



CITY OF FLAGSTAFF

FOR CITY STAFF / RANKING COMMITTEE USE ONLY

Attachment E – Ranking Form and Evaluation Criteria

City staff and the Ranking Committee will use this form to evaluate proposals. Consideration is given to past performance of the submitting applicant.

Applicant (Organization's Legal Name):

Catholic Charities Community Services

Program Name:

Cedar Rose Emergency Shelter and PATH Outreach

Funding Request: \$144,920.00

Total Program Cost: \$436,613.00

Does the application meet the threshold criteria for review? **YES/NO**

Average Score: Average of all evaluator scores based on Total Points – 80

Points Possible: 90

Comments:

208 unduplicated clients from 68 households / 4,755 bed nights (13 beds per night per year)

Cedar Rose Shelter Operations and PATH Outreach plus Motel/Hotel Vouchers

+Motel/Hotel Vouchers for overflow/winter shelter plus “mental health appropriate” placement outside of congregate shelters when necessary due to SMI, etc.

+ Organization is well established and risk of funding very low

+ Has a variety of funding sources for their programs



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Applicant Information (18/20 points)

1. Does the applicant provide an overview of the entity and provide evidence demonstrating a history of and experience carrying out similar programs?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very much)

Comments (required for scores 5 and under):

2. How well does the answer explain how the entity collects data and measures outcomes?

(Not at all) 0 1 2 3 4 5 (Very much)

Comments (required for scores 2 and under):

3. Is the applicant participating in the Front Door of Coconino County and/or a participating member of the Continuum of Care? Is evidence included?

(No) 0 5 (Yes)

Proposed Program (35/40 points)

1. How well does the answer provide a detailed description of the program? Does the description include program specifics as well as highlight how the program might serve persons impacted by the ruling on Freddy Brown, et al. v. City of Phoenix (court decision to clear and clean The Zone); the expiration of the Public Health Act (Title 42) as it pertained to the border between Arizona and Mexico; or the closure of sober living homes and residential facilities?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (Very much)

Comments (required for scores 5 and under):

2. How well does the answer justify the local need for the proposed program? Does the answer provide a clear description of the proposed beneficiaries and performance metrics?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (Very much)

Comments (required for scores 5 and under):



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3. Does Attachment C (Schedule of Completion) include a narrative summary describing the expenditure of funds and the predicted progress of the proposed schedule?

(Not at all) 0 1 2 3 4 5 (Very much)

Comments (required for scores 2 and under):

4. Does Attachment D (Budget) include a comprehensive budget for this proposed Program? Is a narrative summary describing exactly what Local Recovery Funds will pay for included?

(Not at all) 0 1 2 3 4 5 (Very much)

Comments (required for scores 2 and under):

Fiscal Management and Applicant Capacity (17/20 points)

1. Does the applicant demonstrate a history and realistic capacity for administering these funds and undertaking this Program?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very much)

Comments (required for scores 5 and under):

2. Has the applicant received City of Flagstaff funding in the past? Is the Applicant in good standing to receive federal and/or another City of Flagstaff funding?

(Not at all) 0 1 2 3 4 5 6 7 8 9 10 (Very much)

Comments (required for scores 5 and under)

General Criteria (10/10 points)

1. How realistic is the schedule of completion? Was the correct format used in creating the schedule? How realistic is the program budget and is the program cost effective? Was the correct format used?

(Not at all) 0 1 2 3 4 5 (Very)

Comments (required for scores 2 and under):

2. Has the applicant exhibited competence in preparing the application? Are the applicant's answers complete, thorough, well-written, correct grammar, easy to follow format, etc.

(Not at all) 0 1 2 3 4 5 (Very)

Comments (required for scores 2 and under):



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Attachment A – Applicant Information

Applicant (Organization's Legal Name):

Catholic Charities Community Services, Inc.

