



# 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

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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 [Health & Human Services Commission | Apache Junction, AZ - Official Website \(apachejunctionaz.gov\)](#).

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](mailto: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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#### Agency Information

Name of Agency	Other Side Ministries
Address	564 N Idaho Rd. Suite 7 Apache Junction, AZ 85119
Website	othersideministries.org
Phone Number	(480) 438-2852
Name of Agency Director	Jason Taylor
Email Address	othersideministries@gmail.com
Direct Line	(480) 438-2852
Project Manager	Jason Taylor
Email Address	othersideministries@gmail.com
Direct Line	(480) 438-2852
Secondary Contact	Neil Lannuier
Email Address	neil@swisolution.net
Direct Line	(480) 201-2889



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#### Organization Information

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

The mission at Other Side Ministries is to provide outreach to unhoused and low income individuals along with a mentorship program that is tailored help unhoused and at-risk individuals.

Other Side Ministries provides meals to unhoused and those at risk every other Sunday through Genesis Project.

The mentorship program is primarily accomplished through OSM's class that teaches the culinary and life skills needed to attain employment in the restaurant industry along with real world experience through OSM's catering.

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

Currently there is no tracking completed as to the specific demographic that utilizes OSM's outreach services every other Sunday.

As Other Side Ministries continues to evolve and grow, so does our tracking. Beginning with the next class, new intake forms will be utilized to actively track various applicable demographic information such as the city of residency, age, gender, race, and income level.

With regards to our class, New Beginnings, Other Side Ministries classes are open to individuals over the age of 16 expressing an interest in a career in the field of culinary arts. Students have been approximately 95% male ranging in ages 16 through 62.



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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.

- 1) Genesis Project - We utilize their kitchen to teach our class while also utilizing the kitchen for bi-monthly outreach on Sundays. A component of outreach is to also connect with potential students and show them how our class can change lives.
- 2) Horizon Health - We have found students through their clients. We will work with their case workers to communicate person's success or set backs. We also work as a preferred caterer in order to give our students income and opportunity to learn.
- 3) Amazing Grace Presbyterian Church - Rent kitchen space to grow our program by being able to offer more classes and provide more outreach services to low income and unhoused persons.
- 4) Apache Junction Homeless Coalition - We are members working with our community of non-profits, Apache Junction Police, Parks and Recreation, Apache Junction Fire Department, and citizen members. These direct community connections also help OSM to connect with potential students who may not have found the the program otherwise.

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?

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



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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?

82-1236558

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.



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#### Problem Statement

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

The nature of the problem is the inability of at risk individuals to gain meaningful employment, which if not addressed in real time will certainly lead to a more detrimental situation that includes the possibility of becoming part of the unhoused demographic.

Included in a 2019 Point In Time count, 136 unsheltered individuals were interviewed. While there is a variety of displacement reasons, one of the largest non-medical reasons included 18.45% of those interviewed being underemployed and as a result 19.52% were unable to pay rent causing their displacement.

As housing costs continue to multiply, the extent of this problem is will continue growing. By addressing the employment issue early and directly, OSM hopes to continue having a positive impact in our community.

##### To whom is this happening?

The issues of homelessness and low income affects individuals of all ages, genders, and races.

Based on the Point In Time data for Pinal County, these issues are affecting a majority of individuals in various age groups and races. The age range of 25-64 is the largest % being affected with 74.01% being white, 5.65% being African American, 9.04% being Native American, and 11.30% being multiple races.

Of those affected, 65.54% are male and 33.90% are female.

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

In some cases this is due to the sudden loss of employment, medical or behavioral/ health events, or simply unforeseen circumstances such as the loss of a family member.

Additionally, a lack of job training causes underemployment and this is specifically what OSM looks to address. By assisting the students with life skills training and culinary training, OSM looks to fill the underemployment risk in the culinary world.



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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.**

Unfortunately homelessness and lack of a sustainable income can be witnessed daily on the streets of most any town or city.

Based on Point In Time Count information, 32.35% of unhoused individuals are experiencing homelessness for the first time whereas 25.74% are experiencing homelessness for the second and third time. Arizona's homeless population continues to increase and has increased by 23% between 2020 and 2022.

The city of Apache Junction has created The Apache Junction Homeless Coalition that leads efforts of strategy development for addressing homelessness on behalf of the community.

