



# 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

#### Agency Information

Name of Agency

Begin Again Homes

Address

2200 N. Delaware Dr, Lot 52

Apache Junction, AZ 85120

Website

beginagainhomes.org

Phone Number

480-492-5309

Name of Agency Director

Sheryl Bigelow

Email Address

Direct Line

Project Manager

Maggie Berizzi

Email Address

Direct Line

Secondary Contact

Jeffrey Mitchell

Email Address

Direct Line

# 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: Begin Again Homes

REQUIRED DOCUMENTS	FILED YES	FILED NO
Most recent audit report	✓	
Most recent financial statement	✓	
Detailed expenditure statement to include detailed accounting for all previously received City funds (if applicable)		✓ N/A
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	✓	
Additional documentation as may be required by the City for processing of funding request:		

Staff review comments:

Reviewed by: Amy Greening Date: 2/5/2024



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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 <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](mailto: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.

1. Begin Again Homes (BAH) will provide gap housing to parents with minor children, seniors, veterans and general population who are unsheltered due to economic distress. They need to be on the By Name List through Pinal County End The Homelessness Coalition and be approved for a housing voucher. Once permanent housing is located, we will provide stability and fill in the waiting time with free housing until final housing inspection and they receive the keys.
2. BAH provides short-term emergency shelter utilizing Motel 6 to families and individuals who have received housing vouchers and awaiting final inspections on permanent housing. We have established an MOU (Memorandum of Understanding) with discounted rates unavailable to the public.
3. Matching up short-term emergency housing solutions with clients who need assistance.

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

The targeted population is 100% Apache Junction. We have and will only serve the community of Apache Junction.

The demographics are parents of any age with minor children in their care, seniors, veterans and general population who lack stable housing and who obtain housing vouchers through an agency that serves Apache Junction.

There is no discrimination with race or gender.



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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 Health provides transitional housing for the SMI (severely mentally ill) community.

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. Horizon Health: They had a client with a county housing voucher, and she needed short-term housing until the apartment got inspected, lease was signed, and keys were received. BAH provided three weeks of emergency shelter and filled that gap of preventing further homelessness.
2. Genesis: A client of theirs who was a Veteran and had a HUD voucher needed short-term housing until his permanent got inspected, lease was signed, and keys were received. BAH provided 10 days of emergency shelter and filled that gap of preventing further homelessness.
3. New Leaf: A married couple had a housing voucher and there were some issues in finding a landlord who would take the voucher. In partnering with Western Lifestyle Realty, Begin Again Homes located housing and provided three weeks of emergency shelter as they waited for final inspection, signing of the lease and receiving the keys. This filled the gap of preventing further homelessness.
4. Apache Junction Homeless Coalition: Begin Again Homes is a member and attended the 2023 Project Connect where we provided information on our services and connected with other agencies.
5. Pinal County End The Homelessness: Begin Again Homes is a member of this organization which provides us in getting people on the By Name List and keeps us informed of available housing vouchers and other resources.

Please see Attachment A listing the Apache Junction Homeless Coalition members that BAH has future partnerships with as well.

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?

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

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.\*

January 24, 2025

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?

BAH addresses the lack of affordable housing and the rise of homelessness in families, veterans, and senior citizens within Apache Junction.

To whom is this happening?

Single families, two parent families, seniors, veterans and general population.

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

1. Inflation.
2. Lack of affordable housing.
3. Unreasonable increases in lot rent.
4. Lack of high paying jobs.
5. Fixed Incomes.

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.





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### Request for Financial Assistance

1. Pinal County End Homelessness Coalition: <https://pcceh.com>: The PIT count is a one night snapshot of homelessness in Pinal County which includes Apache Junction. It occurs each year during the last 10 days of January. It answers the question "How many persons were homeless on a specific night in Pinal County?" The count includes persons who stayed the night in an emergency shelter or transitional housing; and persons living in a place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, or other public places. \*\*Please see Attachment B\*\*

2. Arizona Balance of State Continuum of Care: \*See Attachment C\*

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

1. Illegal camping will increase.
2. Family's, veterans, senior citizens and members of the general population experiencing homelessness for the first time will be nonfunctioning civilians in Apache Junction.
3. Children will suffer emotionally and physically from the trauma of no longer having a roof over their heads and adjusting to living in a vehicle or camping in the desert.
4. Increase in crime.
5. Increase in panhandling.

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

The gap is that there is no emergency shelter or transitional housing for general population people which includes family's, senior citizens and veterans in Apache Junction.

