City of Apache Junction

300 East Superstition Blvd • Apache Junction, AZ 85119 •
www.apachejunctionaz.gov • (480) 982-8002

HEALTH & HUMAN SERVICES COMMISSION

Request for Financial Assistance

Agency Information

Name of Agency	Apache Junction Reach Out Inc., dba Superstition Community Food Bank
Address	Apache Junction, AZ 85119
Website	Superstitionfoodbank.org
Phone Number	480-983-2995
Name of Agency Director	Erik Arriola
Email Address	erik.arriola@superstitionfoodbank.org
Direct Line	480-983-2995 (Office)
Project Manager	Erik Arriola
Email Address	erik.arriola@superstitionfoodbank.org
Direct Line	[redacted]
Secondary Contact	Patricia Luff
Email Address	patricia.luff@superstitionfoodbank.org
Direct Line	[redacted]

ORDINANCE NO. 659: COMPLIANCE CHECK LIST

DOCUMENTATION REQUIREMENTS FOR NON-PROFIT AGENCIES
These documents create the application for the funding request.
There is no formal application.

AGENCY NAME: Superstition Community Food Bank

REQUIRED DOCUMENTS	FILED YES	FILED NO
Most recent audit report	✓ 12/31/22	
Most recent financial statement	✓ 11/20/23	
Detailed expenditure statement to include detailed accounting for all previously received City funds (if applicable)	✓	
Source and amount of funding received from all other sources (non-governmental agencies; membership fees and dues; private contributions)	✓	
Client service information as applicable to City residents (may not apply in all cases)	✓	
Proof of non-profit status (IRS determination)	✓	
Proof of corporate status to include copies of by-laws and Articles of Incorporation	✓	
Source and amount of funding received from other governmental agencies	✓	
Names and addresses of all current board members of agency governing board		✓
Additional documentation as may be required by the City for processing of funding request:		

Staff review comments:

Reviewed by: Amy Greening Date: 2/5/2024

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The City of Apache Junction Health and Human Services accepts applications requesting financial assistance for the support of health and human service needs within the City of Apache Junction serving city residents. The following provides instructions and eligibility information regarding the request for non-profit funding.

Information on this program may be found at http://www.ajcity.net/995/Health-Human-Services-Commission.

The commission was formed under city code Article § 2-11.

This program is made possible under city code Article § 2-14 Request for Financial Assistance.

The city code is available at http://www.ajcity.net/614/Read-the-City-Code.

Application Due Date **January 31, 2024**

Per city code, the request for financial assistance must be submitted to the city clerk's office during the month of January to be considered for the following fiscal year. All funding is subject to the execution of an agreement with the city, the approval of a budget allocating funds to the program, and the city council's approval.

Applications can be submitted in person to the City Clerk's Office or via e-mail to HHSC@apachejunctionaz.gov.

Eligible Applicants **501 c(3)**

A valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office.

The applicant must provide a service or perform work on behalf of the city and its residents and demonstrate a presence within the community.

Required Documentation per Ordinance No. 659

1. Most recent audit report
2. Most recent financial statement
3. Detailed expenditure statement to include detailed accounting for all previously received City funds (if applicable)
4. Source and amount of funding received from all other sources (non-governmental agencies; membership fees and dues; private contributions)
5. Client service information as applicable to City residents (may not apply in all cases)
6. Proof of non-profit status (IRS determination)
7. Proof of corporate status to include copies of by-laws and Articles of Incorporation
8. Source and amount of funding received from other governmental agencies
9. Names and addresses of all current board members of agency governing board

Eligible Activities	Programs and services affording health, public health, and human services care to all people, especially, to individuals of underprivileged conditions.
Populations served	Elderly, handicapped, developmentally disabled, and other special populations.
Priority Projects	The Commission reserves the right to identify priority projects for funding.

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HEALTH & HUMAN SERVICES COMMISSION

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Organization Information

Provide background information on your agency to include services currently being provided.

The Superstition Community Food Bank (SCFB) is a non-profit organization 501(c)(3) aiding individuals, families, seniors, and children facing food insecurity since 1983. Food on demand is provided to people struggling with hunger in Apache Junction, Gold Canyon, Queen Creek, Northwest Pinal County, and East Mesa. We are the largest agency food bank for United Food Bank (UFB) in the East Valley. We distribute over two million pounds of food through our warehouse annually (the equivalent of over 1.5M meals) and help feed 42,000 people a year (over 15,000 eligible families). We follow the guidelines set forth by the Arizona Department of Economic Security (DES) and United Food Bank (UFB). Our food rescue program collaboration with UFB allows us to work with 14 large local grocers on a weekly basis.