**What will happen if the problem is not addressed?**

Without the efforts of non-profits, such as Other Side Ministries, the number of unhoused and at-risk individuals will only increase.

As these problems increase so does the burden on everyday taxpayers. Based on a 2017 study by the National Alliance to End Homelessness, a person experiencing chronic homelessness costs the average taxpayer approximately \$35,000 to \$50,000 per year.

**What are the gaps between what exists and the solution?**

The gap Other Side Ministries is specifically trying to address is providing the skills needed for these individuals to find meaningful and sustainable employment along with filling the gap of affordable, quality job training that will result in employment.

OSM's mentorship class is free for students and opens up the door to many hospitality jobs within the Apache Junction area as well as the Phoenix metro area.





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#### Is there local documentation which identifies this as a problem?

There are multiple organizations that track the numbers of homeless and at risk individuals in Pinal County and Apache Junction.

The Apache Junction Homeless Coalition has created a strategy to directly address these issues. Included in this larger strategy is a direct strategy to address employment issues.

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

Due to growing numbers of at-risk and unhoused individuals within our community and the initiatives being put forth by the city of Apache Junction, this is a known problem.



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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.**

The name of the culinary class is "New Beginnings". It is the only culinary arts training in Apache Junction and Pinal County. This class will be taught at a minimum of three times during the summer of 2023; June 1st, July 1st, and August 1st.

It is a four week class made up of both practical kitchen skills and life coaching. Students gain Hands on experience volunteering for our bi-monthly outreach and catering. This allows students to directly provide for the community as a resource and earning an income through catering. Graduating students will be connected to local restaurants for interviews and the opportunity to obtain employment.

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

Yes, there are similar programs running successfully in Arizona and across the country. UMOM and Catholic Charities in Pheonix both have successful culinary job training programs. They have an overall success rate of above 90%. UMOM also operates a successful cafe run by students. We have seen success through our own program.

A student, Anna, was struggling with a heroin addiction and found herself unsheltered. She was 6 months sober and in a recovery program when she took became a student of A New Beginning and through our training and connection to the Mellow Mushroom restaurant in Mesa, Anna was able to maintain employment and secure housing. She also gained custody of her three children again and lives a successful sober life.

**Is this a new or continuing project?**

New Beginnings is an existing project.

**Why is this a need to be addressed?**

This is a need to be addressed because New Beginnings helps individuals who need assistance find the means to helps themselves. A hand up over a hand out.



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#### Who will you serve with this project?

Our program will serve any individuals over 16 who are underemployed, meet program criteria, and show an interest in the culinary arts. These individuals will begin our interview process as we look to fill 10 spots per 4-week mentorship program.

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

Other Side Ministries uses a number of fundraising events and catering to support its mission as well as grants and endowments.

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

Genesis Project allows Other Side Ministries to utilize their kitchen for class and outreach.



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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
Job Training	Interviews	Internal application	Direct interview	Approval or denial or application	upon approval applicant accepted into program	To fill the class with individuals willing to begin a career within the culinary industry
Job Training	Life skills & ongoing education	Classroom for life skills	Budgeting, resume writing, mock interviews, professionalism, and responsibility	students shift their mindset better suited to stay employed	more confidence in themselves and their ability to contribute to a working society	Students have the skills to maintain their home life, better themselves and those around them
Job Training	Culinary skills training	Kitchen for culinary training	Various culinary education training	Give students the skills needed to work in a professional kitchen	To gain employment and have better control of their lives	To address the unemployment rate and decrease the overall poverty level within Apache Junction
Job Training	Catering	Licensed commercial kitchen and van for transportation	Real world training	Utilization of culinary skills in a real world environment	Students earn an income and a greater understanding of the culinary field	To give students the ability to explore skills and work in a kitchen within a controlled environment
Outreach	Volunteering for unhoused outreach	Use the kitchen at Genesis Project to prepare meals	Meals are prepared every other Sunday	Meals are packaged and provided to individuals	To utilize their culinary skills and gain confidence in their ability to affect themselves and society	To give students the ability to pay for their tuition through volunteerism



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#### Financial Information

What is your Tax ID number?	82-1236558
What is your Arizona Tax Privilege License number?	21397411
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 (Tax Accountant)
Is a certified public accountant responsible for creating your monthly financial statements? Please provide most recent report.	NO (Tax Accountant)
Is a certified public accountant responsible for your filing your taxes?	NO (Tax Accountant)
When was your last 990 reported?	May - 2022
Where can it be found?	IRS.GOV
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?	Executive Director & 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.

