



**Pima County Community Action Agency Board
Low-Income Representative
Program Year: 2018-2019**

Invitation Letter

The Pima County Community Action Agency Board (CAAB) is seeking one (1) Low-Income Representative to serve on the CAAB. The term for the representative shall be for four (4) years and representative may serve up to two (2) consecutive terms.

The CAAB is accepting applications from Monday, 08/20/18 to Wednesday, October 3, 2018 by a public advertisement in the 08/20/18 issue of the Daily Territorial and by soliciting nominations from Pima County neighborhood and community organizations that serve a Pima County low-income community.

The Pima County Community Action Agency (CAA) combats poverty and provides a safety net of basic services for low-income individuals and families in Pima County. The Pima County CAA connects immediate assistance with case management and additional resources to promote self-sufficiency and economic independence. The CAA coordinates a network of community-based organizations which provide assistance to families and individuals living at or below the poverty level.

The CAAB meets minimally four times per fiscal year on the second Tuesday or Wednesday of the month from 5:30 pm to 7:00 p.m. at the Kino Service Center, 2797 East Ajo Way, Tucson, Arizona 85713.

In addition, every other year, the CAAB has Committee meetings during the month of March to review Requests for Proposals (RFPs) and to recommend funding for Community Service Block Grant (CSBG) grantees. This is a time intensive process and CAAB members must read and review several Proposals during this selection time frame as well as attend the additional Committee meetings. Travel and mileage may be reimbursed.

Criteria for Low-Income Representatives

1. Representatives must be 18 years or older, reside in the Pima County service area and be able to actively participate in the development, planning, implementation and evaluation of CSBG-funded programs.
2. It is highly recommended low-income individuals serve on the board, but it is not required that all Low-Income Representatives be low-income themselves. Representatives who are not low-income must represent the low-income community in some legitimate capacity. This can include someone with first-hand experience or direct knowledge of the challenges facing the low-income population in Pima County. The ideal Low-Income Representative would be BOTH low-income and active in the low-income community and anti-poverty causes.

Pima County CAAB Low-Income Representative Application form

Interested applicants must return this completed application form to the following CAA office on or before 10 a.m. on Thursday, 10/04/18:

Manira Cervantes, Program Manager
Community Action Agency
Kino Service Center, 3rd Floor
2797 E. Ajo Way
Tucson AZ 85713
Office: (520) 724-5710

Applications will be accepted in person, via email at Manira.Cervantes@pima.gov, or by fax at (520) 838-7434. If you have a question, please contact Manira Cervantes by phone or email.

First and Last Name: _____

Pima County Residence Address: _____ City: _____ State: Az Zip: _____

Mailing Address
(if different than Residence): _____ City: _____ State: Az Zip: _____

Pima County Employer Name: _____

Pima County Employer Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Email: _____

Please attach a list or indicate below, past and present community board affiliations and dates of service:

Check here if none

1. _____
2. _____
3. _____
4. _____
5. _____

Do you or any relatives work for or serve on a board of an organization that receives CSBG funding?
 Yes No

Please include the following statement in your letter of interest or sign below to signify you meet the minimum requirements for serving as a Low-Income Representative on the CAAB.

"I meet the minimum requirements and I am able to fulfill the time expectations of a board member. If chosen to serve, I will attend the quarterly CAAB meetings and fully participate in the RFP process every other year by reviewing and evaluating Proposals and attending additional Committee meetings during the RFP process."

Signature: _____ Date: _____

Low-Income Representative Application form - continued

Applicant First and Last Name: _____

Please provide information about yourself and why you want to serve on the Pima County Community Action Agency Board (CAAB):

Please list and describe current and previous community service activities (paid and non-paid volunteer activities):

What specific skills and/or experience do you have with poverty-related causes or programs?

What aspects do you think are important and need to be included in poverty reduction programs?

Do you have any time restrictions that may prevent you from attending four CAAB meetings, per fiscal year, on weekday evenings? Please list any restrictions.

No, I do not. **Yes, if I am attending or conducting a "Getting Ahead..." workshop.**

Are you able to attend additional Committee meetings every other year during winter and spring months and fully participate in the CSBG Request for Proposal (RFP) process?

Yes **No.** **Please explain:**

Are you willing to read in a two-week time period and evaluate approximately six to eight Proposals that are packets of information received from community-based organizations?

Yes **No.** **Please explain:**

Additional relevant information may be provided.

Please refer to the attached CAAB Information flyer and the Application/Nomination Process section.

Thank you for your interest in the CAAB.

**Pima County Community Services, Employment and Training (CSET)
Community Action Agency Board (CAAB)
Program Year: 2018-2019**

CAAB Information

The Pima County CAAB is seeking one (1) Low-Income Representative and two (2) Community/Private Sector Representatives to serve on the CAAB. The term for the representatives shall be for four (4) years and representatives may serve up to two (2) consecutive terms.

