



TEMPE
Community
Council



Tempe.

**Human Services Funding
Grant Applications**
FY 2023-24

AGENCY REVIEW

Volunteer Orientation

ZoomGrants & Galaxy Navigation

Welcome

Introduction/Overview

TRAINING CENTER



AGENCY INTERVIEWS



Tempe Community Council

What Volunteers Say

"I was impressed by the extensive network of service providers and by how thoughtful and well-designed their programs seem to be."

"Each time I have participated, I have learned more about Tempe and the people who live here."

"I was honored to be part of this important work."

"Great experience and made me feel like I was directly contributing to my community."

"I learned so much about our fragile populations and am reminded of what is so good in our community."

Tempe truly is a place with a big heart."

"The City of Tempe is unique in seeking input for grant issuances through volunteerism."

The city gives the residents a voice. Put in the time if you want your voice heard."

Tempe Community Council

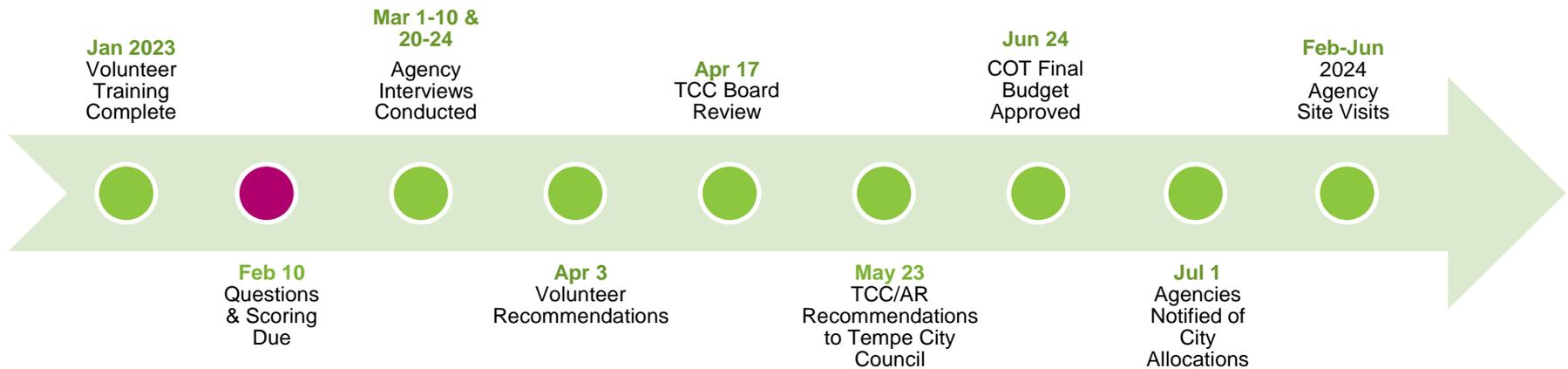


Agenda

- Timeline
- Process
- Volunteer Involvement & Opportunities
- About ZoomGrants
- Agency Conflict of Interest & Matching in Galaxy
- Next Steps
- Questions
- Program and Technical Assistance

Agency Review

HIGH LEVEL TIMELINE



Scoring and Interview Questions DUE
Thursday, February 10
Before Noon

Volunteer Involvement

- ✓ Live/work in Tempe
- ✓ Estimated activity/time commitment: **20 hours is average**

Activity	Timeframe
Attend Orientation/Training	2-3 hours (Jan 10, 11, or 12)
Read/Score Agency Applications Assigned	4 hours 2-1/2 weeks (by Feb 10)
Participate in Agency Interviews	1 half or full day - You Choose (Mar 1-10) and (Mar 20-24) 4 hours
Attend Allocation Meeting	8 hours (Apr 3)
Monitoring Activities (i.e., Site Visits)	Ongoing – You Choose
Participate in Community of Practice Sessions/ Lunch & Learns	Ongoing – You Choose

