



# 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, 2022**

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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#### **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

Genesis Project

Address

564 N Idaho Rd

Suite 5

Website

www.genesisprojectaz.com

Phone Number

480-225-7757

Name of Agency Director

Trinity Cole

Email Address

trinity\_cole@live.com

Direct Line

480-371-9117

Project Manager

Trinity Cole

Email Address

trinity\_cole@live.com

Direct Line

480-371-9117

Secondary Contact

Office Manager

Email Address

genesisprojectaz@gmail.com

Direct Line

480-225-7757



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#### Organization Information

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

Genesis Project was founded in 2006 to address the needs of homeless individuals in Apache Junction experiencing hunger and an inability to find respite from the extreme heat. Genesis Project has expanded its services over the years and now feeds, clothes, hydrates and provides a Community Resource Center where individuals have access to all nutrition, hydration, clothing, hygiene and social services in one centralized location, free of charge.

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

The target population of Genesis Project is anyone in need. Demographically this includes the literally homeless, a large population of housed guests over age 65, and several families with young children. Geographically we conclude 95% of guests reside within the City of Apache Junction.



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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.

Please see attached PDF due to formatting issues in this space.

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?

no

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.\*

27-3994457

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?

In order for individuals to overcome the abject poverty within which they reside there is a need for access to many resources in one place. More often than not, an individual cannot rise from their situation with help from only one social service agency. With the need for internet access, a working phone, a navigator that understands all available assistance and the ability to connect with several service providers, it is the goal of Genesis Project & The Community Resource Center to maintain a place where people can come and connect with all basic human necessities. When navigating and coordinating the many services needed to rise above their current situation many individuals get overwhelmed and feel anxious and lost. The need for an advocate or navigator is crucial in keeping individuals on task through the process to ensure success.

To whom is this happening?

This is a global problem affecting every community around the world. In Apache Junction, poverty does not have a specific target and we see everyone from young children to elderly adults desperately in need of assistance from multiple agencies. Furthermore, the rurality of our city means it is even harder to access assistance locally and attend intake interviews and appointments in a way that does not require motorized transportation.

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

The biggest cause of this problem is the need for many forms of public assistance services that require internet, phone, knowledge of resources, and the mental & physical capability to navigate each agency's requirements. Without addressing each basic human need, individuals are incapable of completing all steps to overcome their current situation. Coordinating many services and appointments with multiple agencies becomes daunting and the lack of public transportation and high cost of private transportation further causes an inability to travel to multiple locations.



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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.

Every day individuals come to Genesis Project and the Community Resource Center in need of assistance with navigating local assistance programs, obtaining IDs, applying for benefits, completing job applications, accessing showers, hygiene products, clean clothing, hot meals and water. As a society we know that a hierarchy of needs exists in which you cannot be successful without meeting the basic needs first. For instance, if individuals do not have the ability to obtain nutritious food, they do not have the ability to maintain employment, and without the ability to maintain employment they do not have the ability to maintain housing, etc. This goes even deeper when we put mental and physical health into the mix and know that access to mental health support through a partnering agency will be the first step in obtaining necessary resources.

What will happen if the problem is not addressed?

If this problem, a personal Navigator and ongoing access to the Community Resource Center, is not addressed we will see many more individuals facing homelessness and poverty in our city. There are many steps to self-sufficiency and one cannot be met without the others. If we do not address each step individually there will not be success. We see individuals focusing on basic survival when

What are the gaps between what exists and the solution?

The gap that exists is the number of agencies in which individuals need to connect with and the personal ability for those same individuals to make the connections. The solution is a Navigator and The Community Resource Center. In the CRC all agencies can come together and network in one location for the betterment of individuals in need and a Navigator to act as a guide and advocate for those mentally and physically incapable of following through with each step. A very personalized experience, guided by a navigator in a 'one-stop-shop' environment, where a multitude of needs can be met in an afternoon instead of days, weeks or even months. A place where the Navigator and agencies know each other intimately and work together for each individual so no one gets lost in the mix.





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Is there local documentation which identifies this as a problem?

Yes. The City of Apache Junction identifies this as a problem and it is addressed by the City of AJ Coalition to End Homelessness as well as the 2019 Strategic Plan that was adopted by City Council. Furthermore, partnerships with local leaders, Bureau of Land Management and law enforcement has identified this as a problem.

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

Both the City of AJ and the HHSC have identified this as a problem as evidence by the City's adoption of the Strategic Plan on Homelessness in Apache Junction and the HHSC approving previous funding to aid in the solution.



