Agency Review
Pre-Application Training

Housekeeping

- **Welcome**

- **All lines are muted**

- **Please use the chat function to ask questions throughout the session**

- **These slides in PDF form and recording will be posted to our website**

- **https://www.tempecommunitycouncil.org**

TEMPE Community Council

Agenda

- Thank You & Introductions

- Agency Review Overview

- Timeline

- Funding Forecast & Priorities

- Performance Measures
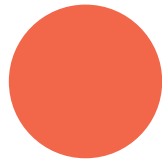
- ZoomGrants Overview

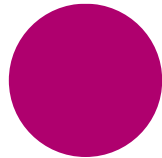- Questions

Why Agency Review?
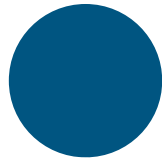
Connecting those in need to those that care

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
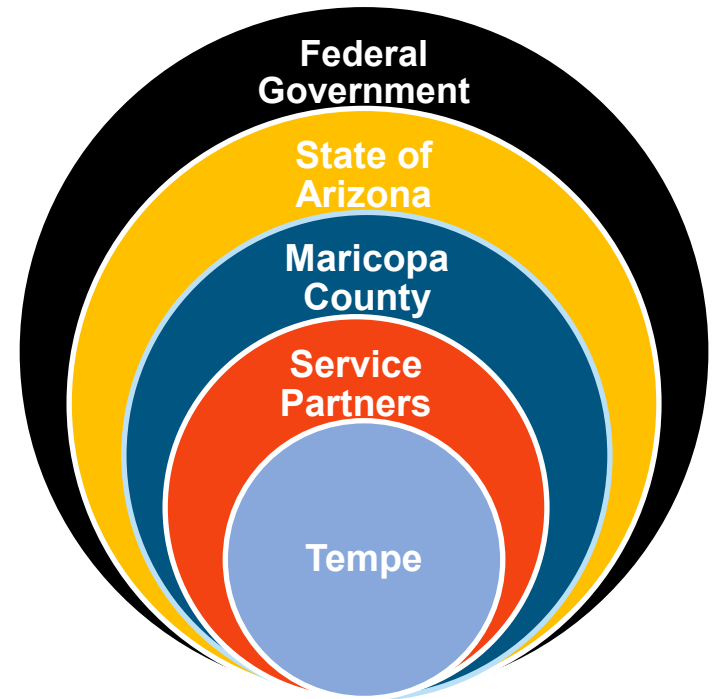
Quality of Life

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.

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Human Services
COLLABORATING FOR POSITIVE OUTCOMES

Educate and involve the broader community, ultimately effecting long-term change through increased knowledge or changes in policies and systems

Study community needs, identify solutions and evaluate results

ADVOCACY

RESEARCH

Community Impact

VOLUNTEERISM

COLLABORATIONS

FUNDING

Engage multiple community partners

Mobilize volunteers to advance our work

Support strategies and programs that directly impact our target outcomes

Federal Government

State of Arizona

Maricopa County

Service Partners

Tempe

TCC and City of Tempe
PARTNERSHIPS

Tempe Community Council	City of Tempe
Agency Review	CARE 7
Don Carlos	Community Supervision
Youth & Families – Threadz, Teen Triple Parenting, Open Horizons	Family & Community Support
Tempe Coalition	Family Justice Commission
Tempe Community Foundation	Homeless Solutions
Tempe Vita Tax Site	Housing Services
Community Resources/Non-profit Partners	Veterans/Military Resources

