

# agency review

Community helping individuals and families move out of crisis, establish stability and maintain self-sufficiency.

Because we are Tempe.



Youth



Domestic Violence



Homeless



Working Poor



Individuals with Disabilities



Seniors



City of Tempe  
Human Services Funding  
Agency Information for FY 2018-19



**TEMPE**  
Community  
Council

## MISSION STATEMENT

Connecting those in need with those who care. Tempe Community Council does this by convening community, conducting research, determining priorities, implementing effective programs and exemplifying prudent stewardship of resources.

## HISTORY

For over 30 years, Tempe Community Council (TCC) has managed and administered the allocation of human service dollars by the City of Tempe to local nonprofit human service organizations. Resources are allocated to the organizations through a volunteer, citizen-based review process called "Agency Review." Final funding decisions are made by the Tempe City Council.

## RESOURCES

Agency Review funds come from the City of Tempe General Revenue Fund, Federal Community Development Block Grants and voluntary water utility customer donations through Tempe's *Help to Others*. Funds allocated during fiscal year 2017/18 totaled over \$1.2 million to approximately 50 Valley-wide agencies serving Tempe clients. For a detailed list of agencies which are funded through this process please refer to our website at: [www.tempecommunitycouncil.org/nonprofit-partners/](http://www.tempecommunitycouncil.org/nonprofit-partners/).

## APPLICANT AGENCY REQUIREMENTS

Eligible human service organizations must have 501(c)(3) status and deliver human services (TCC defines "human services" as programs/services for clients who are economically disadvantaged or become economically challenged through unexpected life circumstances) to clients and residents in Tempe.

## CONTACT

If you are interested in participating in this grant process, please contact [octavia\\_harris@tempe.gov](mailto:octavia_harris@tempe.gov), 480.858.2311 or visit our website at: [www.tempecommunitycouncil.org](http://www.tempecommunitycouncil.org).



## **Agency Contact Information Form**

### **City of Tempe Human Service RFP FY 2018/19**

Tempe Community Council (TCC) requires ALL nonprofit agencies that are interested in applying for the City of Tempe Human Service RFP and Community Development Block Grant (CDBG) to submit their most current contact information **BEFORE** they are allowed to access the application materials via the internet using the e-Cimpact system.

**Please complete this form and submit to TCC by or before noon on Thursday, December 14, 2017** if the agency is interested in applying for City of Tempe Human Service funds. Forms can be submitted by email, fax or mail.

TCC and the City of Tempe strive to make the Human Service application process accessible to all interested nonprofit agencies that provide human services to Tempe clients and residents.

For any questions or concerns about the application or the e-Cimpact system, please contact:

Octavia Harris  
Tempe Community Council  
34 E. 7<sup>th</sup> Street  
Tempe, AZ 85281

Office: 480.858.2311  
TTY: 480.350.8400  
FAX: 480.858.2319

[octavia\\_harris@tempe.gov](mailto:octavia_harris@tempe.gov)

<b>Agency Name</b>	
<b>Primary Address</b>	
<b>Primary Phone</b>	
<b>Primary Fax</b>	
<b>Website Address</b>	
<b>Executive Director Name</b>	
<b>Executive Director Phone</b>	
<b>Executive Director Email</b>	
<b>Primary Contact Name</b>	
<b>Primary Contact Phone</b>	
<b>Primary Contact Email</b>	
<b>Name of Program/s</b> (if identical to previous year/s write 'same')	

The City of Tempe provides a wide-spectrum of human services to its residents. Please identify where your program(s) falls on a spectrum of crisis services, to stability services, to self-sufficiency services. (We are aware that some programs may not operate on the full-continuum; you will have an opportunity to explain in further detail).

**Must Pick One (PRIMARY program goal/s):**

\_\_\_\_\_ **Investments for Moving Clients Out of Immediate Crisis**

May include, but not limited to, programs providing basic needs, such as provision of: food; water; clothing; crisis shelter; detoxification treatments; etc.

\_\_\_\_\_ **Investments for Establishing Stability for Clients**

Clients' basic needs are met and program is moving them to greater functioning. May include, but not limited to: rental and utility assistance; case management; counseling; transitional housing; substance abuse prevention education; etc.

\_\_\_\_\_ **Investments for Maintaining Self-Sufficiency for Clients**

May include, but not limited to, programs for: prevention; special populations; counseling; mentoring; youth development; foster care and adoption education; child care; benefits assistance; in-home care; volunteer opportunities; home-delivered meals; congregate meals; etc.

