

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: Horizon Health & Wellness

REQUIRED DOCUMENTS	FILED YES	FILED NO
Most recent audit report	✓ 7/22+21	
Most recent financial statement	✓	
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	✓ fy22	
Additional documentation as may be required by the City for processing of funding request:		

Staff review comments:

Reviewed by: Amy Greening Date: 2-1-2024



City of Apache Junction

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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 <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.



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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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Organization Information

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

Horizon Health and Wellness is a non-profit 501(c)(3) integrated health care agency licensed by the State of Arizona to provide an extensive array of outpatient, crisis services, and residential services, including primary care, behavioral health, and preventative healthcare services in central and southern Arizona. Our mission is: Provide integrated healthcare that addresses the whole person and promotes wellness using best practices to enhance the quality of life of the individuals, families and communities we serve. Horizon Health and Wellness has offered healthcare services to central and southern Arizona for over 40 years. Horizon's origins began in the late 1970's as the Behavioral Health Agency of Central Arizona. Horizon adopted the name Horizon Human Services in 2000. In 2015 Horizon Human Services merged with Mountain Health and Wellness to become Horizon Health and Wellness, as we are known today. Horizon also values giving back to the communities we serve and partners to give back to the communities we serve in many ways.

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

Horizon currently serves approximately 14,000 clients in its 6 Federally Qualified Health Centers located in Apache Junction, Globe, Queen Creek, Casa Grande, Florence, Chandler, Phoenix and Yuma. Of the 14,000 clients approximately 4235 are served in Apache Junction.

The following are the demographics of the Apache Junction clients:

58% are female
42% are male

13% are under the age of 18
9% are aged 18 to 25
26% are aged 26 to 45
24% are aged 46 to 59
28% are 60+



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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.

Horizon has received City of Apache Junction Health and Human Services funding in the past to operate this project which we are now asking for additional funding due to its success. Horizon Helps was a vision that was created during the COVID 19 pandemic - getting food to the people of Apache Junction that needed it. Horizon Helps in partnership with the Salvation Army provides food boxes to the individuals served at the Apache Junction clinic that are in need, the project is operated out of the lobby of the clinic, this project also includes a food pantry that is in the clinic where clients can come and get the food that they need. In addition, Horizon collaborated with Project Shower and AJ Cares during the pandemic to get groceries delivered to the elderly in Apache Junction, so this vulnerable population did not need to go to the grocery stores.

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.

Horizon currently partners with several community agencies to provide an array of services, once such partnership is with CAHRA - Horizon operates a homeless street outreach team that finds homeless community members living in parks, streets, vacant lots etc and works with them to get their basic needs met. The street outreach team often utilizes the hotel voucher funding from CAHRA to get the individuals off the street and in a safe place that ensures the housing support staff can work with them to find permanent housing, get enrolled in mainstream benefits and provide referrals for healthcare when and if needed.

Another partnership that Horizon utilizes is with the City of Apache Junction Parks and Recreation Department. Our largest collaborative project is co-hosting the annual Earth Day Festival in Earth Heart Park where we commonly have over 4000 attendees. In addition, we have coordinated with the Parks and Rec department to provide their staff with Mental Health First Aid trainings.

Horizon has also partnered with the Apache Junction Chamber of Commerce often having staff volunteer at many of the Chamber's events throughout the year.

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

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.*

no
renewal date
required

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?

Apache Junction has a population of approximately 43,431 per the World Population Review, with an average household income of \$64,653 and a poverty rate of 12.73%. University of Arizona data show that Pinal County has a food insecurity rate of 13.9% with 1 in 6 adults and 1 in 4 children affected. This is attributed to two factors one of which is the poverty rate and the other is the limited selection of grocery stores and distance to the stores with minimal public transportation options. The data also show that many individuals in the community do not get the recommended intake of fruits and vegetables which cause nutrient deficiencies often exacerbating chronic disease. In children, food insecurity and lack of nutrition affect development, academic performance and increase mental health issues such as anxiety, depression and hyperactivity.

Horizon currently operates a food pantry for the community members that come into our Apache Junction clinic to receive services. Many of these members have financial hardships that limit the amount and type of food that they can purchase. The food pantry that Horizon operates provides fresh vegetables, fruit and many other healthy items that are often very costly to purchase. The pantry is a huge success and it has outgrown the small refrigerator that we have as well as the area that is set aside for the food. We are in need of a larger refrigerator and shelving to store the food to ensure that we can continue to offer a variety of food and to assist us with keeping it as fresh as possible for as long as possible.

To whom is this happening?

Food Insecurity is affecting 13.9% of the population of Apache Junction. Many of these individuals and families come to the Horizon outpatient clinic in Apache Junction to receive their healthcare. Most of these individuals and families are low income living in subsidized housing, living paycheck to paycheck and not able to afford the fresh fruits and vegetables and healthy options at the grocery store. Food insecurity is a rising issue with the higher cost of food, housing, utilities and other basic needs.



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

Food insecurity for quite a few members of the community is happening due to various issues - higher housing costs, transportation costs/barriers in a rural population, higher costs of most goods/services with wage increases falling behind are just a few of the reasons for the increasing amount of individuals and families dealing with food insecurity.

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

University of Arizona reports Pinal County to have a 13.9% rate of food insecurity - given the population of 43,341 this equals 603 people that are not getting enough food and nutrients. To address this Horizon is currently providing approximately 265 pounds of produce to the community members of Apache Junction which show the ongoing need of this pantry.



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What will happen if the problem is not addressed?