Agency Review
HIGH LEVEL TIMELINE

Jan 2023
Volunteer Training Complete

Mar 6-24
Agency Interviews Conducted

Apr 3
Volunteer Recommendations

April
TCC Board Review

May 23
TCC/AR Recommendations to Tempe City Council

June 24
COT Final Budget Approved

Jul 1
Agencies Notified of City Allocations

Feb - June
2024 Agency Site Visits
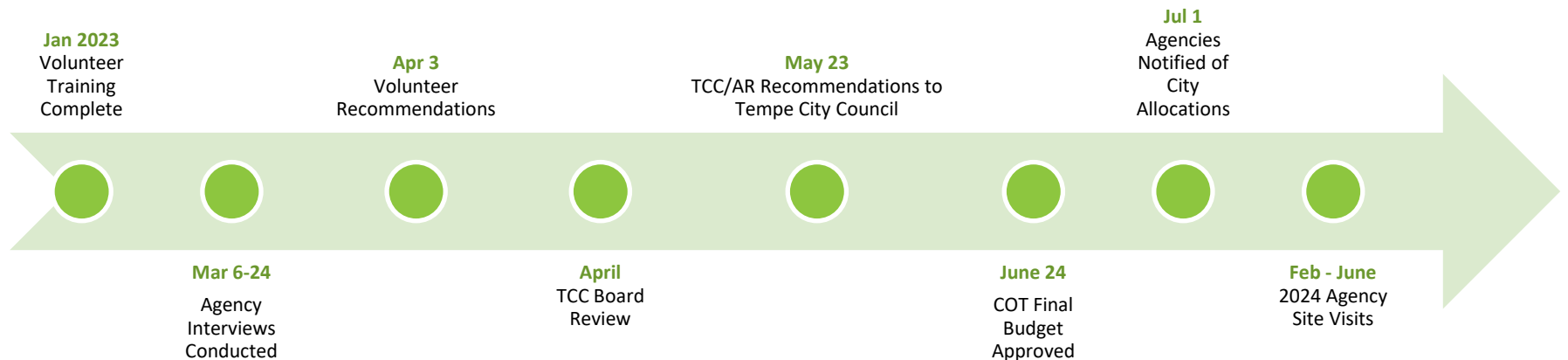
Applications DUE
Friday, December 9
By 4:00 PM Arizona Time

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Timeline

City of Tempe Human Service Funding
FY 2023/24 AGENCY REVIEW TIMELINE

WHEN	ACTION
November 10, 2022	Pre-Application Grant & Technical Training via ZOOM, 3:00-5:00 pm Organizations interested in applying for funds should attend this orientation. New agencies (not funded in the previous year) must attend. If you have a scheduling conflict OR were unable to attend the training, please contact TCC. Contact: Kim_VanNimwegen@tempe.gov or 480.858.2300 for Zoom invite or more information.
November 11, 2022	Application opens in ZoomGrants
December 9, 2022	Application due in ZoomGrants <u>before</u> 4:00pm, Arizona time (late proposals will not be accepted)
March 6-10 & March 20–24, 2023	Agency Interviews (may be held in-person or via Zoom)
May 2023	Recommendations presented to Tempe City Council at a Work Study Session
June 2023	City of Tempe final budget approval
July 1, 2023	Agencies are officially notified of City allocations

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Funding Sources

City of Tempe General Funds
Together Tempe
Voluntary Water Utility Customer Donations
Tempe Community Council
Approximately $1,200,000

Minimum Agency Requirements
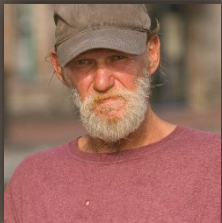
✓ **501(c)3 Status**

✓ **Human Services Focused**

✓ **Serve Tempe Residents**

Target Populations

Homelessness

Working Poor

Youth

Sexual and Domestic Abuse

Individuals with Disabilities

Older Adults

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Agency Review Reviewers

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

Application

What's new/highlighted once again in 2023

- Equity, Diversity, and Inclusion

- Performance Measures (follow the template)

- Past Performance and Collaborative Cooperation

- Community Needs Assessment - Scoring & new outcome measure

Final Report Summary

Identifying Critical Needs

Top 5 Priority Areas
(out of 16 identified)

Improve access to mental health services

Support children and youth

Help residents pay rent, mortgage, or utilities

Provide emergency shelter

Help residents find homes they can afford

Scoring Criteria

Application & Financial Review **+** **Interview Grade** **+** **Mental Health & Wellness** **=** **Final Score**

50%
of Final Score
(Max 50 points)

40%
of Final Score
(Max 40 points)