# City of Tempe Human Service & CDBG Public Service Funding FY 2018/19 AGENCY REVIEW TIMELINE



DATE	TIME	TASK
Fri, November 17, 2017	11:30am-1:00 PM	<b>Executive Director/CEO Roundtable</b>
Tue, December 12, 2017	10:00-11:00 AM	<b>Pre-proposal Conference/Grant &amp; Technical Training</b> Tempe Community Council - Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe (Agencies are to RSVP for ONE of the training dates on Dec. 12 or 13)
Wed, December 13, 2017	3:00-4:00 PM	<b>Pre-proposal Conference/Grant &amp; Technical Training</b> Tempe Community Council - Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe (Agencies are to RSVP for ONE of the training dates on Dec. 12 or 13)
Thu, December 14, 2017	BY NOON	<b>Agency Contact Information Forms due to TCC</b>
Mon, December 18, 2017		<b>COT Human Services Application Open in e-Cimpact</b>
Thu, January 25, 2018	BY 4:00 PM	<b>Human Service Proposals Due in e-Cimpact</b>
<b>Mon, Feb 26 - Fri, Mar 2, 2018</b> <b>AND</b> <b>Mon, Mar 5 - Fri, Mar 9, 2018</b> (agency specific dates TBD)		<b>Agency Interviews</b> Tempe Community Council - Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe
Thu, March 15, 2018		First CDBG Public Hearing FY 2018/19 Action Plan
Wed, April 4, 2018		Review recommendations at TCC Board Meeting
Fri, April 6, 2018		30 Day Public Comment Period Begins for DRAFT CDBG Action Plan
Week of April 16 (tentative)		City of Tempe Budget Review begins. Departments make individual presentations to Council.
Thu, April 26 (tentative)		Second Public Hearing
Thu, May 3 (tentative)		Approval of Final Action Plan by Council/ Recommendations presented to City Council
Thu, May 10, 2018		Action Plan due to HUD
Thu, June 28, 2018 (tentative)		City of Tempe final budget approval
June 29, 2018		Agencies are officially notified of City allocations

# CITY OF TEMPE, ARIZONA HUMAN SERVICES “AGENCY REVIEW” POLICY AND PROCEDURES



# CITY OF TEMPE, ARIZONA

## HUMAN SERVICES “AGENCY REVIEW” POLICIES & PROCEDURES

### Procurement Schedule:

Time	Action
January	Application due in e-CImpact Thursday, January 25, 2018 by 4:00 pm, Arizona time (late proposals will not be accepted)
May	Recommendations presented to Tempe City Council at an Issue Review Session
June	City of Tempe final budget approval
June	Agencies are officially notified of City allocations via post

**Background:** For over 30 years, Tempe Community Council (TCC) has managed and administered the allocation of human services dollars by the City of Tempe (COT) to local nonprofit human services organizations. Resources are allocated to the organizations through a volunteer, citizen-based review process titled “Agency Review.” Final funding decisions are made by the Tempe City Council.

Agency Review funds come from the COT General Revenue Fund, Federal Community Development Block Grants (CDBG), the voluntary water utility customer donations through Tempe’s Help to Others (H2O) program and the Tempe Community Foundation endowment. Total funds allocated are approximately \$1,000,000 to over 40 Valley-wide agencies serving Tempe clients.

**Purpose:** The COT, through TCC, initiates the Request for Proposals (RFP) to solicit proposals from human services agencies serving Tempe clients. The goal of Agency Review is to assist and make recommendations to the Tempe City Council in establishing criteria for City funding of human services programs. Final funding decisions are legally that of the Tempe City Council.

**Minimum Agency Qualifications:** Nonprofit agencies serving Tempe clients are eligible to apply. Eligible human services organizations must have 501(c)(3) status and deliver human services to clients and/or residents in Tempe. TCC defines “human services” as programs/services for clients who are economically disadvantaged or become economically-challenged through unexpected life circumstances. The COT funds a broad array of services to help Tempe residents achieve their highest level of self-sufficiency.

Note: No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

**Proposal Requirements:** Human services agencies are invited to submit a proposal via e-CImpact detailing measurable goals and objectives of the program that advance the human services needs that the program is intended to address. **Applications are due in e-CImpact no later than Thursday, January 25, 2018 by 4:00pm, Arizona time.** In addition to eligibility for human services funding, this application serves as identifying CDBG eligibility.

**Pre-proposal Conference/Technical Assistance:** Technical assistance workshops are scheduled to be held on December 12 and 13, 2017. All prospective agencies are encouraged to attend; however, it is not mandatory.

**Submission of Proposals:** The deadline to submit proposals into the e-Clmpact system is **by 4:00pm, Arizona time, on Thursday, January 25, 2018**. Late proposals will not be accepted.

**Late Clause:** Applications uploaded and received by the e-Clmpact system after the deadline date and time will be considered late and will not be rated, ranked or receive funding consideration. TCC is not responsible for proposals submitted late. It is the responsibility of each agency to submit proposals sufficiently ahead of time to be received **no later than 4:00 pm, Arizona time**, on the due date. (Note: Agencies that wait until minutes before 4:00pm to submit their proposal run the risk of being held in an electronic queue and may not be submitted on time.)

**Period of Performance:** The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 1 and to end on or about June 30 of the following year. Contract renewals or extensions, if any, shall be at the sole discretion of the Tempe City Council.

