



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



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 [Health & Human Services Commission | Apache Junction, AZ - Official Website \(apachejunctionaz.gov\)](http://www.apachejunctionaz.gov/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 <https://www.apachejunctionaz.gov/ajcode>.

Application Due Date

January 31, 2023

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. City offices are open Monday through Thursday, 7:00 am to 6:00 pm.

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.



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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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Agency Information

Name of Agency

Apache Junction Community Development Corporation

Address

300 E Superstition Blvd.

Apache Junction, AZ 85119

Website

apachejunctioncdc.com

Phone Number

480-474-5086

Name of Agency Director

Dave Waldron - Chair

Email Address

dave_waldron@live.com

Direct Line

480-250-0944

Project Manager

Project Specific

Email Address

Direct Line

Secondary Contact

Yvonne Kruser - Treasurer

Email Address

kruseryr@gmail.com

Direct Line

480-258-2421



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Organization Information

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

Our Vision

Through community involvement, having a common and unified purpose to "Make a Difference" while providing conduits and assistance that enable a strong and sustainable community.

Our Mission

Working together to maintain and create safe affordable housing, support economic opportunities, instill a sense of community pride and commitment, and enhance the physical image of Apache Junction.

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

Elderly, handicapped, developmentally disabled, and other special populations to include the entire City of Apache Junction Community "Annual Make A Difference Day" (MADD)



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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.

Revitalization projects - partner with JustServe.org volunteers
Make a Difference Day - annual event. Partner with City of AJ
Parks and Recreation, Partner with Master Gardeners Association
to revitalize Botanical Walk at Silly Mountain. Partner with AJ
Development Services Department, Code Compliance.

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

Yes

Is the execution of this project dependent upon new staff funded through this program?

Yes

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?

No



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Have you participated in a Project Connect event in the past?

Yes

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.*

74-3043614

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.



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Problem Statement

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

Combat community deterioration through the redevelopment and rehabilitation of blighted properties and structures, development of vacant properties, provision of economic development activities, particularly for low and moderate income persons, resource planning and enforcement activities on behalf of local units of government for the purposes of neighborhood improvement.

Lessen the burdens of government through cooperation with, and activities on behalf of, local units of government

To whom is this happening?

Elderly, handicapped, developmentally disabled, and other special populations.

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

The target population is unable to maintain their properties due to life changing circumstances.



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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.

Through our partnership with the City of Apache Junction's various departments. Code Compliance averages 50 case per code enforcement officer.

What will happen if the problem is not addressed?

Continued deterioration of various properties throughout the City.

What are the gaps between what exists and the solution?

Funding, volunteers and resources.



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Is there local documentation which identifies this as a problem?

Yes, through Development Services and AJCDC documented project completions to include recaps and photo's

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

Yes, through AJ Development Services Department



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Project Proposal

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

Community Revitalization Projects, Work with various groups to coordinate community projects, provide assistance and material as we can.

Household Hazardous Waste Transport Assistance, Provide pick up service for citizens who can't bring these items to the drop off location.

"Make A Difference Day", Multiple Projects and locations through-out the City – Annual Event.

Focal Point Brick Memorial, Revitalization and Support.

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

Current and Recent Best Practice

Is this a new or continuing project?

Both Continuing and New projects

Why is this a need to be addressed?

Elderly, handicapped, developmentally disabled, and other special populations are unable to maintain their properties.



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Who will you serve with this project?

The citizens and visitors to the City of Apache Junction.

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

Find other financial Resources/Corporations have business regulations they need to follow and pay for. We will need to finance those from the projects i.e. 10% of donations are administrative expense.

AJCDC does not reserve any portions from donations for administrative expenses.

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

Various City of Apache Junction Departments

Justserve.org

Rotary

AJUSD

AJ Salvation Army

Master Gardeners

Republic Services

16 Sponsors for the Purchase of Volunteer Safety T-Shirts = \$3,400 annual supply

And many other local AJ business service companies and volunteers providing "In Kind"

Donations our largest Event "Make A Difference Day" resulted in \$18,450 to our community.



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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
Revitalization	Clean it	Volunteers	Projects	Cleared properties	Improved property	Happy Citizens
			MADD			Fun
			HHWT			Safety



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Financial Information

What is your Tax ID number?

74-3043614

What is your Arizona Tax Privilege License number?

NA

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?

No

Is a certified public accountant responsible for creating your monthly financial statements? Please provide most recent report.

No

Is a certified public accountant responsible for your filing your taxes?

No

When was your last 990 reported?

10/22/22

Where can it be found?

AJCDC

Have you had an audit completed and when?*

No

Do you have an annual agency budget? Please provide.

Yes

Who is responsible for creating your annual budget?

Board

*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.

Each Project includes various donations needed to complete. Donations are received from individuals who see projects being worked and want to help.

Donations can be made through apachejunctioncdc.com

One Annual event is Make a Difference Day (MADD)

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

Private contributions are the main source of funding for all the projects listed. Amounts vary.

Administrative (operating costs) are received from the City of Apache Junction. This allows for the project completions and funding for each individual project - all projects have a different need / or resource IE: Garbage removal requires Container and Dump Fee's, the AJCDC solicits donations for the project and completes it accordingly.



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Project Budget

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

		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
1	Administrative	1,900.00	1,200.00	1,800.00	1,500.00	\$ 6,400.00
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
	Total	\$ 1,900.00	\$ 1,200.00	\$ 1,800.00	\$ 1,500.00	\$ 6,400.00

What percentage of the project budget is being requested? $\frac{100}{100}$

What percentage of your budget is the requested funding? $\frac{100}{100}$



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Narrative

Please provide a detailed budget narrative for each itemized expense.

1 Administrative, Insurance, Website / email, Postage, Printing, Office supplies

2 Community Revitalization, Equipment, dump fees, misc. other as needed

3

4

5

6

7

8

9

10



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Project Evaluation

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

Completion of Projects, Community volunteer participation.

"Building Community Pride One Brick at a Time."

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	Revitalization	Code Cases	Elderly	Happy	As needed	Complete
2	MADD	Day of Service	Community	Happy	Annual	Visual
3						
4						

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Scoring Rubric

Eligibility Questions

Y/N

Application was submitted by the required due date.

Application was complete and provided adequate detail.

Applicant meets eligibility requirements.

Serves AJ residents

Has a presence in the community

Is a 501 c(3) non-profit

Provides a health and human services need

Proposal Review

1 to 5

Organization Review - 25 points total

Provided information on residents served

Demonstration of successful projects

Demonstration of agency partnerships

Demonstration of agency capacity

Provided required documentation

Problem Statement Review - 15 points total

Adequately identified the problem

Adequately identified the gaps

Identified a documented problem

Proposal Review - 20 points total

Provided detailed project information

Demonstration of need

Demonstration of community partners

Provided a detailed project scope

Financial Review - 15 points total

Provided required documentation

Demonstrated a financial need

Provided detailed and eligible budget

Evaluation Review - 10 points total

Comprehensive evaluation plan

Provided a minimum of two SMART objectives

85 points total 0

1 = Did not address adequately

2 = Addressed somewhat

3 = Addressed

4 = Adequately addressed

5 = Exceeded expectation

Apache Junction Community Development Corporation

The AJCDC Does not have funding available for audits.

The Board of Directors continually monitor, review and approve all financials.

The Board meets the 4th Wednesday of each month including our City Staff Liason.