10%
of Final Score
(Max 10 points)

Community Needs Assessment
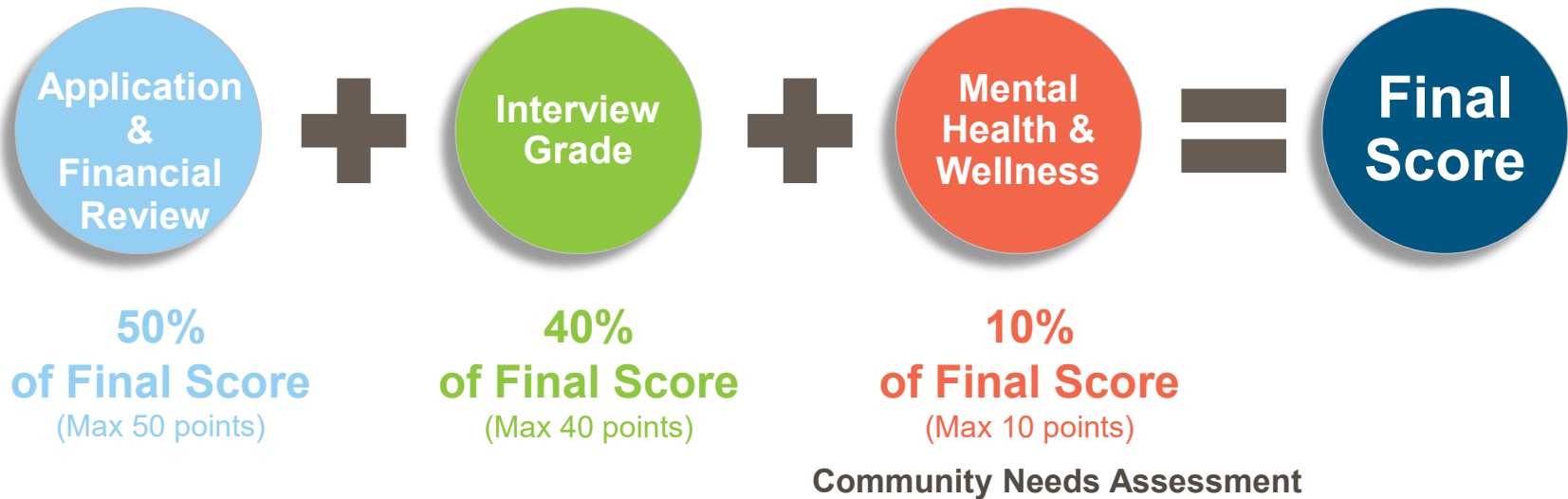
Evaluation Criteria - Sample

	Proposal Evaluation Categories
1	Management
2	Services/Program Design
3	Performance Outcomes & Indicators
4	Budget
5	Interviews
6	Accessibility for Tempe clients
7	Serves a significant number of Tempe clients respective to the needed service
8	Amount requested is reasonable for the clients and impact projected.

ZoomGrants

ZOOMGRANTS INFORMATION

Click on or copy and paste this link into your browser in order to access the application:

https://www.zoomgrants.com/zgf/Tempe_Community_Council/City_of_Tempe_Human_Services_Grants_2023-2024

New Link will Open on November 11th

Technical Questions?

- Search for a quick answer at ZoomGrants University (help.zoomgrants.com)

- Contact ZoomGrants Technical Support at 866.323.5404 Ext. 2 or email questions@zoomgrants.com

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type

New Account

- 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.

