



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/aicode>.

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

Address

Website

Phone Number

Apache Junction Reach Out, Inc., dba
Superstition Community Food Bank

575 N Idaho Rd., Ste 701

Apache Junction, AZ 85119

www.superstitionfoodbank.org

480-983-2995

Name of Agency Director

Email Address

Direct Line

Erik Arriola

Erik.arriola@superstitionfoodbank.org

480-233-6680

Project Manager

Email Address

Direct Line

Lynn Hanson, Board President

lhanson@printrp.com

701-730-4570

Secondary Contact

Email Address

Direct Line

Gary Kloefkorn, Board V.P.

garykloefkorn@gmail.com

307-262-2263



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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 over 1.5M meals) and help feed 37,000 people a year (over 13,900 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 low-income 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. 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 our supplies will meet demand. In 2022, we provided 22,500 lbs. of holiday food and feeding and additional 900 families and 150 seniors during the holiday season. We plan to expand this program to include a smaller July 4th Holiday Box.

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, 23,305 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 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 (Non-Profit of the Year)
Apache Junction Coalition to End Homelessness- Ongoing Resources, Can Opener Drive, Hygiene Kits & Single Meal Kits
Apache Junction Head Start- Give donated children's items (non-edible)
Apache Junction Parks & Recreation: Food Drive, Hydration Station Water Drive, Trunk or Treat
Apache Junction Public Library: Food Collection Site, Book Mobile, Holiday Distributions
Apache Junction Unified School District- Food Drives
Arizona Renaissance Festival- Food Drive
Arizona State University- Student Project at Food Bank
Boys & Girls Club- Give School Supplies donated (non-edible)
CAAF (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
U.S. Postal Service- Stamp Out Hunger Food Drive

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



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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?

No

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.



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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.

To whom is this happening?

In 2022, 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 (5,000 seniors for the year) and child (6,000 children) population continue to grow the fastest. The clientele needing our services are from "working-poor" families who were barely meeting their financial needs but have now lost their jobs due to the continued effects of the pandemic and inflation. 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.



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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.

SCFB continues to move food in and out of the warehouse to help feed the hungry in our community. In 2022, we served 2,437 new clients. Many of our clients have indicated they have been most impacted by inflation and have had food insecurity since the start of 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. This year, those funds are 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 and organizations to assist us in purchasing food.



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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, both the city and commission have identified food insecurity as a problem in our community.



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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.

We are requesting the commission to assist with \$50,000 for current Apache Junction residents we serve during the regular fiscal year and three holiday food distributions.

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 (with 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.



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Who will you serve with this project?

Apache Junction and surrounding residents.

Households identifying as unique situations.

Ethnic individuals 0 - 18 and 19 -60+ years of age.

Senior individuals 60+ years of age.

Veteran individuals 19 -60+ years of age.

Homeless individuals 19 -60+ years of age.

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

Our mission continues due to the generosity of the city and donors. After this kindness ends, we will seek funding from other sources to help us meet the food/fuel purchase increase. 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.

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

Bishops Warehouse, United Food Bank, Arizona Food Bank Network, Kids Need to Read, AJ Mounted Rangers, Superstition Mountain Rotary Club, VFW (7968 and 9399), American Legion 27, Buckboard Ministries, Walmart, Fry's, and numerous 55+ Communities.



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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 more food	Maintain no contact food distribution	150K funding from other funding source.	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.



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Financial Information

What is your Tax ID number?

86-0454767

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.

Yes

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

Yes

When was your last 990 reported?

2021

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

*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 2022 -Renaissance Festival - food and monetary - \$400 and 500lbs of food
April 2022 -Shred-A-Thon (Lori Blanks & Associates) -\$1000 and 1200lbs of food
May 2022 - USPS Annual Food Drive – 40,000lbs of food and water
November 2022 – American Leadership Academy Food Drive – 5,000lbs of food, Desert Vista Elementary School Food Drive – 2,500lbs of food, Holiday Food Box Campaign - \$31,000 raised.
December 2022 - Annual Golf Tournament - raised \$30,000

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

See Attached Documentation



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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	Food/ Holiday	12,500	12,500	12,500	12,500	\$50,000
2						\$
3						\$
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
	Total	\$	\$	\$	\$	\$50,000

What percentage of the project budget is being requested? 5%

What percentage of your budget is the requested funding? 5%



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Narrative

Please provide a detailed budget narrative for each itemized expense.

Food for food distribution four days a week to assist Apache Junction residents.
1 Increase in budget is due to the rising cost of food.
Holiday food distribution 4 times a year, Easter, 4 th of July, Thanksgiving and
2 Christmas. (Adding a 4 th of July box this year)
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?

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

Measurable - Link2Feed 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 data 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						

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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