The solution is for Begin Again Homes to provide emergency shelter in addition to transitional housing to those in need who have done all the necessary steps in obtaining a housing voucher.



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Is there local documentation which identifies this as a problem?

Yes. The PIT count is a one night snapshot of homelessness in Pinal County. It occurs each year during the last 10 days of January. It answers the question "How many persons were homeless on a specific night in Pinal County?" The count includes persons who stayed the night in an emergency shelter or transitional housing; and persons living in a place not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, or other public places. Please see Attachment B (2023 PIT count)

Arizona Balance of State Continuum of Care: Community planning process to organize and deliver housing and services to meet the specific needs of people experiencing homelessness. \* Attachment C

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

Homelessness is an ongoing issue and discussed with City Council, AJPD and Park Rangers who are all aware of the lack of shelter for the homeless population.

The city is well aware of local citizens and local businesses concerns about the beautification of the desert, the cleanliness of our streets and usability of the parks.



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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.

Who: General population includes family's, senior citizens and veterans (with no substance or alcohol abuse, no mental illness, no criminal record) within Apache Junction.

What: Location to provide temporary housing by acquiring a permanent structure.

When: Within the next 12 months.

Where: Apache Junction.

Why: To prevent further increase in homelessness with family's, senior citizens and veterans of the general population. In addition, protecting the homeless children of our community.

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

1. This has been proven successful in other places such as Texas and California.
2. Horizon Health has success with this model addressing the severely mentally ill.
3. CASS Shelter, Phoenix (Central Arizona Shelter Service).

Is this a new or continuing project?

1. Obtaining a structure for transitional housing is a new project.
2. Providing emergency shelter to those who have housing vouchers and have found a participating landlord to provide housing is a continuing project.

Why is this a need to be addressed?

1. The city is growing.
2. The cost of living is not manageable for low-income families, senior citizens on fixed incomes or veterans.
3. There is limited affordable housing in Apache Junction.
4. During peak season, the possibility of decreased city revenue will increase due to the fact of the increase in the displaced homeless population.



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Who will you serve with this project?

Qualified family's with children, senior citizens and veterans of the general population in Apache Junction.

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

1. State funded grants.
2. Federal funded grants.
3. County funded grants.
4. Private donors.
5. Fundraising/Charitable Events.
6. Community benevolent organizations, i.e. Rotary

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

1. Pinal County End Homelessness Coalition.
2. Apache Junction Homeless Coalition.
3. Genesis Project.
4. Otherside Ministries.
5. Horizon Health and Wellness.
6. The Salvation Army.
7. Superstition Food Bank.



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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
***SEE ATTACHMENT D****						



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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?

<del>XXXXXXXXXX</del>
N/A
Yes
No
No
Yes
not available until 3/2024
n/a
No
Yes
Treasurer

not available until 3/2024

\*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.

1. Project Connect: \$0
2. Facebook Campaigns: \$2,725.00

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

1. Fundraisers via Social Media : \$2,725.00.
2. Private contributions: \$2,740.00



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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	Salaries	1,250	1,250	1,250	1,250	\$ 5,000
2	Programs	1,250	1,250	1,250	1,250	\$ 5,000
3	Marketing	250	250	250	250	\$ 1,000
4	Operations	50	50	50	50	\$ 200
5	Licensing/biz fee	500	0	0	250	\$ 750
6	Administrative	300	0	0	300	\$ 600
7						\$
8						\$
9						\$
10						\$
	Total	\$ 3,600	\$ 2,800	\$ 2,800	\$ 3,350	\$ 12,550

What percentage of the project budget is being requested? 39.8%

What percentage of your budget is the requested funding? 79.68%



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#### Narrative

Please provide a detailed budget narrative for each itemized expense.

1	Salaries: Money will be used for grant writing, servicing clients and client education.
2	Programs: Providing programs to prescreen clients for emergency shelter.
3	Marketing: Facebook advertising campaigns, branded merchandise, community events, corresponding fees.
4	Operations: Bank fees, donation fees.
5	Licensing: Corporate commission; IRS paperwork; accountant advise.
6	Administrative: PO Box; website maintenance.
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?

\*\*\*SEE ATTACHMENT E\*\*\*

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						
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](mailto:jpena@apachejunctionaz.gov)) and to Evie McKinney ([mckinney@apachejunctionaz.gov](mailto:mckinney@apachejunctionaz.gov)).