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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

Application - Budget

- Program Budget for all
- Agency Budget for those requesting more than $10,000
- Budget narrative

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

Agency Review
Pre-Application Training:
PERFORMANCE MEASURES

HUMAN SERVICES FUNDING 2022-23
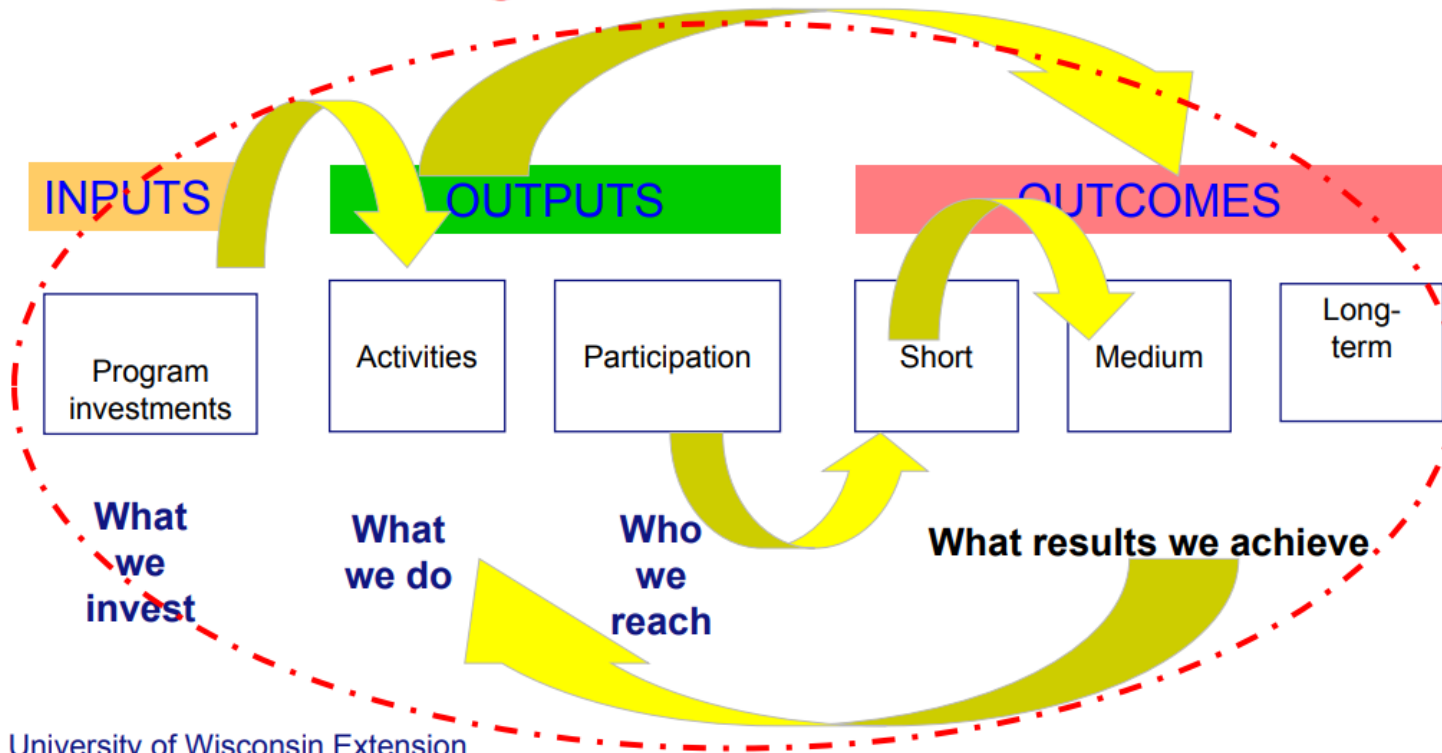
Goals, Outcomes, and Indicators

	Definition	Example
Goal	An aspirational "big picture" statement about what you hope to achieve with this program.	Our goal is to alleviate food scarcity for seniors in Tempe.
Outcome	A specific statement about the changes you expect to make in pursuit of this goal and how many people you intend to reach in the fiscal year.	90% or 90 participants aged 60-85 will have increased food sufficiency.
Indicator	The way that an outcome can be measured which indicates success towards the outcome. There may be multiple indicators per outcome.	80% or 80 Tempeans aged 60-85 will report having had at least 2 meals per day in the last month, as measured by a survey administered every 3-months.