SCFB continues to offer Commodity Supplemental Food Program (CSFP) through United Food Bank. The program provides supplementary United States Department of Agriculture food packages to the low-income elderly of at least 60 years of age. It is one of the fifteen federally funded nutrition assistance programs of the Food and Nutrition Service, a USDA agency. The CSFP currently serves about 600,000 lowincome people every month. Our CSFP program is held on the third Thursday of each month from 7:00 a.m. to 11:00 a.m. at the Food Bank and provides area seniors with an extra monthly food distribution exclusively for them. To be eligible for CSFP, a person must reside in Arizona, be at least 60 years old, and have a total household income that does not exceed $1396 for 1 person or $1888 for 2 people. Currently, 102 seniors are enrolled in the program with 14 individuals on the waiting list.

Since 2019, the Food Bank began to offer 3 holiday meals to households during Easter, Thanksgiving, and the December holiday season and added a 4th of July Box in 2023. We make every effort possible to fulfill the holiday meal wishes of our eligible families by providing vouchers to cover each family with at least one holiday meal as long as our supplies will meet demand. In 2023, we provided 32,500 lbs. of holiday food and feeding and an additional 900+ families and 150 seniors during the holiday season.

Provide target population and demographic information on your current clientele to include percentage located within the City of Apache Junction.

62% of our food bank clients are Apache Junction residents, 24,232 individuals comprised of children, families and seniors experiencing food insecurities due to the inflation. Client's requiring our services fluctuated. However, the senior and child population maintained a steady pace of growth. 33% of our food distributed went to children and 27% of distributed food went to seniors. Many of the individuals/families visiting the food bank indicated they are food insecure due to the rising cost of rent, utilities, fuel, and childcare costs. Chronic health conditions and lack of health care and the rise in health care have also attributed to the need for food assistance, especially in our senior population.

Feeding America, the nationwide network of 200 food banks, 21 statewide associations and 60,000 partner food pantries and meal programs, today published a new report highlighting its latest Charitable Food Participation Estimate measuring the number of people who received help from the charitable food sector, of which the Feeding America network comprises a large portion. The report finds that more than 53 million people turned to food banks, food pantries and meal programs for help in 2021, one-third more than prior to the pandemic.

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Provide an example of a previous project success similar to what is being proposed and/or one that was successful with Health and Human Services funding support. Include how it was determined to be successful.

Purchasing Food is what we do with the funding provided to us. It is determined to be a success, that we are able to then continue to feed those facing food insecurities in Apache Junction.

The Feeding America network hosts over 10,000 Backpack Programs across the United States.

Backpack food programs offer families free groceries for weekends and school breaks. Food backpacks include healthy, easy-to-prepare food for kid-friendly meals. Food banks partner with schools, Boys and Girls Clubs, and community centers to distribute backpacks to kids.

Every BackPack Program is unique. Most backpacks include enough food to make a few healthy meals. That way, kids return to school on Monday, ready to learn.

Backpacks may include:
Breakfast items like cereal, oatmeal, or granola bars
Easy to prepare meals like mac and cheese, peanut butter and jelly sandwiches, or canned soup or ramen.
Bread
Milk or juice
Fresh or canned fruit
Fresh or canned vegetables
Snacks

The program is tracked on the Link2Feed System and determined to be successful by student participation. Feeding students is always considered a win. This expanded programing by the Superstition Community Food Bank is greatly needed an appreciated by the Apache Junction Unified School District.

Provide a detailed description of current partnerships within the community include the name of the project/activity and how your agency partnered to make it successful.

