



MEMORANDUM

Date: November 12, 2025

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner 
County Administrator

Re: **Short-Term Crisis and Emergency Resources Grant Program**

At the November 4, 2025 Board of Supervisors meeting, the Board considered proposals to provide emergency funding supporting two food banks (\$800,000 total) and three refugee-resettlement agencies (\$750,000 total), to respond to increased demand on these agencies caused by the federal government shutdown and recent changes in federal policy impacting benefits eligibility. The Board voted to continue the item to the December 2, 2025 meeting and requested that County Administration develop a process by which agencies impacted by developments at the federal level could request assistance. This process would allow the County to determine where and to what extent it can provide support. Discussion and action by the Board of Supervisors on this proposal at the November 18, 2025 meeting would allow the Board to make final recommendations on funding at the meeting of December 16, 2025.

Recent financial projections predict a larger carry-forward fund balance this year than initially budgeted due to final Fiscal Year 2025 expenditures coming in lower, and revenues coming in higher, than budgeted. The additional carry-forward fund balance is anticipated to be \$8,380,389. It is recommended that 10% of that additional carry-forward fund balance, or \$838,390 be allocated to these Short-Term Crisis and Emergency Resources Grants.

Attached are a proposed process and application form for these funds. Key highlights of the process include:

- Simplified one-page application
- Four service categories: Food Assistance, Housing and Utility Support, Transportation, and Medical Expenses and Related Needs
- Minimum award of \$25,000, maximum award of \$75,000
- Eligibility limited to prior recipients of CWD-administered funding
- Projects must be prepared for immediate implementation
- Availability of up-front funds for programs that cannot manage cost reimbursement
- Evaluation by the Outside Agency Citizen Review Committee (OACRC)
- Four evaluation criteria: Urgency and Readiness, Alignment with County Priorities, Capacity and Track Record, and Budget Clarify and Justification

Below is the proposed schedule to fast-track consideration of applications and awards of funding:

November 18 – Approval by the Board of Supervisors of the Short-Term Crisis and Emergency Resources Grants

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November 19 – Application goes live

December 3 – Applications due by 5 p.m. (email submission to OA@pima.gov)

December 10 – OACRC completes review and recommendations

December 16 – Consideration by the Board of Supervisors

Pima County staff are prepared to immediately implement the Short-Term Crisis and Emergency Resources Grant Program in accordance with the direction provided by the Board of Supervisors.

JKL/je

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator
Steve Holmes, Deputy County Administrator
Art Cuaron, Director, Finance & Risk Management
Daniel Sullivan, Director, Community & Workforce Development
Ken Walker, Director, Grants Management & Innovation

Short-Term Crisis & Emergency Resources Grant Program
Administered by the Pima County Community &
Workforce Development Department (CWD)

I. Program Overview

In response to the ongoing federal government shutdown and its impact on Pima County residents, the County is offering targeted support to eligible nonprofit organizations through the **Short-Term Crisis & Emergency Resources Grant Program**. This initiative provides direct funding to partner agencies to increase food security, stabilize housing, prevent eviction, and address other urgent human needs among individuals and families affected by the crisis.

This emergency program is administered under the framework of the **Pima County Outside Agency (OA) Program**, which strategically invests County General Fund dollars into nonprofit organizations that deliver essential services.

II. Purpose and Impact

The goal of this short-term funding opportunity is to provide **immediate, flexible assistance** that mitigates the impacts of the shutdown and other acute crises on vulnerable populations.

Eligible applicants may propose activities that deliver direct aid in the following areas:

- **Food assistance**
- **Housing and utility support**
- **Transportation**
- **Medical expenses and related needs**

Funding will prioritize programs that can rapidly deploy resources to individuals and families, demonstrating a clear ability to respond quickly and effectively.

III. Eligibility

- Organizations must have a demonstrated record of service to low-income or vulnerable populations through a past or current contract with Pima County.
- Organizations must be either current or former recipients of funds from a CWD-administered grant program (e.g., Outside Agency, Community Services Block Grants, Community Development Block Grants, etc.).
- Proposed activities must be designed for **immediate implementation** to meet crisis-related needs.

IV. Funding Parameters

- **Total Available Funds:** \$830,390
- **Minimum Grant Amount:** \$25,000
- **Maximum Grant Amount:** \$75,000
- **Funding Type:** Funds may include **up-front payments** to expedite service delivery
- **Grant Term:** Short-term funding intended for **rapid deployment not to exceed six months**

V. Application Process

To ensure funds are deployed swiftly and efficiently:

- A **simple, one-page application** will be required.
- All applications will be reviewed by the **Outside Agency Committee (OACRC)**.
- The Committee will make **funding recommendations** to the **Pima County Board of Supervisors (BOS)** by **December 16**, ensuring timely approval and disbursement.
- Key dates:
 - **November 19**: Application goes live
 - **December 3**: Applications must be submitted by **5:00 p.m.** (submit to OA@pima.gov)
 - **December 10**: Review and recommendation by the Outside Agency Committee is completed
 - **December 16**: Consideration by the Board of Supervisors

VI. Evaluation Criteria

Proposals will be reviewed based on:

1. **Urgency and readiness** – ability to quickly deploy resources to those in need.
2. **Alignment with County priorities** – including the Prosperity Initiative and human services goals.
3. **Capacity and track record** – proven ability to deliver crisis services effectively.
4. **Budget clarity and justification** – realistic use of funds tied to measurable outcomes.

VII. Reporting and Accountability

Funded organizations will be required to submit **brief outcome reports** summarizing:

- Number of individuals and households served
- Type and amount of assistance provided
- Summary of outcomes and unmet needs

CWD staff will provide oversight, technical assistance, and ensure compliance consistent with OA Program standards.

VIII. Governance and Oversight

The OA Program, governed by **Board of Supervisors Policy E 36.1**, is guided by the **Outside Agency Citizen Review Committee (OACRC)**, which is a diverse body that ensures funding decisions are transparent, equitable, and data-driven. The Committee will evaluate all proposals and make recommendations to the **Pima County Board of Supervisors**, which will make final funding determinations.

CWD Outside Agency Program – 2025 Short-Term Crisis & Emergency Resources Application

Organization Name: _____

Organization Address: _____

Application Contact

Name: _____

Email: _____

Phone: _____

Executive Director/CEO Contact

Name: _____

Email: _____

Phone: _____

501(c)(3) Status: _____

ACC Status: _____

SAM Registration: _____

UEI Number: _____

Pima County CWD Funding Status:

___ Current Recipient

___ Prior Recipient

___ Never a Recipient

Program Name: _____

Service Category:

___ Food

___ Housing/Utilities

___ Transportation

___ Medical Expenses

Brief description of program: _____

Target population/area: _____

Total program budget: \$ _____ **Amount requested:** \$ _____ (\$25,000 min/\$75,000 max)

Amount funded from other source(s): \$ _____

Other funding source(s): _____

Please describe reduction/loss of federal funding: _____

Amount of federal funding lost: \$ _____

Please describe expected program outcomes if funded: _____

Number of people impacted if not funded (include description): _____

Submit applications to OA@pima.gov no later than **December 3, 2025, at 5:00 p.m.** Awardees will be notified if they will be funded via the contact information provided above and asked to execute a contract with Pima County. Funds will generally be provided on a cost-reimbursement basis, but Pima County may authorize advancing funds at the request of an awardee. Awardees will be required to submit one report at the conclusion of the contract summarizing number of individuals or households served, type and amount of assistance provided, and any measurable outcomes or lessons learned.