



## **Request for Applications for Outside Agency (OA) Program Fiscal Year 2020-2021**

**Program Year:** 2020/2021

**Issue Date:** Monday, October 21, 2019

**Pre-Application Due Date:** Friday, December 6, 2019

**Application Due Date:** Friday, February 7, 2020

Community Planning Application and Instructions at:

<https://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

Solicitation: Pima County is soliciting applications from eligible non-profit agencies and governments for programs serving the community in compliance with all County requirements.

Information will be provided at the Technical Assistance sessions on October 28<sup>th</sup> and November 18<sup>th</sup>, (see additional info below).

**Pre-Application** is required to be completed and approved prior to submitting the full OA Grant Application. Access the Pre-Application from the ZoomGrants link:

<https://zoomgrants.com/gprop.asp?donorid=2163>

Applicants are required to check this website prior to the due date for addenda and/or additional information to assure that the application incorporates all addenda.

**Technical Assistance Session:**

Pima County Housing Center, 801 W. Congress Road, Tucson, AZ 85745

Monday, October 28, 2019, 10:00 a.m., MST

Monday, November 18, 2019, 2:00 p.m., MST

**Grant Application Contacts:**

OA Program: Ana Basurto at [Ana.Basurto@pima.gov](mailto:Ana.Basurto@pima.gov) or (520) 724-5673

ZoomGrants: Jennifer Felix at [Jennifer.Felix@pima.gov](mailto:Jennifer.Felix@pima.gov) or (520)724-2464

**QUESTIONS:** The last day questions will be accepted is Friday, January 17, 2019, 5:00 p.m., MST.

#### **A. Pima County Outside Agency Program (OA)**

The Pima County Board of Supervisors allocates County General Funds to the Outside Agency program which provides grants to meet basic needs for individuals and families including: food, housing and shelter, economic security, mental health, family support, youth prevention and intervention related programs. The program is particularly interested in assuring that services are provided in rural areas outside of the "urban core" and the program expects to serve diverse populations. Preference is given to agency providing services for a minimum of 3 years.

OA Solicitation of Grant Applications will be accepted from any private non-profit corporation or a unit of government.

The Outside Agency Application shall be for **a two-year funding cycle, however, year two of the funding is not guaranteed.** Programs shall be awarded funds for a one year contract (2020-2021) with one additional year renewal (2021-2022) provided that funds are available, services continue to be needed, contracts compliant.

##### **1. Service Categories:**

Applications shall be designated into one of the following service categories:

###### **a. Community Services:**

Programs providing overarching services for the entire County.

###### **b. Emergency Food and Clothing:**

Programs attending to the immediate needs of food & clothing.

###### **c. Senior Support:**

Programs providing services for the vulnerable elderly (meals, socialization, recreation, and volunteer coordination)

###### **d. Support Services, Shelter and Domestic Violence Services:**

Programs providing temporary shelter (for homeless, victims of domestic violence, teens, etc) and programs providing support services (case management, legal assistance, housing location assistance, etc.) and programs focused on preventing homelessness among all vulnerable populations (identify, intervene and transition to permanent affordable housing).

###### **e. Youth, Young Adults and Family Support:**

Programs aimed at vulnerable and at-risk children, youth, young adults and families.

**2. Fiscal year 2019-20 Awards:** Outside Agency list of awards are available at the following web site: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=23268>

#### **IV. OA Grant Application**

A complete OA Grant Application must be submitted for each program. A complete Application includes the following:

1. OA Grant Application
2. Required Attachments:
  - a. 501 (C)(3) IRS Letter

- b. Arizona Corporation Commission Evidence of Good Standing
- c. Agency Organizational Chart
- d. Board of Directors Approved By-Laws
- e. Fiscal Audit or Chart of Accounts (most recent financial statement)

No other attachments are requested nor will be reviewed. Applications which do not follow these limits will not be reviewed.

#### **V. Evaluation Criteria and Selection Process**

CDNC shall evaluate OA RFF Applications at the time of their submission for minimum eligibility qualifications to applicable and for completeness. County reserves the right to request additional information and/or clarification. Any clarification of an OA Grant Application shall be requested and responded to in writing. Recommendations for funding will be submitted to the Board of Supervisors (BOS) who will make final approvals for funding awards. The OA Grant Applications consists of the following 10 elements:

1. OA Application Summary
2. Program Description
3. Service Delivery
4. Auditing Controls
5. Program Staffing & Organizational Structure
6. Program and Client Evaluation Tools
7. Outputs & Outcomes (Deliverables)
8. Budget Analysis
9. Budget Narrative for Service Programs
10. Attachments

#### **VI. Supplementary Information and Certifications**

If awarded grant funds, **at the time of contracting**, successful applicants **may be required** to submit one or more of the following certifications or other program compliance documentation (please do not include in your applications.):

1. Certificate of Insurance
2. Applicable certifications, accreditations and licenses, as applicable
3. Applicable documentation including fingerprinting and background check clearances as required by A.R.S. 41-1968
4. Written Personnel/EEO Policies; Fiscal Policies; Affirmative Action Plan
5. Staff Job Descriptions and Current Performance Plans for all County funded position