The Food Bank continues to build partnerships within the community and surrounding area to help spread awareness, educate the public on how they can receive and help with food bank needs. We have partnered with these agencies in a variety of ways that benefit both organizations:

American Legion & VFW- Veterans Day Parade and feeding veterans.
Apache Junction Area Chamber of Commerce: Member, Leads Groups Member, Mixer Host, Jingle in the Junction Contestant, Award Nominee (2022 Non-Profit of the Year)
AJ Mounted Rangers- Lost Dutchman Days, Holiday Meal Grant & Distribution
Apache Junction Coalition to End Homelessness- Ongoing Resources, Can Opener Drive, Sock Drive, Hygiene Kits & Single Meal Kits, Project Connect
Apache Junction Head Start- Give donated children's items (non-edible)
Apache Junction Parks & Recreation: Food Drive, Hydration Station Water Drive, Trunk or Treat, Holiday Light Parade & Festival, Senior Food Box & Assistance Collaboration to help seniors that are home bound and ride the van to the MGC.
Apache Junction Public Library: Food Collection Site, Book Mobile, Holiday Distributions
Apache Junction Unified School District- Food Drives, Distributed food boxes to AJUSD staff in need of food assistance
Arizona Renaissance Festival- Food Drive
Boys & Girls Club- Give School Supplies donated (non-edible)
CAAFA (Community Alliance Against Family Abuse)- Trunk or Treat Event, Provide food to clients.
Church of Jesus Christ of Latter-Day Saints- Volunteer Outlet, Bishop's Warehouse, and Food Drives
Hope Women's Center- Give Woman Items donated (non-edible)
Kids Need to Read: Special Book Distributions 4 times a year.
Military Order of the Purple Heart #2560- Wreath Placement, 50th Anniversary of Vietnam Event
Mountain View Funeral & Crematorium- Shred-a-thon, Dia de Los Muertos Event
Otherside Ministries- Share Homeless Supplies, Give Bulk Food items we cannot give to clients.
Pinal County District 5- Food Drive, District 5 Open House
Project Genesis- Share Homeless Supplies, Give Bulk Food items we cannot give to clients.
SACA- Superstition Arts & Cultural Alliance- John Denver Festival & Donkey Race
SMPC- Lost Dutchman Parade, Rodeo & Sponsorship
Stand Up AJ- Back-2-School Event & Wellness Walk
U.S. Postal Service- Stamp Out Hunger Food Drive

Does your agency have adequate capacity to complete the project being requested?	YES

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Is the execution of this project dependent upon new staff funded through this program?	NO
Are your board members listed on your website?	YES
Does your website include your mission and vision statements?	YES
Do you have a strategic plan?	YES
Are you listed on the www.211Arizona.org website?	YES
Have you participated in a Project Connect event in the past?	YES, Annually
Have you participated in a Health and Wellness Expo in the past?	YES
Have you participated in the Apache Junction Community Resource Center in the past?	YES
Provide your 501c3 Identification number and renewal date.*	YES
Do you have current By Laws signed by the Board of Directors?*	YES
Do you have current Articles of Incorporation signed by the Board of Directors?*	YES
Are you filed with the Arizona Secretary of State or Arizona Corporation Commission?*	YES

*These items shall be submitted every five years to be held on file at the city. Should any document change or be updated, a new copy shall be submitted to the city within 10 working days.

Problem Statement

What is the nature and extent of the problem to which you are trying to address?

We are asking for $50,000 to help purchase food, holiday food and items to help meet the growing need of food insecure individuals in our community.

We are also requesting $25,000 to purchase food for the Student "Backpack" Food Program we are operating with cooperation from the Apache Junction Unified School Program, this program offers food to students facing food insecurities over the weekends or on breaks from school.

To whom is this happening?

In 2023, we distributed over 2 million pounds of food through our warehouse, (the equivalent over 1.5M meals) However due to the inflation we saw fluctuating client service needs. The trend in services to our senior (10,302 seniors for the year) and children (11,939 children) population continue to grow the fastest. The clientele needing our services are from "working-poor" families who were barely meeting their financial needs. We continue to serve qualified families, which are those with income less than 185% of the federal poverty level as defined by DES.

Why is this happening? What are the reasons or causes for the problem?

Due to inflation; the rise in cost of food, medical, transportation and shelter continues to cripple the working class and those on fixed incomes. Families and individuals have found the need for assistance because they can no longer afford the basic life necessities. According to Moody's Analytics (statistics) a typical US household spends $445 more a month to buy the same items they did a year ago. Arizona continues to lead the nation with the highest inflation rate.

How do you know this is a problem? Provide statistics that support your claim. If available, please use statistics collected from your agency data and/or local documentation.

SCFB continues to move food in and out of the warehouse to help feed the hungry in our community. In 2023, we served 3,211 new clients. Many of our clients have indicated they have been most impacted by inflation and have had food insecurity since the Covid 19 pandemic.

What will happen if the problem is not addressed?