Executive Director/CEO/Etc. Name, Phone and Email:

Paul S. Mulligan, (602) 650-4835, pmulligan@cc-az.org

Program Manager Name, Phone and Email:

Sandra Flores, (928) 699-2289, SFlores@cc-az.org

Mailing Address:

2101 N 4th St.

Flagstaff, AZ 86004

Physical Address:

2101 N 4th St.

Flagstaff, AZ 86004

Is the applicant a 501 (c) 3 non-profit organization, for-profit entity, developer, business, government entity or other (please explain)?

501 (c) 3 non-profit organization

Federal EIN/TIN #:

86-0223999

Unique Entity ID:

D7RJACF7GJU6

Registered in the Federal System for Award Management (SAM)? **YES**

Participating member of the Coconino County Continuum of Care? **YES**

Funding Request:

\$144,920.00

Total Program Cost:

\$436,613.00

Program Name:

Catholic Charities Cedar Rose Emergency Shelter and PATH Outreach





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Brief Description of Program (2-3 sentences):

Catholic Charities is requesting City of Flagstaff funding to support our Cedar Rose Emergency Family Shelter and our PATH Homeless Outreach Program. Cedar Rose serves all family types including two-parent and single fathers, assisting clients in obtaining the life skills necessary to successfully obtain and maintain permanent housing in the future. PATH Outreach saves lives by searching out individuals experiencing homelessness, distributing life-sustaining supplies and connecting clients with community resources including hotel assistance.

If the program already exists, explain how funding creates an increase in services?

To increase the reach to those who are unsheltered in Flagstaff, funds will be used for crucial Shelter and Outreach staffing as well as hotel vouchers. Due to inclement weather conditions, as well as the current economic challenges, persons are in greater need in our community. These funds will allow us to support our outreach efforts with additional shelter support options.

Beneficiary Description:

Example: Low-income households – 60% AMI and below
Low-income, unsheltered individuals/families experiencing homelessness – under 81% AMI

Proposed Outcomes:

4,755 bed nights provided

AUTHORIZED SIGNATURE OF APPLICANT:

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein and the organization will comply with all contractual obligations.

Sandi Flores, Sr. Programs Director

Name and Title

Catholic Charities

Organization

Signature

10-10-23

Date

Please attach:

Authorization to Request Funds/Authorized Signature Authority

Documentation of formal authorization from applicant to request Local Recovery Funds and documentation of authorized signature authority (e.g., bylaws, official resolution, or a copy of the minutes of the meeting in which an action was taken)

CORPORATE SECRETARY'S CERTIFICATE

I, CarrieLynn A. Mascaro, certify that:

- a) I am the incumbent Corporate Secretary of Catholic Charities Community Services, Inc., an Arizona corporation ("CCCS").
- b) Exhibit A to this Certificate is a true and complete copy of resolutions which (i) were duly adopted by the Board of Directors of CCCS at its Board Meeting on February 10, 2022 ; (ii) remain in full force and effect; and (iii) authorize Paul S. Mulligan, President and Chief Executive Officer; Karen A. Bisko, Vice President of Philanthropy; CarrieLynn A. Mascaro, Vice President of Central Program Operations, Corporate Secretary; Stephen E. Capobres, Vice President, Business Development; Catherine A. Brummet-Peterson, Executive Director Northern AZ. Region; to submit proposals, apply for grants; enter into contracts and other agreements; execute and deliver promissory notes, conveyances, documents creating or perfecting liens and security interests (the "Authorized Actions").

Executed this 10 day of February, 2022.



CarrieLynn A. Mascaro
Corporate Secretary, Catholic Charities Community Services, Inc.

EXHIBIT A

CORPORATE RESOLUTION

WHEREAS, the following individuals have been elected or appointed to the positions within Catholic Charities Communities Services, Inc. (this "Corporation") which are set forth next to their names:

Name	Position
Paul S. Mulligan	President and Chief Executive Officer
CarrieLynn A. Mascaro	Vice President of Central Program Operations, Corporate Secretary
Karen A. Bisko	Vice President of Philanthropy
Stephen E. Capobres	Executive Director, Vice President, Business Development
Catherine A. Brummet-Peterson	Executive Director Northern AZ Region

