



**TEMPE**  
Community  
Council

# Agency Review **Pre-proposal Conference 2019**

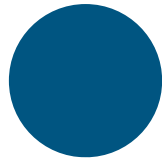


**HUMAN SERVICES FUNDING  
FY 2020-21**

# Agenda

- Welcome & Introductions
- Agency Review Overview
- Timeline
- Funding Forecast
- ZoomGrants Training

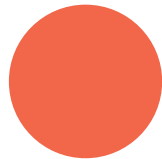
# Why Agency Review?



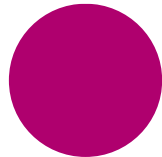
Connecting those in need to those that care



Council-initiated community-driven process since 1985



Agencies providing high quality services



Citizens recommend funding, engage in human service solutions and give back through interest, time and generous donations



Quality of Life

**Tempe City Council Strategic Priority 3.10**

Ensure that agencies who receive human service grants from the City, achieve their performance goals related to homeless, youth, domestic violence, working poor, seniors, and individuals with disabilities.

# Minimum Agency Requirements



**501(c)3 Status**



**Human Services  
Focused**



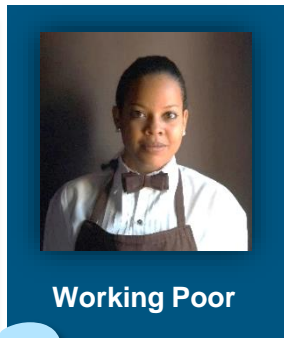
**Serve Tempe  
Residents**

# Target Populations

## 2019 Human Services Survey PRIORITIES RESULTS



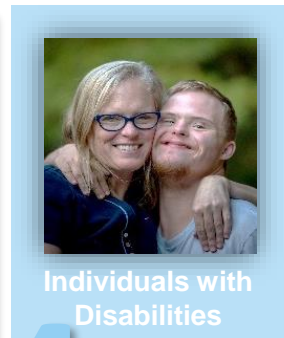
1



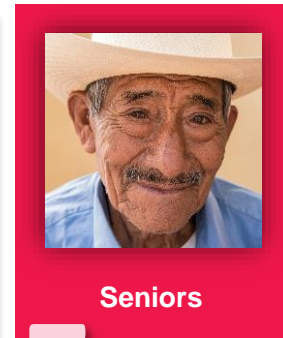
2



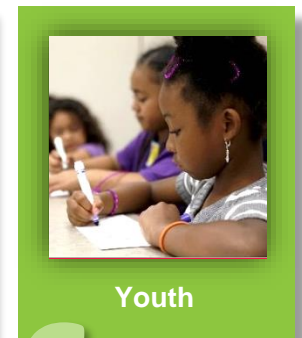
3



4



5



6

# Agency Review

## Volunteer Info

- Live/work in Tempe
- Attend Orientation/Training
- Confidentiality/Conflict of Interest contract

## Read/Score/Interview

## Initial Recommendations

- Written Proposal
- Interview
- Composite Community Input

# Scoring Criteria



A = 40  
B = 35  
C = 30  
D = 25  
F = 0

Homeless  
Working Poor  
Domestic Violence  
Individuals w/ Disabilities  
Senior Programs  
Youth Programs

# Evaluation Criteria

	Proposal Evaluation Objectives	Poor	Fair	Average	Good	Excellent
1	Addresses a significant human services need.	1	2	3	4	5
2	Agency demonstrates competency to effectively work with other agencies/partners to deliver human services in Tempe.	1	2	3	4	5
3	The proposal makes a clear and compelling case and demonstrates that the program works within the existing network of human service needs and providers.	1	2	3	4	5
4	The proposal's outcomes are clearly stated and measurable.	1	2	3	4	5
5	The organization leverages other resources (e.g. financial, human) to improve service delivery.	1	2	3	4	5
6	The proposed program is offered in an accessible location for Tempe clients.	1	2	3	4	5
7	The proposed program serves a significant number of Tempe clients respective to the needed service.	1	2	3	4	5
8	The amount requested is reasonable for the clients and impact projected.	1	2	3	4	5



# Timeline

## City of Tempe Human Service Funding FY 2020/21 AGENCY REVIEW TIMELINE

DATE	TIME	TASK
Wed, October 23, 2019	10:30am–12:00pm	Executive Director/CEO Roundtable
Thu, December 5, 2019	3:00–4:30pm	Pre-Application Grant & Technical Training Tempe Community Council – Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe (Agencies RSVP to ONE of the training dates on Dec. 5 or 6)
Fri, December 6, 2019	9:30–11:00am	Pre-Application Grant & Technical Training Tempe Community Council – Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe (Agencies RSVP to ONE of the training dates on Dec. 5 or 6)
Tue, December 11, 2019		COT Human Services Application Open in ZoomGrants
<b>Wed, January 15, 2020</b>	<b>Before 4pm Arizona Time</b>	<b>COT Human Services Proposals Due in ZoomGrants</b>
Mon, Feb 24– Feb 28, 2020 AND Mon, Mar 2-6, 2020 (agency specific dates TBD)		Agency Interviews Tempe Community Council – Hatton Hall, 34 E. 7 <sup>th</sup> Street, Tempe
Fri, March 20, 2020	9:00am–3:00pm	Consensus Meeting
Wed, April 1, 2020		Review recommendations at TCC Board Meeting
Week of April 15 (tentative)		City of Tempe Budget Review begins. Departments make individual presentations to Council.
Thu, April 23, 2020		Recommendations presented to City Council
Thu, June 25, 2020 (tentative)		City of Tempe final budget approval
July 1, 2020		Agencies officially notified of City allocations

# Funding



City of Tempe General Funds  
Together Tempe

**Approximately \$1,000,000**

# Application

## Compliance Documents

- Human Services Agency Review Policy and Procedures
- Board of Directors Roster
- 501c3
- 990
- Audit
- Management Letter/Auditor Recommendation
- Balance Sheet
- Financial Review Worksheet
- List of Assurances
- Certification Form
- Photo of Services

# ZoomGrants

## How to Use Zoom Grants Video

<https://youtu.be/4vKgUEcl6eA>

### New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account  
Type

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

# Technical Assistance

## Clarify Application Requirements

Kim Van Nimwegen

[kim\\_vannimwegen@tempe.gov](mailto:kim_vannimwegen@tempe.gov)

480.858.2303

## ZoomGrants Navigation/Technical Issues

[questions@zoomgrants.com](mailto:questions@zoomgrants.com)

1.866.323.5404, Ext. 2

## Application Deadline

January 15, 2020 by 4:00pm (Arizona Time)

# ZoomGrants

## Helpful Online Links

- [Setting Up Your ZoomGrants Application Account and Creating Applications](#)
- [ZoomGrants Tech Tips for Applicants](#)
- [ZoomGrants Tech Tips for Grantwriters](#)
- [Application Owners, Collaborators, and Additional Contacts](#)
- [Gaining Account Access \(What To Do If Applicant Contact is no longer with Organization\)](#)
- [Change or Reset Applicant Account Email Address or Password](#)

Deadline: January 15<sup>th</sup>

Questions?



**TEMPE**  
Community  
Council

**34 East 7<sup>th</sup> Street, Tempe, AZ 85281**  
**480.858.2300**  
**[tempecommunitycouncil.org](http://tempecommunitycouncil.org)**