Timeline

VOLUNTEER

FY 2023/24 Agency Review Process

DATE	TIME	TASK
Tue, January 10, 2023	9:00-11:30 AM RETURNING Volunteers	Programmatic Volunteer Orientation & Training ZOOM* Training will prepare volunteers for the online application system.
Wed, January 11, 2023	9:00-11:30 AM NEW Volunteers	Programmatic Volunteer Orientation & Training ZOOM* Training will prepare volunteers for the online application system.
Thu, January 12, 2023	5:30-7:00 PM	Make-up Training and Questions ZOOM* For any volunteer who missed the first two training sessions
Tue, January 17, 2023		Applications Open for Scoring
Thu, January 19, 2023	12:00-1:00 PM	Lunch and Learn - #1 (Optional) ZOOM*
Tue, January 31, 2023	12:00-1:00 PM	Lunch and Learn - #2 (Optional) ZOOM*
Mon, February 6, 2023	12:00-1:00 PM	Lunch and Learn - #3 (Optional) ZOOM*
Fri, February 10, 2023	BEFORE NOON	Volunteer Interview questions and scoring due in ZoomGrants
Mon, February 27, 2023	5:30-7:00 PM	Volunteer Orientation for Interview Scoring/Agenda ZOOM*
Mon, March 1 - Fri, March 10, 2023 AND Mon, March 20 - Fri, March 24, 2023 (agency-specific dates to be determined)	TBD	Agency Interviews ZOOM Determine significant questions and answers. Each committee member will serve a minimum of one half-day to interview agencies.
Mon, April 3, 2023	9:00 AM until Consensus (anticipated 3:00 PM)	Final Review & Recommendations Meeting - Location TBD Agency Review Committee meets and determines final recommendations by reviewing composite evaluations. Community Impact volunteers only.
Mon, April 17, 2023	4:30 PM	Review and accept recommendations at TCC Board Meeting
Week of April 14, 2023 (tentative)		City of Tempe Budget Review begins. City Departments make presentations to Council.
Thu, May 23, 2023 (tentative)	4:00 PM	AR Recommendations presented to City Council
Thu, June 24, 2023 (tentative)	6:00 PM	City of Tempe Final Budget Approval
Fri, July 1, 2023		Agencies are officially notified of City allocations
July 2023-June 2024 (exact dates to be determined)		Annual Agency Site Visits Each year 10-15 agencies are visited by AR volunteers (optional)

MORE INFO: Kim Van Nimwegen, Community Impact Manager | 480.858.2303 | kim_vannimwegen@tempe.gov

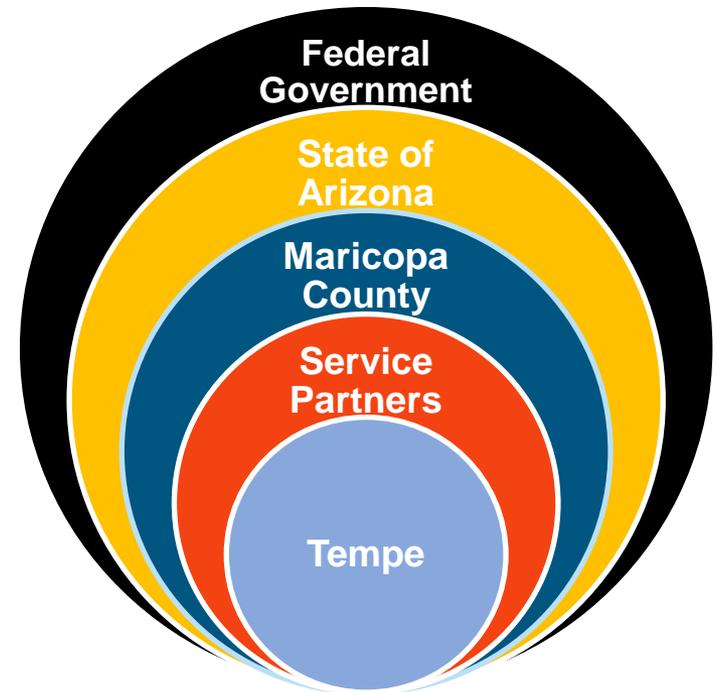
*ZOOM - All volunteer opportunities held on Zoom - Register through [TCC online volunteer portal](#) and obtain Zoom meeting info.

Read, Score and Prepare Questions

Proposal Review, Scores and Questions
must be submitted online by
Friday, February 10 before 12:00 Noon

Human Services

COLLABORATING FOR POSITIVE OUTCOMES



Partnership

TCC & CITY OF TEMPE



Agency Review

Don Carlos

Youth & Families – Threadz, Teen Triple Parenting, Open Horizons

Tempe Coalition

Tempe Community Foundation

Tempe Vita Tax Site

Community Resources/Non-profit Partners

CARE 7

Community Supervision

Family & Community Support

Family Justice Commission

Homeless Solutions

Housing Services

Veterans/Military Resources

Agency Review

COMMUNITY IMPACT



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.