RESOLVED, that each individual (an "Authorized Signer") who is either identified above or who succeeds to the position currently held by an individual identified above, either acting alone or with one or more of the other Authorized Signers, has authority on behalf of this Corporation to submit proposals; apply for grants; enter into contracts and other agreements; execute and deliver promissory notes, conveyances, documents creating or perfecting liens and security interests; (the "Authorized Actions");

RESOLVED FURTHER that third persons relying on this resolution may also rely on an incumbency certificate signed by the Corporate Secretary of this Corporation in regards to the individuals who at the time of the Corporate Secretary's incumbency certificate are Authorized Signers and as to the authenticity of the signatures of Authorized Signers; provided, however, that any incumbency certificate in regards to the Corporate Secretary or certificate in regards to the authenticity of the Corporate Secretary's signature must be signed or attested by the President-Chief Executive even if signed by the Corporate Secretary;

RESOLVED FURTHER that nothing in this resolution is intended to permit Authorized Signers to take the Authorized Actions other than in accordance with the policies of this Corporation; and

RESOLVED FURTHER that this resolution is effective as of February 10, 2022 with respect to actions taken by Authorized Signers on or after that date and supersedes and revokes that resolution adopted by the Board of Directors on August 13, 2020; that the authority given to Authorized Signers by this resolution shall expire at the end of the day on June 30, 2022; and that the Board ratifies all actions which were taken by the Authorized Signers from February 10, 2022 through June 30, 2023 and qualify as Authorized Actions had this resolution been in effect during that period.



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Attachment B – Program Narrative Questions

Each proposal must include responses to the questions below. Proposal information should be presented in narrative form but may include tables or graphics to convey pertinent information.

Applicant Information (20 points)

1. (10 points)

Please provide a description of the applicant entity, including a brief history, mission statement, and an overview of programs and services provided. Explain why the applicant is qualified to provide the proposed services or undertake the proposed program.

Catholic Charities Community Services (Catholic Charities) is committed to our long-standing mission of “helping the community’s most vulnerable with solutions that permanently improve lives.” We help people transition out of at-risk situations and into stable living environments where they can thrive and achieve the long-term benefits of self-sufficiency. Our goals are to protect and nurture children, strengthen and reunify families, shelter individuals experiencing homelessness or abuse, welcome and assist refugees, aid those in crisis, and help those in poverty. Providing non-sectarian services to the community at-large, we welcome anyone in need, regardless of their religion, background or abilities.

Catholic Charities was founded in Phoenix, Arizona in 1933 at the height of the Great Depression to advocate for vulnerable children. The organization’s leadership was instrumental in the development of foster care in Arizona and in the creation of the state’s welfare laws. Over the past 90 years, our work has broadened in response to changing community needs, and we have improved the quality of life for countless individuals. In the process, Catholic Charities has developed deep roots in the communities in which we work and has earned a reputation for truly helping people help themselves to reach their maximum potential.

Catholic Charities serves more than 18,000 persons annually through 20+ programs. Our services for children and families include foster care, adoption, pregnancy counseling, and early childhood education. We provide life-saving services to shelter the homeless, protect and nourish children, strengthen families, empower veterans, welcome refugees, support survivors of sex-trafficking, assist those in crisis, and help the impoverished. Catholic Charities follows the highest standards of best practices and services and leverages partnerships to create the greatest impact possible for permanent solutions in an effective manner.



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With over 28 years of experience helping individuals experiencing homelessness achieve long-term housing stability, Catholic Charities is well qualified to undertake the proposed project. Additionally, the agency has an adequate administrative system and staffing capacity available to carry out the proposed activity as well as comply with all funding regulations.

2. (5 points)

Describe how the entity collects and maintains data, measures activities versus outcomes and how data is used for program planning, evaluation, and improvement.

