$612,029	\$0	\$612,029	\$612,029	correct
<b>Travel</b>									
	(o) Long Distance	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	correct
	(p) Local	\$1,500	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	correct
DO NOT TYPE IN THIS ROW	(q) Subtotal travel	\$3,000	\$0	\$0	\$3,000	\$0	\$3,000	\$3,000	correct
	(r) Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	correct
DO NOT TYPE IN THIS ROW	(s) Total Personnel, Direct Costs, Travel, and contractual	\$132,968	\$579,668	\$5,000	\$717,636	\$0	\$717,636	\$717,636	correct
Change "0.00%" to actual ICR% in box C21. DO NOT TYPE IN ANY OTHER BOXES IN THIS ROW	(t) indirect cost	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	correct
DO NOT TYPE IN THIS ROW	(u) TOTAL	\$132,968	\$579,668	\$5,000	\$717,636	\$0	\$717,636	\$717,636	correct
	DO NOT TYPE IN THESE ROWS	\$132,968 correct	\$579,668 correct	\$5,000 correct	\$717,636 correct	\$0 correct	\$717,636 correct		

public supply adjust      in-kind supply adjust      private supply adjust

\$109,405      \$579,668      \$0

For reference only, will hide on app doc