



**Pima County Community Action Agency Board  
Low-Income Representative  
Program Year: 2022-2023**

**Invitation Letter**

The Pima County Community Action Agency Board (CAAB) is seeking four (4) 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 Tuesday, July 6, 2021 to Monday, August 2, 2021 by a public advertisement in the 07/06/2021 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 Monday, August 2, 2021:

Manira Cervantes, Community Services Manager  
Community Action Agency  
Pima County Housing Center  
801 W. Congress St.  
Tucson AZ 85745  
Office: (520) 724-5710

Applications will be accepted in person, via email at [Manira.Cervantes@pima.gov](mailto:Manira.Cervantes@pima.gov), or by fax at (520) 791-6600. If you have a question, please contact Manira Cervantes by phone or email.

First and Last Name: \_\_\_\_\_

Pima County Residence Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address  
(if different than Residence): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ 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

**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.

*Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with disabilities.*