Catholic Charities has an extensive Performance Quality Improvement (PQI) process that ensures programs follow policy and procedures set forth regarding data collection and service delivery. Every program participates in quarterly case file reviews. There are seven standard file review indicators required for all programs and up to five program specific indicators for each program. Quarterly progress of program service delivery and individual participant progress is tracked and reported through Catholic Charities' Program Dashboards. Quarterly case record reviews are submitted to the PQI committee responsible for oversight of the program. The PQI team meets to evaluate the data and make recommendations to improve service delivery. The data from these reports is also presented to the Board of Directors for analysis and recommendations for improvements.

Beyond any reporting requirements of this grant funding, outputs and outcomes for the proposed project will be measured on a monthly and quarterly basis and reviewed regularly by Catholic Charities leadership. The agency also conducts an Annual Client Satisfaction Survey.

3. (5 points)

Is the applicant participating in the Front Door of Coconino County and/or a participating member of the Continuum of Care? To what extent does the applicant participate? An MOU with or letter from the CoC confirming entity participation is required.

Catholic Charities operates as one of two entry points in Coconino County's Front Door coordinated entry system which includes over 20 agencies working together to address homelessness in our community. This collaboration seeks to streamline the process for clients experiencing homelessness by creating one community waitlist, providing real time and intervention appropriate resources, as well as reducing the time an individual or family is unsheltered.

Catholic Charities is an active member of the Coconino County Continuum of Care (CoC). We participate in bi-monthly local CoC meetings, have representation on steering committees, and attend bi-monthly Executive Committee meetings to participate in



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strategic planning and Arizona Department of Housing reporting. Our Director of Homeless Services for Northern Arizona is a CoC Co-Chair and a Coconino County representative for the Arizona Balance of State Continuum of Care.

Proposed Program (50 points)

1. (15 points)

Describe how the proposed program will provide shelter and/or services to unsheltered persons who are experiencing homelessness.

Highlight any shelter or service programs designed to serve persons impacted by the ruling on *Freddy Brown, et al. v. City of Phoenix* (court decision to clear and clean The Zone); the expiration of the Public Health Act (Title 42) as it pertained to the border between Arizona and Mexico; or the closure of sober living homes and residential facilities.

The description should also include program specifics such as the requested funding amount, program start date, program end date (if applicable), and anticipated number of persons served during the period of performance.

Catholic Charities is requesting \$144,920 to support Cedar Rose Emergency Family Shelter and PATH Homeless Outreach, both of which are ongoing, year-round programs. From July 1, 2023 through June 30, 2024, we anticipate serving 208 unduplicated individuals from 68 households.

Catholic Charities serves extremely vulnerable populations including those who have exited from sober living and incarceration. Additionally, the agency serves the immigrant population through programs such as Familias Unidas (Families United). Complementing and enhancing these services, our shelter and outreach programs will serve those impacted by the court decision to clear The Zone; the expiration of the Public Health Act as it pertains to the border between Arizona and Mexico; and the closure of sober living homes and residential facilities.

Cedar Rose serves families experiencing homelessness for up to four months, with a target exit of 60 days. With common areas and three separate bedroom/living room/bath units, this approximately 3,000 sq. ft. shelter supports three families at a time. Residents receive weekly case management geared towards income and permanent housing; and are required to participate in financial education consisting of budgeting, saving and basic banking skills. These clients are expected to gain or maintain income, save money, and seek out additional resources as necessary to ensure stability beyond our program. In



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addition to providing safe shelter, Cedar Rose assists clients in obtaining the life skills necessary to successfully obtain and maintain permanent housing in the future. These life skills are geared toward increasing the economic opportunities of our clients and preparing them to successfully reside in housing beyond the program.

Catholic Charities also operates the PATH Homeless Outreach Program, whose teams search Flagstaff streets, alleys, dumpsters, forests, and anywhere else individuals experiencing homelessness may frequent. The teams distribute life-sustaining supplies; provide handouts detailing available social services and the latest COVID-19 information; educate people on local camping rules and regulations; and transport clients to detoxification centers, medical treatment, and psychiatric care. Outreach is routinely conducted after hours and during dangerous weather events. PATH serves all individuals experiencing homelessness and enrolls those who have a serious mental illness and/or chronic substance use disorder. Enrolled clients have access to move-in assistance, bus-passes, clothing vouchers, motel assistance, eviction prevention funds, and more. They are also connected to services such as counseling, financial education, and ID acquisition. The ultimate goal is to help households achieve stable housing and self-sufficiency.