If the issue of inflation and rise in costs is not addressed soon, the need for assistance will continue to increase and the Superstition Community Food Bank will need to impose a reduction of food distributed per household or individual.

What are the gaps between what exists and the solution?

During the Covid 19 pandemic, the Federal Government realized that food banks would see a substantial increase in clientele, therefor providing grants to aid in purchasing and distributing food. In 2022, those funds were no longer available. The Superstition Community Food Bank has also received funds from the Arizona Food Bank Network, these funds are not available as well. In addition, our "Rescue Food" grocery store partners have reduced their purchasing, therefor reducing the amount of food that would normally come to us. With all this said, we have continued to see a rise in clientele seeking assistance.

The solution for the food bank to reduce the gap is to request money from the city & counties, along with donations from the community, organizations and private donors and businesses to assist us in purchasing food.

Is there local documentation which identifies this as a problem?

There are several economic and demographic variables at play and current food insecurity projections have been based on projected changes to unemployment and poverty. This is because the effect on food insecurity estimates and are likely to be most directly affected by inflation and lasting remnants of the COVID-19 pandemic.

Feeding America last issued 2020 food insecurity projections in October 2020, which can be found at https://www.feedingamerica.org/research/coronavirus-hungerresearch

Has the city or the commission identified this as a problem?

Yes, city and commission have identified that food insecurity as a problem in our community.

Project Proposal

What is the proposed project to address the problem identified above? Please address the who, what, when, where, why, and how.

We are requesting the commission to assist with $50,000 to help purchase food, holiday food and items to help meet the growing need of food insecure individuals in our community.

We are also requesting $25,000 to purchase food for the Student "Backpack" Food Program we are operating with cooperation from the Apache Junction Unified School Program, this program offers food to students facing food insecurities over the weekends or on breaks from school.

Is this a best practice or has it been proven successful in other places?

Feeding America, United Food Bank and the Arizona Food Bank Network has had proven success utilizing the same methodology we are using towards feeding the hungry.

Is this a new or continuing project?

Our community continues to have individuals and families suffering with food insecurity and homelessness. The concern is heightened due to the ongoing increase in inflation affecting the rise in cost of food, medical, transportation and shelter. The SCFB plans to educate our clientele that we are a food supplemental program to aid (helping to fill the gap in their pantries) not provide 100% of their food needs.

Why is this a need to be addressed?

Many in our community experience food insecurity every year, meaning they lack access to adequate, nutritious foods. SCFB has witnessed this number grow for certain populations as more individuals and families experienced job loss or reduced incomes because of inflation's economic impacts. COVID-19 disrupted the U.S. food supply chain, which contributed to an already existing national hunger concern and huge rise in general cost of living. Cost in Arizona continue to be the highest in the nation and have not subsided since the Covid pandemic.

Who will you serve with this project?

Apache Junction and surrounding residents facing food insecurities and individuals in underprivileged conditions including but not limited to: active duty, breastfeeding, disability, mental illness, postpartum, pregnant and veteran.

Some other demographics include:
Age (0-5, 6-18, 19-24, 25-35, 36-50, 51-59, 60+ years) (Children and Seniors are priority)
Ethnicity
Homeless Individuals
Students

How and will you sustain this project after the agreement has ended?

Our mission continues due to the generosity of the City of Apache Junction and private donors. After this kindness ends, we will seek funding from other sources to help us meet the food/fuel purchase increases. We will continue our hydration station services during the summer months. We will continue to distribute new (age appropriate) books to children through our Brain Booster Feeding Young Minds literacy program. We will continue to utilize the Little Snack Book Bank, which provides free snacks, water and new books to individuals and children in our community. We will continue to utilize the Give N' Go Donation Drop box located right outside on our entrance patio so people can drive up, deposit non-perishable food donations 24/7. We will continue to work with local businesses and organizations for financial and in-kind donations.

Are there any community partners on this project? If so, please list.

We partner with many local businesses and organizations to make sure we are able to continue to deliver emergency food services to our community, including the following:
AJ First Assembly
AJ Mounted Rangers
American Legion Post 27
Arizona Food Bank Network
Big O Tires
Bishops Warehouse (LDS Church)
Buckboard Ministries (Cowboy Church)
Superstition Mountain Rotary Club
United Food Bank
VFW (7968 & 9399)
Walmart
and numerous 55+ Communities.

Please complete the chart below to answer the following questions for each component of your project.

Approach: What are you going to do?

Inputs/Resources: What resources do you have to complete the project?