Outcome Measures

Thinking of logic models as a series of *If…Then* statements

Inputs	Activities	Outputs	Outcomes	Indicators
Certain resources needed to operate your program -Funds -Personnel -Space	If you have access to resources, then you can accomplish the intervention or planned activities -Types of services provided	If you accomplish your planned activities, then you will deliver the quantity of services you intended -# of units or hours of services provided	If you deliver the services as intended, then your participants will benefit in certain ways -Expected change in bx, attitude, knowledge	The specific ways that the outcomes are measured along the way -A measure of success towards achieving an outcome

Outcome statements are created from your intended outcomes on your program logic model. They are written as a change in behavior, attitude, knowledge, skill, status, or condition as a result of your services.

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Writing Outcomes

Essential Components of an Outcome Statement →

- ✓ % of Tempe participants
- ✓ # of Tempe participants
- ✓ Type of participants
- ✓ Direction of change
- ✓ Type of change
- ✓ Area of change

"85% or 50 elementary school youth will increase their knowledge of healthy eating habits"

Indicators

- Similar format as outcome statements

- Specific, quantifiable, and based on data that will be available

- Track a program's success on the defined outcomes

- Focus on how success is defined and measured

- Includes a method of data collection

- There are often multiple indicators for one outcome statement

Outcome	Indicators	Relevant Clients for the Indicator	Performance Target	Data Source	Methods
Youth in the Norwich Youth Club will improve their school grades.	Of youth participants who attend at least 5 sessions, the #/% who get at least a C in English, Math, Soc. Studies & Science	A participant is any youth in Grades 3-5 who attends at least 5 Homework Helper sessions during the school year	80% of youth participants	Grades are taken from the participants report cards. Parent permission on annual enrollment form.	Report cards copied on each 9 week reporting day. Incentives used. Baseline grades are from 1st report card. Year end report from last report card. Grades are entered into client database by Program Manager within 2 weeks.

"80% or 20 youth who attended at least 5 sessions will achieve a C or above in English, Math, Social Studies, and Science courses, as measured by report cards collected every 9 weeks."

Writing Indicators

Essential Components of an Indicator

→

✓ **% of Tempe participants**
✓ **# of Tempe participants**
✓ **Type of participants**
✓ **Direction of change**
✓ **Success defined**
✓ **Data collection method**
✓ **Time bound**

"On the final day of the program, 85% or 50 elementary school youth who attend at least 3 of the 5 program sessions will achieve a score of at least 75% on the Healthy Habits test, as measured by test scores recorded by facilitators."

Example A

Goal

The goal of providing in-home services is to help empower older adults and adults with disabilities to remain at home as long as possible.

Outcome

90% or 13 adults with disabilities will improve their ability to remain in their home safely.

Indicator

90% or 13 clients served will report fewer or no in-home falls on the 3-month post-feedback survey.

Example B

Goal

Our goal is to ensure that people living with dementia and their care partners have the most up-to-date information regarding diagnosis, treatment, and ongoing care planning available.

Outcome

80% or 20 participants receiving services from support groups or case management will increase their knowledge about dementia and Alzheimer's disease.

Indicator

Successful completion of the outcome will be determined by participant self-reports on agency provided satisfaction surveys (CSQEI) and will be indicated by 80% or 20 participants reporting a score of "Agree" or "Strongly Agree" on a likert-type, five-point scale. Surveys are distributed to participants on a quarterly basis.

Logic Models

Helpful Online Links

- A Guide to Developing and Outcome Logical Model and Measurement Plan

- Logic Models: A Beginner's Guide

- Templates, Examples, Bibliography

Reporting Requirements

CONSIDERED IN SCORING

- **Quarterly Reports**
- **Site Visits**
- **Past Performance**
- **Participation**
  (Care Fair, Roundtables/Community of Practice, Community Needs Assessment)

Technical Assistance

Clarify Application Requirements

Kim Van Nimwegen
kim_vannimwegen@tempe.gov
480.858.2303

ZoomGrants Navigation/Technical Issues

questions@zoomgrants.com
1.866.323.5404, Ext. 2

Application Deadline

December 9, 2022 by 4:00pm (Arizona Time)

Deadline: December 9, 2022

Questions?

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