



**Pima County Community Action Agency Board
Private Sector Representative
Program Year: 2022-2023**

Invitation Letter

The Pima County Community Action Advisory Board (CAAB) is seeking three (3) Private Sector Representatives to be appointed to 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 for appointment 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 including those 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 Private Sector Representatives

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).



Pima County CAAB Private Sector 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, 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 being appointed as a Private Sector 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: _____

Private Sector Representative Application form – continued

Applicant First and Last Name: _____

Please provide information about yourself and why you want to be appointed and 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 being appointed to the CAAB.

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