Catholic Charities utilizes a strengths-based approach to providing services for individuals and families experiencing homelessness and implements evidence-based practices such as mental health first aid, trauma-informed care, Housing First and crisis intervention techniques.

2. (15 points)

Describe the proposed beneficiaries the program will serve. Include local statistics/data or other information to demonstrate the need for this program. Provide information regarding performance metrics- identify and list specific measures that will be reported to demonstrate the impact of this funding. Example: Number of individuals served, shelter nights provided, move in assistance, etc. evaluation, including how the program evaluates services and the impact on clients.

The January 2023 Point in Time Count found 859 men, women and children were experiencing homelessness in Coconino County, 39 of whom were unsheltered. However, the City of Flagstaff Five-Year Consolidated Plan issued in May 2021, notes, "The number of unsheltered homeless people in Flagstaff in the summer months is more than double the number during the winter months." This indicates that, while there were 39 unsheltered neighbors recorded in the 2023 Point in Time Count, the number was likely over 80 at other times during the year. As of October 2, 2023, the Front Door "By Name List" shows 684 households currently experiencing homelessness, 189 of which are reporting chronic homelessness. This data continues to fluctuate up and down



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weekly, however it has not fallen below 600 in the last three years, further demonstrating the need for additional outreach, shelter and support services in our community.

The proposed project will provide shelter and services for low-income, unsheltered individuals and families experiencing homelessness. Catholic Charities believes addressing root causes of housing instability, including mental and physical health, is critical to improving the wellbeing of vulnerable populations in Flagstaff. Services provided will allow unsheltered populations to address the issues that resulted in their housing instability and provide critical tools for their future. These services will facilitate long-term recovery by helping individuals and families experiencing homelessness achieve long-term housing stability.

Cedar Rose is just one of two short-term emergency shelters in Flagstaff that serve all family types including two-parent and single fathers. Most other community programs require families to separate, accommodating men in one location and women and children in another. Additional gaps occur when families have older male children and are not allowed to stay in traditional women's shelters. Other local shelters may offer nightly emergency assistance, but families are required to exit during the day. Since inception in June 2006, Cedar Rose has provided stable housing for families including nearly 55% consisting of two-parent or single father households. Approximately 41% of families served since inception were single father families.

Catholic Charities utilizes the Homeless Management Information System (HMIS) for both PATH Outreach and Cedar Rose. We track and report on the number of households served, average length of stay for emergency shelter, and the number of individuals reported sleeping on the streets during the annual Point in Time Count. We also track the number of outreach contacts and clients enrolled as well as services provided such as supplies given, housing and treatment obtained and referrals to other resources. Reports are generated quarterly and will be used to track outcomes, demonstrating the impact of this funding.

3. (10 points)

Provide information about the timeline for program implementation and expenditure of funds. Keep in mind all funds need to be expended by June 30, 2024. This narrative should align with the timeline provided in Attachment C.

Catholic Charities currently provides the emergency shelter and outreach services for which we are requesting funding. Therefore, all staff and facilities are ready and available for implementation/continuation of the funded services immediately upon award. All



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funding will be expended by June 30, 2024 for shelter and services provided since July 1, 2023.

4. (10 points)

Provide budget details including a line-item budget for the program that includes the following categories as applicable: personnel, fringe benefits, administration, supplies, equipment, nightly stays, and other. This narrative should align with the budget provided in Attachment D.

This budget supports 3.5 FTE Shelter staff and .5 Outreach staff including ERE at 36% and indirect at 30% of the combined salary and ERE total per Catholic Charities' Federally approved rate. The budget also includes \$30,000 for hotel vouchers to support outreach and shelter overflow as needed. In order to save lives, critical winter outreach relies on the ability to hotel individuals in crisis who refuse traditional shelter. Additionally, we have met with the Cares Team and are working toward a pilot project of utilizing housing vouchers when it is necessary through their encounters on the street and when a mental health crisis warrants hotel versus traditional shelter.