Application

What's new/highlighted once again in 2023

- Equity, Diversity, and Inclusion
- Performance Measures (following the template)
- Past Performance and Collaborative Cooperation
- Community Needs Assessment - scoring & new outcome measure for mental health & well-being

Final Report Summary



Comprehensive Human Services Needs Assessment
2021
Prepared for Tempe Community Council



Prepared By: Corona Insight | Coronainsights.com

2021 Human Services Needs Assessment Summary



PROCESS

- Advisory Team Input
- Demographics and Mapping
- Statistically-Valid Resident Survey
- Provider and Partner Survey
- Mental Health Focus Group
- In-Depth Resident Interviews
- Prioritization Summit

The Tempe Community Council (TCC) identifies and supports needed human service programs. In 2021, TCC hired Corona Insights, a third-party research and evaluation company, to conduct a comprehensive human services needs assessment.

Read the entire assessment report at TempeCommunityCouncil.org/Needs-Assessment



FINDINGS

HOUSING

Trends: 2010 to 2019

- Renting became more common (53% to 59%)
- Rented households became slightly more crowded
- More seniors began renting (21% to 27%)
- Rent prices increased, but so did income

Current State

- 17% of surveyed residents worried a lot about needing to move
- 5% were evicted or forced to move in the past year

MENTAL HEALTH

46% of surveyed residents had a day when their mental health was NOT good in the past month, yet only 8% of those surveyed were getting the help they needed to access mental health care.

26% of human service providers mentioned mental health problems when describing COVID's impact on the people they serve.

% of Tempe organizations that are over capacity to help residents address...

45%	38%	37%
...alcohol or drug use	...finding housing	...accessing mental healthcare

Identifying Critical Needs



Top 5 Priority Areas

(out of 16 identified)

- 1 Improve access to mental health services
- 2 Support children and youth
- 3 Help residents pay rent, mortgage, or utilities
- 4 Provide emergency shelter
- 5 Help residents find homes they can afford

Target Populations

2023 Human Services Needs Assessment

Homeless
Individuals and
Families

1



Working Poor

2



Children
and Youth

3



Sexual and
Domestic Violence
Survivors

30-60%

4



Individuals with
Disabilities

5

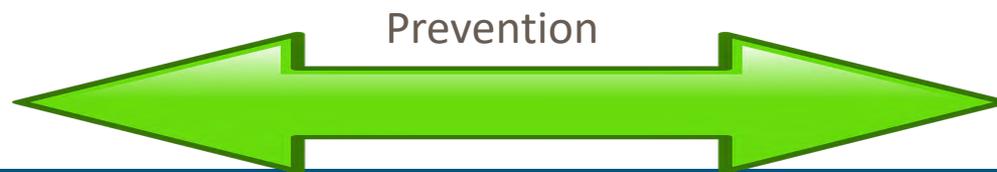


Older Adults

6



Categories



Process Details

Funding Sources

- City of Tempe General Fund
- Together Tempe - City of Tempe (water bill donations)
- Together Tempe - Tempe Community Council (individual donations)



Citizens

- Agency Review Volunteers
- TCC Board and Committees
- Community of Practice Groups
- Community Needs Assessment



Gather Lessons Learned – continually identify how to improve!

Giving to Help Even More



[TogetherTempe.org](https://www.togethertempe.org)

Two ways to give:

- 1) Add \$1 (or more) to your City of Tempe utility bill payment
- 2) Give one time or recurring donation through TCC

Read, Score and Prepare Questions



68 Applications
55 Agencies



Requested Amount
\$3,048,603

40% increase over last year
16 new agencies or programs that
were not funded in 2022

Process and Scoring

- **Volunteers** - Read/Score/Interview
- **Overall Scoring:**

Scoring Area	% of Total Score
Agency Application (50 points possible) Financial Review (10 points possible) Mental Health Questions (10 points possible)	60%
Agency Interviews (40 points possible)	40%
TOTAL	100%

- **Initial recommendations:**
 - Written proposal
 - Interview
- **Final recommendations to City Council**
- **TCC Community Impact Committee reviews/refines process each year**
- **Staff conducts volunteer/agency evaluations each year**
- **Staff monitors City's investment year-round**
- **Volunteers are invited to attend Communities of Practice and Site Visits**

About ZoomGrants



Overview Video

**Understand
the Basics**



ZoomGrants University

**Online Support
Resource**



TCC Login 2023

**Access to
Applications**

Your Account

- Volunteer Reviewers must have a ZoomGrants account.
- Kim will set-up your account using your email and assign a default password.
- You will be required to change and customize your password after you first log in.

You may need to check your spam or junk folder and add “Notices@ZoomGrants.com” to your whitelist to ensure you receive ZoomGrants emails.

1. MY ACCOUNT

The My Account page provides quick access to all Programs to which you have been assigned.

2. PROGRAM DASHBOARD

Click an orange Program title or the Dashboard button to access that Program.

A. SEARCH

Use the Search field to quickly find Applications by entering part of the Application title, Application contact, etc. You will only be able to access Applications and Programs to which you have been assigned as a Funding Committee Member.