2021 - First Annual Other Side Ministries Fundraiser Luncheon - \$16,500
2022 - Other Side Ministries 2nd Annual Gratitude Gala - \$12,500
2023 - Planned events include a spring fundraiser and OSM's annual Gala we will seek to raise \$25,000

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

Funding sources come from individual and private donations along with income derived from catering. Average amount received is approximately \$800 per person & institution. Catering income provides \$1,000 per event on average. Additional funding sources will be obtained from corporate sponsorship as well as government, private, and foundation grants.
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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 Outreach	\$807.66	\$807.66	\$807.66	\$807.66	\$ 3230.64
2 Food Expense	\$2500	\$2500	\$2500	\$2500	\$ 10000
3 Supplies	\$500	\$500	\$500	\$500	\$ 2000
4 Meals	\$150	\$150	\$150	\$150	\$ 600
5 Uniforms	\$125	\$125	\$125	\$125	\$ 500
6 Office Supplies	\$375	\$375	\$375	\$375	\$ 1500
7 Small Tools & Equipment	\$350	\$350	\$350	\$350	\$ 1400
8					\$
9					\$
10					\$
<b>Total</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

What percentage of the project budget is being requested? 52%

What percentage of your budget is the requested funding? 9.8%



	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Outreach 30.9%	807.66	807.66	807.66	807.66	\$3230.64
Food Expense	2500	2500	2500	2500	\$10,000
Supplies	500	500	500	500	\$2000
Meals	150	150	150	150	\$600
Uniforms	125	125	125	125	\$500
Office Supplies	375	375	375	375	\$1500
Small Tools & Equipment	350	350	350	350	\$1400
					\$
					\$
					\$
<b>Total</b>	\$	\$	\$	\$	\$19230.64

at percentage of the project budget is being requested? 52% at

percentage of your budget is the requested funding? 9.8%

**Percentage of 52% (\$10,000)**

**request to each category**

Food Expense \$1679.93

Food Expense \$5200.00

Supplies \$1040.00

Meals \$312.00

Uniforms \$260.00

Office Supplies \$780.00

Small Tools & Equipment \$728.07

Empowering our community one bite at a time







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#### Narrative

Please provide a detailed budget narrative for each itemized expense.

1	Outreach: For food costs related to Outreach only
2	Food Expense: For food costs related to education and training. Specifically demonstrations and hands-on education.
3	Supplies: All the essential non food expenses. Includes cutlery, plates, napkins, foil, film disposable pans, portion cups, garbage bags, etc.
4	Meals: Food for students during Life Skills classes and culinary lectures.
5	Uniforms: Chef coats, chef hats, aprons, and cleaning of said items. Also includes Other Side Ministries branded T-shirts for Outreach continuity.
6	Office Supplies: Paper for student notebooks, take home handouts, printer ink, pens, various office related items used in Life Skills training
7	Small Tools & Equipment: Kitchen equipment such as knives, pots, pans, measuring cups, measuring spoons, cutting boards, cloth towels, etc.
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?

If 75% of our graduating students obtain a job in the culinary industry and 75% of those who find a job actually maintain their employment within the industry, it will be considered a success. In order to produce these returns we stay in contact with each student during their employment as well as with the employer. This continued contact allows us to continue to coach and mentor our graduates.

OSM will also be integrating a post class survey and/or test to validate and educate ourselves on information and changes that may need to be made to better serve our students.

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	Will increase employment ready individuals	unemployment and poverty levels	Individuals who are low income, recovering addicts, felons, food insecure, etc.	High impact on an individual level	Two 4 week classes each quarter	Graduation, job placement, continuing career prospects
2						
3	will increase number of individuals in our community that receive nutritious meals	Nutritional needs are being met	Unhoused	High impact on an individual level	2 hours every other Sunday	Number of meals provided on annual basis (2022 = 5,621 meals served)
4						

Completed applications and documents can be submitted in person to the City Clerk's Office or via e-mail to [hhsc@apachejunctionaz.gov](mailto:hhsc@apachejunctionaz.gov). City offices are open Monday through Thursday, 7:00 am to 6:00 pm.



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#### Scoring Rubric

##### Eligibility Questions

- 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

Y/N


##### 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