Fiscal Management and Applicant Capacity (20 points)

1. (10 points)

What is the applicant's current annual operating budget? Does the applicant undergo an annual audit? Please attach the applicant's audit and financial statement from the most recent fiscal year.

Catholic Charities manages an annual budget of over \$49 million which includes over \$33 million in city, county, state, and federal grants and contracts. The agency's accounting systems, policies, procedures and internal controls ensure compliance with Generally Accepted Accounting Principles (GAAP), and Office of Management and Budget (OMB) Circulars A-110 and A-122. Catholic Charities is audited annually by an independent certified public accounting firm. Catholic Charities' Board of Directors, management, and other personnel contribute to the organization's ability to safeguard its assets, use its resources economically and efficiently, and produce accurate and reliable financial information. The Chief Financial Officer and his team are responsible for the ongoing monitoring of financial operations, ongoing communication with the Board of Directors, and resolving any issues that may be identified through the annual audit.

2. (10 points)

Briefly describe the applicant's history and realistic capacity for administering these funds. Has the applicant received City of Flagstaff funding in the past?



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Catholic Charities has been serving people of all faiths, backgrounds, and abilities throughout central and northern Arizona for 90 years. Our 22 programs are designed to, and staff are skilled at, moving individuals and families out of crisis and at-risk situations and into stable living conditions where they can thrive. The agency has more than 28 years of experience helping individuals experiencing homelessness find permanent, affordable housing. Catholic Charities has adequate administrative system and staffing capacity available to carry out the proposed activity as well as comply with all funding regulations. The agency currently holds over 20 state and federal grants/contracts spanning programs across Central and Northern Arizona including homeless services, veteran services, Head Start, refugee programs, foster care, and more.

Catholic Charities currently administers the following programs in northern Arizona:

-Emergency Shelter: A three-unit facility (Cedar Rose) serves as emergency shelter for families for up to four months in Coconino County. A 57-bed shelter in Mohave County houses three families, eight Veterans and 40 individuals for up to 90 days. Case management and referrals are also offered.

-Homeless Outreach: Outreach teams search streets and forests for persons experiencing homelessness and a serious mental illness, substance use disorder, or co-occurring disorder, connecting them with life-sustaining supplies, healthcare, other services and ultimately housing.

-Supportive Services for Veteran Families: This program provides case management, rapid rehousing options and ongoing services for very low-income veterans and their families who are experiencing homelessness or are at risk of homelessness.

-Permanent Supportive Housing: Over 100 apartment units in Flagstaff, Winslow and Page are available for families and individuals with a HUD qualifying disability. Many of these clients experienced chronic homelessness.

-Rapid Rehousing: This program provides temporary financial assistance and case management to individuals and families experiencing homelessness and in need of shorter-term assistance (i.e., rent, deposits, utility set up or back pays).

-Community Jail Re-entry Housing Program: Four homes in Coconino County and one in Yavapai County provide safe, stable housing for individuals exiting jail. Additionally, Catholic Charities has two homes in Northern Arizona for individuals with chronic substance use issues.



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- Financial Education: Provides financial literacy education and behavior change strategies to help families and individuals move out of poverty.
- Families FIRST/In-Home Programs: Provides services to families referred by the Arizona Department of Child Safety for help with substance misuse and family support.
- Foster Care/Adoption: Facilitates training for proposed foster parents and counseling services for pregnancy, parenting and adoption.

Catholic Charities has received both CDBG and City of Flagstaff funding and we are proud to report all prior year awards have been expended as awarded. Past funding was for various programs including Front Door, homeless services operations, and acquisition of a house to provide shelter and services for individuals with chronic substance use issues. Catholic Charities has complied with federal statutes associated with each contract and the agency has never been asked to return awarded funds. Catholic Charities has requested a budget amendment for some state and federal grants. These amendments were due to budgeted items costing less or more than anticipated and needing to redirect funds to/from other areas within the scope of work.