**Evaluation:** In order to allocate funds appropriately, members of the volunteer citizen-based review panel will evaluate and score applications based upon how the program will serve human services needs within the city of Tempe (TCC staff will monitor expenditures of grant funds). Proposals may be evaluated using the following criteria, but are not limited to:

**Management**

- Experience/expertise of executive director and/or staff
- Board members expertise and affiliation
- Agency experience and expertise
- Proposed program effectively works with community collaborators to deliver service(s)

**Service**

- The program's fit into the overall mission of the agency
- The program's address of the City of Tempe's priorities for human service funds
- The program's delivery and accessibility to clients
- The service's address of a critical human service need in Tempe
- The service(s) are in an appropriate location
- The program(s) serve a significant number of Tempe clients respective to service
- The program(s) address a high priority need as identified in the City of Tempe's Consolidated Plan

**Performance Outcomes**

- Clearly projected goals and measurable outcome objectives
- Program performance from previous year
- Collaboration and coordination with other organizations



## **Budget**

Reasonableness of budget-given program objectives  
Leveraging of City/other funds  
Program demonstrates broad financial support

## **Interviews**

Each year all applicants will be interviewed as part of the Agency Review process. The agency interview is a component of the overall ranking of agency proposals. TCC values our community volunteers and all our agency partners, and as such we adhere to the interview schedule. Therefore, should an agency not attend the interview, the interview cannot be rescheduled and the agency will receive zero points for the interview component of the overall ranking of agency proposals. (Rare and extenuating circumstances, e.g. interviewees are in an accident on the way to the interview, may be considered.) Likewise, agencies that are tardy to the interview will not be provided additional time than that already allocated.

Agencies will receive a list of Agency Review questions prior to the scheduled interview. Agencies will want to carefully review these questions and based on these questions have the proper agency personnel available at the interview to respond to these questions. This is your agency's opportunity to respond to the questions raised in your written proposal.

## **Special Meetings**

TCC reserves the right to interview any agency, at any time, regarding its organization and/or programs, or if staff deems it would be beneficial to the citizen-based review panel.

**Notification to Proposers:** After award recommendations have been determined, the agency is notified by post that they have/have not received funding for the fiscal year (FY). If the agency is funded, enclosed in the award letter is a Grant Summary Form (acting as a contract) which outlines the program, grant amount, fund type and a Volunteer Comments Form from the citizen review panel.

Human services awards are issued to agencies in four quarterly payments mailed to the agency in the first week of each fiscal quarter beginning in July. All agencies that receive human services funding are **required to submit quarterly reports via e-CImpact**.

**Reporting Guidelines:** All awarded human services agencies are required to complete a Grant Summary Form. Online quarterly reports must be completed and submitted using the e-CImpact website. **Quarterly reports must be filed in a timely manner or disbursement of funds will be delayed.** In cooperation with the City of Tempe, TCC reserves the right to delay quarterly disbursement. If a check is delayed, a three-week processing time could incur.

**Site Visits/Monitoring:** Agencies submitting proposals may be contacted by the TCC grant administrator for a site visit. There will be one site visit per agency. Each agency will be informed of site visit requirements by the TCC grant administrator. If the agency is to receive CDBG funds from the COT, a representative from COT's Housing Services will contact the respective agency to discuss the FY contract and reporting requirements. In addition, annual monitoring visits will be scheduled to provide on-site technical service, as well as to ensure compliance with all appropriate local/federal regulations.

**Awards at Reduced Funding Level:** Agencies submitting successful proposals, but not funded at full budget request, are required to submit a revised program budget for the amount awarded.

**Appeals Procedure:** Any agency that feels aggrieved with this RFP may appeal to the TCC Agency Review procurement entity, Tempe Community Council's Agency Review Enhancement Committee. An appeal must be filed within thirty (30) calendar days after the date of the issue of concern. An appeal shall be made in writing and include the agency's name, address and phone number, identification of the contract being appealed, a detailed statement of the factual grounds of the appeal, including copies of all relevant documents, and the form of remedy requested. An appeal is to be on the agency letterhead and signed by the agency or its authorized representative. The TCC Agency Review Enhancement Committee will issue a written decision no later than thirty (30) calendar days after an appeal has been filed. The decision shall contain an explanation of the basis of the remedy.

**Rejection of Proposals:** The City reserves the right, at its sole and absolute discretion, to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.

**Revisions to the RFP:** In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all who receive the RFP.

**Proprietary Information/Public Disclosure:** Materials submitted in response to this competitive process shall become the property of the City of Tempe. All received proposals shall remain confidential until the award of contract recommendation has been filed with the Tempe City Clerk for Tempe City Council action. Thereafter, the proposals shall be deemed public records.

## FOR MORE INFORMATION

**Octavia Harris**  
Community Impact Manager

**Valerie Kime Trujillo**  
Executive Director

34 East 7th Street, Tempe, AZ 85281  
[www.tempecommunitycouncil.org](http://www.tempecommunitycouncil.org)  
[tccinformation@tempe.gov](mailto:tccinformation@tempe.gov)  
480.858.2300



**TEMPE**  
Community  
Council



[/tempecommunitycouncil](https://www.facebook.com/tempecommunitycouncil)



[/tempecommunity](https://www.twitter.com/tempecommunity)