Activities: What specific actions will take place?

Outputs: What is the direct product of the activities?

Outcomes: What is the benefit or change as a result of the project?

Goals: What is the overall goal of the project?

Project Component	Approach	Input	Activities	Outputs	Outcomes	Goals
Purchase Food	Maintain no contact food distribution.	150K funding from other sources	Further education to the community on food bank needs	Reduction of food insecurity in our community.	Less food insufficiency, hunger relief.	Providing food to those in need.
Purchase Food for Student Program	Continue to work with AJUSD to identify and assist students in need.	25K funding from other sources	Further education to the community on food bank programming needs	Reduction of food insecurity in our school communities.	Less food insufficiency, hunger relief.	Providing food to students in need.

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HEALTH & HUMAN SERVICES COMMISSION

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Financial Information

What is your Tax ID number?	[redacted]
What is your Arizona Tax Privilege License number?	N/A
Does your agency have internal financial controls in place to track, report, and account for all funds which promotes transparency?	YES
Is a certified public accountant responsible for your daily financials?	YES
Is a certified public accountant responsible for creating your monthly financial statements? Please provide most recent report.	YES
Is a certified public accountant responsible for your filing your taxes?	YES
When was your last 990 reported?	2022
Where can it be found?	IRS / SCFB
Have you had an audit completed and when?*	Yes, 2022
Do you have an annual agency budget? Please provide.	YES
Who is responsible for creating your annual budget?	SCFB Board & Executive Director

*These items may be submitted every five years to be held on file at the city. Should any document change or be updated, a new copy shall be submitted to the city within 10 working days.

Provide a list of your annual fundraisers and average amount raised.

March 2023 - Renaissance Festival - Food Drive - 600 lbs.
April 2023 - 40th Anniversary Celebration - $11,000 raised
April 2023 - Shred-A-Thon (Lori Blanks & Associates) - $2,432 and 700 lbs. of food
May 2023 - USPS Annual Stamp Out Hunger Food Drive – 28,524 lbs. of food and water
July 2023 - Shark Week Tuna Drive (AJ Chamber of Commerce) 600 lbs. of food
November 2023 – American Leadership Academy Food Drive – 4,500lbs of food, Desert Vista Elementary School Food Drive – 2,500 lbs. of food
December 2023 - Annual Golf Tournament - $22,000 raised, Holiday "Sponsor A Family" Fund Drive - $6,091 raised

Provide a list of your funding sources and the average amount received, including membership dues and private contributions.

See Attached Documentation

Project Budget

Please provide a detailed budget by quarter for each itemized expense.

		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	Food / Holiday	$12,500	$12,500	$12,500	$12,500	$ 50,000
2	Student "Backpack" Food Program	$12,500	$0	$12,500	$0	$ 25,000
3						$
4						$
5						$
6						$
7						$
8						$
9						$
10						$
	Total	$	$	$	$	$

What percentage of the project budget is being requested? 3%

What percentage of your budget is the requested funding? 3%

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Narrative

Please provide a detailed budget narrative for each itemized expense.

1	Food for food distribution four days a week to assist Apache Junction residents. Increase in budget is due to the rising cost of food.
2	Holiday food distribution 4 times a year, Easter, 4th of July, Thanksgiving and Christmas.
3	Student "Backpack" Food Program, frequency depends on funding acquired for this program. Funding being solicited through several organizations including the City of Apache Junction.
4	
5	
6	
7	
8	
9	
10	

Project Evaluation

How will you determine your project was successful in reaching your goals and what methods will you use?

Specific - The needs of the community facing food insecurity will be reduced.

Measurable - Link2Feeed data will be used to gather statistical information on client visits, number of times clients utilized food distribution services and increase/decrease of need.

Attainable - Review Link2Feed date to see review in the population in Apache Junction is utilizing the service and how many residents depend on the food bank quarterly/annually.

Relevant - We will serve the most vulnerable, senior and children while helping those in need.

Time-Based - Review the length of time individuals have been utilizing food distribution and identify possible wrap around services.

Project a minimum of two SMART Objectives by completing the chart below.

	Direction of change	What is changing	Target population	Degree of change	Timeframe	Measure
1	See Above					
2						
3						
4						

Completed applications and documents can be submitted in person to the City Clerk's Office or via e-mail to Jennifer Pena (jpena@apachejunctionaz.gov) and to Evie McKinney (mckinney@apachejunctionaz.gov).