

FY 2017/18 Agency Review Process

VOLUNTEER TIMELINE



DATE	TIME	TASK
Mon, December 12, 2016		COT Human Services Funding Application Open in e-Cimpact
Thu, January 19, 2017	By Noon	COT Human Service Funding Applications Due in e-Cimpact
Tue, January 24, 2017	9:00 AM	Agency Review governing body (TCC Agency Review Enhancement Committee) reviews all agency applications.
Thu, February 2, 2017	9:00-10:00 AM - NEW Volunteers 4:00-5:00 PM - RETURNING Volunteers	Volunteer Training & Orientation Hatton Hall, 34 E. 7th Street, Tempe Trainings will prepare volunteers for the online application system. Training on “How to Read a Form 990.” Applications (proposals) will be assigned to volunteers the next day.
Fri, February 3, 2017		Proposals distributed to Volunteers. Volunteers will be assigned proposals to review and submit their suggested questions for the agency interviews.
Mon, February 13, 2017	(by appointment only)	Last Day for Volunteer Training & Orientation “Make-Ups”
Mon, February 20, 2017	<u>BEFORE NOON</u>	Volunteer Interview questions and scoring due in e-Cimpact by Noon
Wed, March 1-3, 2017 AND Mon, March 13-17, 2017 (exact dates to be determined)	TBD	Agency Interviews. Held in Hatton Hall, 34 E. 7 th Street. Determine significant questions and answers. Each Committee member will serve a minimum of one half-day to interview agencies during this week.
Fri, March 24	9:00 AM until Consensus	Final Review & Recommendations Meeting. Hatton Hall, 34 E. 7 th Street, Tempe Agency Review Committee meets and determines final recommendations by reviewing composite evaluations. Lunch provided at 11:30 am
Wed, April 5	7:30 AM	Review and accept recommendations at TCC Board Meeting
Week of April 17 (tentative)		City of Tempe Budget Review begins. City Departments make individual presentations to Council.
Thu, April 27 (tentative)		Second Public Hearing / AR Recommendations presented to City Council
Thu, June 29 (tentative)		City of Tempe Final Budget Approval
Mon, July 3, 2017		Agencies are officially notified of City allocations
May-June (exact dates to be determined)		Annual Agency Site Visits Each year 5-10 agencies are visited by AR volunteers (optional).