If Horizon is unable to continue providing fresh produce to these community members, they will not have the means to obtain the food. This could cause more health issues in both individuals and children. Children will continue to suffer the consequences of poor nutrition which lead to poor academic performance and higher mental health issues. Adults will also suffer from the lack of nutrition which can lead to additional health issues.

What are the gaps between what exists and the solution?

The gaps that cause food insecurity are the lack of financial resources, lack of transportation and distance to grocery stores for many of the community members. The gap between what exists and the solution is the financial means to expand the storage capability in the Horizon clinic lobby to store additional fresh fruit and vegetables that can be grown in the garden. Members of the community that are experiencing food insecurity are already coming into the Horizon clinic and can obtain fresh food while there – solving both the transportation issue as well as providing fresh food rich in nutrients.



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Is there local documentation which identifies this as a problem?

The Pinal County Health Needs Assessment provides data regarding poverty rates and health concerns. A University of Arizona Study shows the rate of food insecurity in Pinal County to be 13.9% which is high. The Pinal County Health Needs Assessment also shows poverty at a higher rate in Pinal County than the overall rate in Arizona.

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

Not that this writer is aware of however first responders including the Horizon Mobile Crisis team are aware that some families and individuals they encounter have no food or adequate food.



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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.

Horizon is proposing to provide additional food resources including fresh fruit and vegetables grown in the garden in Earth Heart Park to the residents of Apache Junction, specifically the Horizon clients that can come into the lobby of the outpatient clinic and retrieve whatever items they need or want. The lobby is open on Monday - Thursday from 8am to 7pm and Friday from 8am to 5pm the food is available during these hours.

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

Horizon has distributed over 265 pounds of produce during the last year at no cost to the residents of Apache Junction. This shows the program is successful and needed in the community.

Is this a new or continuing project?

This is a continuing project that we are hoping to expand so we can provide additional food to the community.

Why is this a need to be addressed?

Food Insecurity specifically the cost of healthy alternatives to processed and boxed food is a need of the general population but specifically to the low income people who also have health issues. Providing healthy food at no cost to this population will not only give them food to eat but will assist them in maintaining their health and increasing their health outcomes which lead to less cost overall to the health system and to the individuals.



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Who will you serve with this project?

Horizon plans to serve the overall population of Apache Junction but will specifically focus on the clients that come into Horizon's Apache Junction outpatient clinic that have primary health and behavioral health issues.

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

The fresh produce is provided by volunteer gardeners that plant and tend to the Earth Heart Park garden, the equipment we will be purchasing should last for a minimum of 5-10 years at which time we will look for additional funding for replacement.

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

Horizon has volunteer gardeners that provide the labor to plant and maintain the garden. We currently have 28 gardeners with 10 of them being Master Gardeners. They provided 689 volunteer hours in 2023.



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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
Purchase and install commercial refrigerator	Facilities dept to purchase and install equipment	Grant funding, facilities staff	Upon receipt of funding purchase the refrigerator and install when delivered	Receiving the refrigerator	Installation of refrigerator complete	Ability to store additional fresh produce
Purchase and install shelving units	Facilities dept to purchase and install shelving units	Grant funding and facilities staff	Upon receipt of funding purchase the shelving units and install	Purchase of the shelving units	Installation of the shelving units	Ability to store additional fresh produce and other food items



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Financial Information

What is your Tax ID number?

What is your Arizona Tax Privilege License number?

Does your agency have internal financial controls in place to track, report, and account for all funds which promotes transparency?

Is a certified public accountant responsible for your daily financials?

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

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

When was your last 990 reported?

Where can it be found?

Have you had an audit completed and when?*

Do you have an annual agency budget? Please provide.

Who is responsible for creating your annual budget?

██████████
██████████
Yes
Yes
Yes – attached
Yes
2022
Copy attached
Yes - attached
Yes - attached
CFO

*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.

Horizon currently does not have any annual fundraisers

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



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Please see Horizon's December 2023 income statement and annual financial statements in the attachments to see a full list of funders and amounts funded. These include the following grant funding we received in 2023 for various projects:

Arizona Complete Health Care - \$100,000 to rehab housing unit in Yuma

Arizona Community Foundation - \$10,000 for hotel vouchers for homeless

DES - \$169,861 for homeless prevention services/shelter and street outreach

HRSA - \$350,000 for HIV prevention and treatment

SAMHSA - \$1,000,000 for implementation of the Certified Community Behavioral Health Clinic model in Yuma, Az

HRSA – \$1,000,000 for Medication Assisted Treatment Program in Florence, Az



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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	Purchase refrigerator	\$ 2777.50				\$2777.50
2	Purchase shelving	\$450.00				\$450.00
3						
4						
5						
6						
7						
8						
9						
10						
	Total	\$	\$	\$	\$	\$3227.50

What percentage of the project budget is being requested? 100%

What percentage of your budget is the requested funding? 100%



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Narrative

Please provide a detailed budget narrative for each itemized expense.

1	Purchase and installation of commercial size refrigerator – NAFCOOL refrigerator – quote from ACE – 2727.50 – labor estimate of 2 hours at 25.00 – 50.00
2	Purchase and install of shelving – \$450.00 for shelving
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?

The project will be managed by the Chief Operating Officer that will oversee the purchasing and installation of the equipment. We will know that the project was successful by the number of pounds of produce we are able to provide to the community members.

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	Number of pounds of produce provided to community	Storage area for produce	Low income population of Apache Junction	25% more pounds of produce provided	Refrigerator and shelving installed within 2 months of funding	pounds of produce provided in a year
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 Jill Bright (jbright@apachejunctionaz.gov).