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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 proposed project is to secure funding which ensures that the Community Resource Center remains open to those in need and a Navigator remains employed to further address the issue. The Community Resource Center, located in the same complex but a separate suite from the Genesis Project soup kitchen, offers three private office spaces to allow for privacy of guests seeking services. Any agency that provides resources for the betterment of people experiencing poverty, health issues, addiction, homelessness, unemployment, legal issues, etc are welcome to schedule. Genesis Project will schedule outside agencies Monday-Friday from 11:30-2:30 and have a Navigator on site for 12 hours per week. Free clothing, shoes and hygiene products will be available Monday-Friday from 12p-2p in addition to the hot meals offered Sunday-Friday at the soup kitchen. As part of the Heat Relief Network this space will also serve as a heat relief station by utilizing the lounge space as a cooling station and offering additional hydration during times of excessive heat. Genesis Project will staff the Community Resource Center daily and maintain a schedule of services that will be available to guests in hard copy, CRC Facebook page and the Genesis Project website. The schedule will also be posted in various areas that is highly visible to guests.

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

This model has been proven successful in other places and is a broader application of the Project Connect model used in Apache Junction. Instead of all agencies coming together once or twice a year multiple resources are available on a weekly basis.

Is this a new or continuing project?

This is a continuing project.

Why is this a need to be addressed?

In order to decrease the numbers of people living in poverty, be it the housed or literal homeless, connection to multiple agencies in a localized environment is necessary. A Navigator is essential in walking individuals through each step to ensure completion and success.



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

This project will continue to serve anyone in need including the elderly, unsheltered, Veterans and families. As detailed previously, the lack of public transportation and costs associated with private transportation would lead us to believe that a minimum of 95% would be residents of Apache Junction.

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

The Community Resource Center will continue to seek grant opportunities and private donors to ensure our doors remain open to this vulnerable population in great need.

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

While there are no specific financial partners, The Community Resource Center is based entirely on community partnerships with other agencies whom exist to serve the poor. Any service based organization that provides assistance, free of charge, is welcomed to come and offer that at the Community Resource Center.



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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
Resource Center	Private office space	Building space	Resource Access	Connection to services	More people reached	Increased access to services
Heat Relief	Cooling station	Building space	Indoor relief from heat	Decrease in heat illness	Decrease in heat illness	Decrease in heat illness
Clothing	Free clothing	Donated clothing	Provide clothing 10 hrs per week	Properly clothed individuals	Societal Acceptance	Job search
Hygiene	Free hygiene essentials	Donated products	Provide items 10 hrs per week	Healthy individuals	Societal Acceptance	Health
Water	bottled water	Water storage	Water provided min 10hrs per week	Hydrated Individuals	Decrease in heat illness	Hydration
Showers	MGC Vouchers	Day pass to MGC	Vouchers provided weekly	Healthy individuals	Societal Acceptance	Health



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#### Financial Information

What is your Tax ID number?	27-3994457
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?	2/19/2021
Where can it be found?	Attached
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 of Directors

\*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.

Fundraising is done by attending community events and visits to churches, mobile home communities, civic groups, etc

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

Genesis Project is funded through individual donations, civic organizations, the faith community, local businesses and grants. Additionally, TEFAP (The Emergency Food Assistance Program) and United Food bank provide food products at a tremendous discount.



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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	Rent	2,800.00	2,800.00	2,800.00	2,800.00	\$ 11,200.00
2	Utilities	500.00	500.00	500.00	500.00	\$ 2,000.00
3	Navigator Salary	2,400.00	2,400.00	2,400.00	2,400.00	\$ 9,600.00
4						\$
5						\$
6						\$
7						\$
8						\$
9						\$
10						\$
	<b>Total</b>	<b>\$ 5,700.00</b>	<b>\$ 5,700.00</b>	<b>\$ 5,700.00</b>	<b>\$ 5,700.00</b>	<b>\$ 22,800.00</b>

What percentage of the project budget is being requested? \_\_\_\_\_

What percentage of your budget is the requested funding? \_\_\_\_\_



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#### Narrative

Please provide a detailed budget narrative for each itemized expense.

1	Unit 11 Rent - \$934 includes water
2	Unit 11 Electric - Prorated for full year to include increase during summer months
3	Navigator Salary - \$800 salaried per month for 12 hours per week (roughly \$16/hr)
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?

Genesis Project will determine the success in reaching our goals by tracking guest encounters. This will be done by having each individual seeking shoes, clothing or hygiene essentials to take a number so encounters are accurately tracked.

Navigator services will be determined successful by creating a map of services and tracking of each step completed, including the outcome. Goals will be set at 80% completion/success rate overall.

To access the Community Resource Center, guests will be asked to sign in with their zip code to more accurately track their city of residence and assist in determining with certainty the percentage of Apache Junction residents for future grants.

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	Measurable	Multiple Services	Needy Individuals	Increase of 20%	1 year	A minimum
2	Relevant	Genesis services	Anyone seeking	Increase of 20%	1 year	A minimum
3						
4						

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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.

Y/N

- 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

