



City of Apache Junction

Development Services Department



DATE: January 2, 2020

TO: Health and Human Services Commission

FROM: Heather Patel, Program and Resource Manager

SUBJECT: Application and Reporting submittals

REQUEST

Presentation, discussion, and consideration of the need for an electronic system for application submittals, commission scoring process, and reporting.

DISCUSSION

Presently, all applications, communications, and reporting are done through mail. Staff is proposing application submittals, commission scoring process, awards, and reporting requirements be done electronically. Systems are in place which allow for easy access for service providers and commissioners, and long term storage of all applications, reporting, scoring, and awards of funding.

Staff could:

- 1) Spend \$4,500 every two years for a professional on-line system, or
- 2) Use the antiquated email for submittals and communication, and server storage of all items

RECOMMENDED MOTION

I, STATE YOUR NAME, move to proceed with the procurement of an on-line system for award management.

OR

I, STATE YOUR NAME, move to proceed with the use of email on all communication, reporting, and application submittals for the funding allotments.