



**Request for Funding
Outside Agency (OA) Program
Fiscal Year 2022-2023**

Program Year: 2022/2023

Issue Date: Monday, November 08, 2021

Pre-Application Due Date: Monday, December 06, 2021 at 11:59 P.M. (M.S.T.)

Application Due Date: Friday, January 21, 2022 at 11:59 P.M. (M.S.T.)

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 November 15th (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 required documents.

Technical Assistance Session:

will be held for the purpose of clarifying requirements, answering prospective applicant questions, and providing any updated information. Attendance is encouraged, but not required.

LOCATION: Online via MS Teams – [Click here to join the meeting](#)

DATE: Monday, November 15, 2021 at 10:00 A.M.

Grant Application Contacts:

OA Program: Manira Cervantes at Manira.Cervantes@pima.gov or (520) 724-5710
Ana Basurto at Ana.Basurto@pima.gov or (520) 724-5673

ZoomGrants: Outside Agency at OA@pima.gov

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 (2022-2023) with one additional year renewal (2023-2024) provided that funds are available, services continue to be needed and contract’s 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 2021-2022 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, current Member List
 - e. Board of Directors Approved By-Laws
 - f. Fiscal Audit or Chart of Accounts (most recent financial statement)
 - g. Budget – Additional Documentation
 - h. Deliverables & Public Benefit Matrix
 - i. Agency/Program Evaluation
 - j. Insurance Certificate listing Pima County as Additional Insured
 - k. Client Satisfaction Survey

Applications which do not follow these limits will not be reviewed.

V. Evaluation Criteria and Selection Process

CWD 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