The CAAB is accepting applications from Monday, 08/20/18 to Wednesday, October 3, 2018 by an 08/20/18 public advertisement in the Daily Territorial and by soliciting nominations from Pima County neighborhood and community organizations that serve a Pima County low-income community.

The Pima County Community Action Agency's (CAA) mission is to assist low-income individuals and families with reaching higher levels of economic and social self-sufficiency through the delivery of basic needs services and to advocate for the poor. The CAA will endeavor to deliver services in a respectful, timely, and compassionate manner.

The Pima County CAAB, which was established under the federal Community Services Block Grant (CSBG), is composed of up to 15 individuals from Pima County:

- ✓ Five (5) members are representatives appointed by the Pima County Board of Supervisors from each Supervisor's district;
- ✓ Five (5) members are representative of Low-Income communities chosen by democratic selection procedures, including an application process coordinated by the CAA staff; and
- ✓ Five (5) members are representatives of the Community/Private Sector appointed by the CAAB.

The CAAB members participate in the Request for Process (RFP) process that makes recommendations for funding to the Pima County Board of Supervisors.

Criteria for Low-Income Representative

1. Representatives must be 18 years or older, reside in the Pima County service area and be able to actively participate in the development, planning, implementation and evaluation of CSBG-funded programs.
2. It is highly recommended low-income individuals serve on the board, but it is not required that all Low-Income Representatives be low-income themselves. Representatives who are not low-income must represent the low-income community in some legitimate capacity. This may include someone with first-hand experience or direct knowledge of the challenges facing the low-income population in Pima County. The ideal Low-Income Representative would be BOTH low-income and active in the low-income community and anti-poverty causes.

Criteria for Community/Private Sector Representatives

1. Community/Private Sector Representatives will be selected from categories that include Community Advocacy and Education (private or public educational institution, religious organization, civil rights group, tenant group, other advocacy groups); Labor (labor union organization); Housing and Utilities (home builder association, housing assistance, utility company); and Business and Industry (chamber of commerce, financial institution, business industry organization).

Please visit <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24795> to obtain an application and apply. Applicants will be notified by telephone and email as to the results of the successful candidates.

Application/Nomination Process

1. CAAB vacancies are being advertised at least 45 days prior to the selection date to allow for adequate public notice and to ensure that low-income persons have equal access to the process.
2. Low-Income Representatives will be selected through an application and nomination process and the Community/Private Sector Representatives will be appointed by the CAAB.
3. The Committee will review all applications and nominations and may conduct interviews prior to 10/04/18 to determine those best-qualified, willing, and able to serve.
4. The CAAB is also conducting additional outreach and actively soliciting applications/nominations from local organizations that serve the low-income community through a letter of invitation that includes a CAAB Information flyer and CAAB Application. The CAAB may also conduct follow-up phone calls, and make presentations to solicit potential nominees to ensure broad outreach and equal access to the process.
5. The CAAB Administrative Support Staff has created a CAAB Information flyer that lists the qualifications and responsibilities for one (1) Low-Income Representative and two (2) Community/Private Sector Representatives and are adequately posted for public view.
6. The CAAB Chair has appointed a democratic CAAB Membership Selection Committee that will select the best-qualified candidates at the 10/04/18 Committee meeting based on defined selection criteria.
7. The Committee will present its nominees to the CAAB for a final ratification vote at the 10/09/18 CAAB Quarterly Meeting.

Posted: Kino Service Center, 3rd Floor Bulletin Board
Youth Employment Center, 2nd Floor
City of Tucson, City Hall, 1st Floor Bulletin Board

Rio Nuevo Service Center, 1st Floor
Las Artes, Arts and Education Center
Pima County Administration Building,
Levels A & B, and 1st and 5th Floors

Pima County CAA webpage: <https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24795>

Date Posted: 08/20/18

Time Posted: 10:00 a.m.

xc: CAAB (12)

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I, _____, am an appointed member of the Pima County Community Action Agency Board (CAAB) or a CAAB committee. I acknowledge having read A.R.S. §38-501 through §38-510 inclusive concerning conflicts of interest. I understand that I have a continuing responsibility to observe and apply the provisions of these laws.

In fulfillment of the requirements of A.R.S. §38-503, I have listed below all ownership, employment, public and private affiliations, and other pecuniary relationships held by me or by my relatives (as defined in A.R.S. §38-503) which may constitute a substantial interest.

I the undersigned, understand that as my interests and those of my relatives' change, I may need to modify this statement. I also understand I may not vote or participate in any way or on any matter which I, or any of my relatives, have a substantial interest.

Signature: _____

Dated this _____ **day of** _____, 20_____.