General Criteria (10 points)

These questions are included for your information. Do not include answers to these questions in your submitted application.

1. (5 points)

How realistic is the 12-month Schedule of Completion? How realistic is the program budget and is the program cost effective? Was the correct format used?

2. (5 points)

Has the applicant exhibited competence in preparing the application? Are the applicants answers complete, thorough, well-written, correct grammar, easy to follow format, etc.

Unscored Questions

1. What is the minimum amount of funding needed for the program to proceed?

It is critical to increase the reach to those who are unsheltered in Flagstaff. Therefore, Catholic Charities requests a minimum of \$100,000 for Cedar Rose Emergency Family



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Shelter and PATH Homeless Outreach to be able to save lives and put individuals and families experiencing homelessness on a path to stability.

2. Is there any other information you would like the Ranking Committee to know about your program or organization that is not already covered?

Due to inclement weather conditions as well as current economic challenges, individuals and families are in greater need in our community and these funds will support Catholic Charities' efforts to address this increase in needs.

**EXHIBIT C
PROJECT BUDGET**

Project Budget	
City of Flagstaff	Homeless Shelter and Services
	July 1, 2023 - June 30, 2024
Project Description:	Cedar Rose Emergency Shelter and Outreach
Implementing Agency:	Catholic Charities Community Services, Inc.
CoF Project Number:	N/A
Persons Served:	208 Individuals, 68 Households
Date Submitted:	10/10/2023

Item/Activity Identifier	Item/Activity Description	Source 1	Source 2	Leverage	In-Kind	Project
		City of Flagstaff	Federal/State/ Local Funding	Agency Financing	Donations	TOTALS
1	Program or Project Related Expenses					
A	Salaries	\$ 65,000.00	\$ 64,520.00		\$ 13,424.00	\$142,944
B	Employee Related Expenses	\$ 23,400.00	\$ 23,227.00		\$ 4,833.00	\$51,460
C	Occupancy (includes maint, utilities, network/data, office support)		\$ 34,595.00	\$ 19,219.00	\$ 23,063.00	\$76,877
D	Auto Expenses		\$ 4,000.00		\$ 7,924.00	\$11,924
E	Bldg Depreciation			\$ 19,977.00		\$19,977
F	Program Supplies		\$ 18,000.00			\$18,000
G	Agency Insurance		\$ 7,110.00			\$7,110
H						
I						
J	Hotel Vouchers/nightly stays	\$ 30,000.00	\$ 20,000.00			\$50,000
2	Administration					
A	Agency Approved Indirect Cost Rate (30%)	\$ 26,520.00	\$ 26,339.00		\$ 5,462.00	\$58,321
B						
C						
3	Facility Value					
A						
B						
Totals		\$ 144,920.00	\$ 197,791.00	\$ 39,196.00	\$ 54,706.00	\$436,613

Kristine Pavlik
Housing and Grants Administrator
City of Flagstaff Housing Section
3481 N Fanning Drive
Flagstaff, Arizona 86004

October 9, 2023

Dear Ms. Pavlik,

Catholic Charities (CC) is an active member of the Coconino County Continuum of Care to End Homelessness (CoC), working in partnership with other services providers to develop and implement strategies to prevent and end homelessness in northern Arizona. CC participates in bi-monthly local CoC meetings, has representation on steering committees, attends bi-monthly Executive Committee meetings to participate in strategic planning and Arizona Department of Housing reporting, participates as a Flagstaff Front Door intake site, and the CC Director of Homeless Services for Northern Arizona, Camie Rasband is a CoC Co-Chair and a Coconino County representative for the Arizona Balance of State Continuum of Care (AZBOSCO). The Mission of the CoC is to be a united coalition of community systems, to assist community members who experience homelessness and/or near homelessness to obtain housing, achieve economic stability, and enjoy enhanced quality of life through the delivery of coordinated and comprehensive services.

Sincerely,



Heather Marcy
Co-Chair - Coconino County Continuum of Care to End Homelessness
Deputy Director, Northland Family Help Center
928-233-4306
hmarcy@northlandfamily.org