# agency review

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

Because we are Tempe.

















### agency review LEARN MORE





### TEMPE COMMUNITY COUNCIL'S MISSION STATEMENT

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

### **AGENCY REVIEW HISTORY**

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

### **FUNDING RESOURCES**

Agency Review funds come from the City of Tempe General Revenue Fund, Federal Community Development Block Grants (CDBG) and voluntary water utility customer and community donations through the *Together Tempe* program. Funds allocated during fiscal year 2018/19 totaled over \$1.2 million to approximately 48 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/.

### **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 Kim Van Nimwegen, TCC Community Impact Manager, at kim\_vannimwegen@tempe.gov or 480.858.2303. For more info visit www.tempecommunitycouncil.org/agency-review.

### FY 2019/20 Agency Review Process VOLUNTEER TIMELINE





DATE	TIME	TASK				
Tue, December 11, 2018		COT Human Services Funding Application Open in ZoomGrants				
Tue, January 15, 2019	Before 4:00pm	COT Human Service Funding Applications Due in ZoomGrants				
Thu, January 17, 2019 (tentative)	TBD	Financial Review Volunteer Orientation & Training Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe				
Thu, January 24, 2019	8:30 - 10:00AM NEW Volunteers 4:00 - 5:00PM RETURNING Volunteers	Programmatic Volunteer Orientation & Training City of Tempe IT Training Classroom, 20 E. 6 <sup>th</sup> St., 525 Building, 3 <sup>rd</sup> Floor, 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, January 25, 2019	9:00 - 10:00AM RETURNING Volunteers	Programmatic Volunteer Orientation & Training City of Tempe IT Training Classroom, 20 E. 6 <sup>th</sup> St., 525 Building, 3 <sup>rd</sup> Floor, Tempe				
	3:30 - 5:00PM NEW Volunteers	<b>Proposals distributed to Programmatic Volunteers</b> - Volunteers will be assigned proposals to review and submit their suggested questions for the agency interviews.				
Fri, February 1, 2019	(by appointment only)	Last Day for Volunteer Orientation & Training "Make-Ups"				
Tue, February 19, 2019	BEFORE NOON	Volunteer Interview questions and scoring due in ZoomGrants before Noon				
Mon, Feb 25 - Fri, Mar 1, 2019 AND Mon, Mar 4- Fri, Mar 8, 2019 (exact dates to be determined)	TBD	Agency Interviews Held in Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe Determine significant questions and answers. Each committee member will serve a minimum of one half-day to interview agencies during this week.				
Fri, March 22, 2019	9:00 AM until Consensus	<b>Final Review &amp; Recommendations Meeting -</b> TBD Agency Review Committee meets and determines final recommendations by reviewing composite evaluations. Breakfast provided.				
Wed, April 3, 2019	7:30 AM	Review and accept recommendations at TCC Board Meeting				
Week of April 15 (tentative)		City of Tempe Budget Review begins. City Departments make presentations to Council.				
Thu, April 18 (tentative)	4:00 PM	AR Recommendations presented to City Council				
Thu, June 27, 2019 (tentative)	6:00 PM	City of Tempe Final Budget Approval				
Mon, July 1, 2019		Agencies are officially notified of City allocations				
February-June (exact dates to be determined)		Annual Agency Site Visits  Each year 5-10 agencies are visited by AR volunteers (optional).				

## volunteer interest form AGENCY REVIEW



Thank you for your interest in serving as a volunteer for Agency Review. We are currently seeking community volunteers for the 2019 Agency Review process. Volunteer time is approximately 20 hours over the period of January-March and involves reviewing applications, interviewing agencies and making funding recommendations. Volunteer training begins in January (see timeline at <a href="https://www.tempecommunitycouncil.org/agency-review">www.tempecommunitycouncil.org/agency-review</a>.

Please complete the basic information below and email to <a href="mailto:tccinformation@tempe.gov">tccinformation@tempe.gov</a>. A staff member will be contacting you soon.

	Do you live or work in Tempe? Yes No							
	Are you ag	e 18 or older?	Yes No	)				
	Are you a	returning or	new volunt	eer to A	gency Review?			
Name								
Address								
					Zip			
Email								
Home Phone _	Cell Phone							
Occupation								
Employer	Phone							
Employer Addı	ess							
City			State		Zip			
Comments or C	Questions:							

### FOR MORE INFORMATION

**Community Impact Manager** kim\_vannimwegen@tempe.gov 480.858.2303

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Community —caring for and about one another.