Welcome, Julie Doe [Not Julie Doe?](#)
HELP LOGOUT A A T

1 ZoomGrants™

My Account Program History Announcements

My Account

Open Programs	Submitted	Incomplete	Total Awarded	
Grants Department				
Grants for Florida Spelling Contest 12/31/2010 - 12/31/2020	3	2	\$ 100.00	Dashboard
2010 Scholarship 12/31/2006 - 6/15/2019	4	2	\$ 0.00	Dashboard

2

Recently Closed Programs	Submitted	Incomplete	Total Awarded
none			

Program Dashboard

QUICK TOUR ON ZOOMGRANTS

1. QUICK ACCESS TABS

These tabs provide quick access to Application lists, the Scoring, Financial, and Reporting Reports, and the Data page.

2. MY DECISIONS*

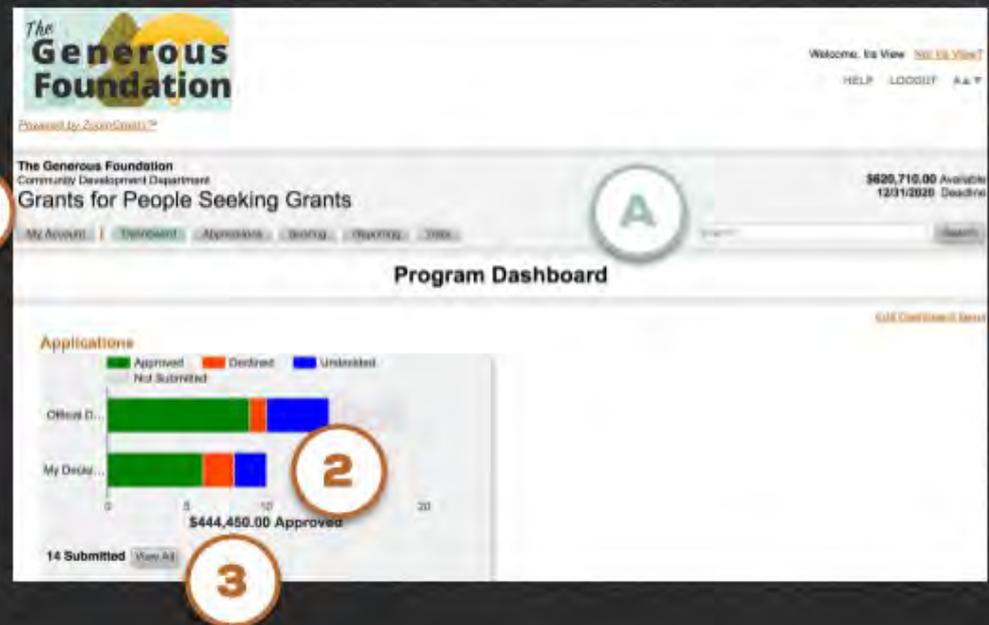
Depending on the settings chosen by the Administrator, you may be assigned to review all or some specific Applications, or you may have access to all of the Submitted Applications.

Click the color-coded bars in the My Decisions section to view lists of Applications with the selected vote. The screenshot to the right, for example, indicates that this Committee Member has voted to Approve several Applications, Decline several, and is still Undecided about one.

To view a list of all of the Applications that you've been asked to read, click the View All button (3) at the bottom of the Applications section.

A. SEARCH

The Search field is here, too, but this time it will just search for Applications within this Program.



*This feature may not appear, depending on the settings chosen by the

Administrator. zoomgrants.com

Application Evaluation



- ❑ **READ** THE WHOLE APPLICATION
 - ❑ **Review** scoring descriptions and grant criteria.
 - ❑ **Score** the grant application **using the scale provided**.
To help make a scoring determination, keep track of the evidence that you believe the grant applicant has provided which addresses each question.
- Look to your tip sheet and directions inside ZoomGrants.**

Scoring Guidance

AGENCY REVIEW 2023-24 Training/Scoring Guidance



- Is there a negative balance during the year, how does the organization continue with its normal operating expense payments?
- If there is deviation from a category in the actual compared to the budget during the year, what is the process the organization modifies its actions or budgets?
- In budgeting a new program or a modification of a new program, have all the related costs of the proposal been outlined? Costs such as, insurance changes, risk management changes, staffing and benefits costs, and workload demands on current staff and volunteers?
- When is the last time the organization has undertaken a SWOT analysis? SWOT: Strengths, Weaknesses, Opportunities and Threats?

If you have questions regarding the application financial documents and scoring, please contact: Kevin Brown at kevpro@gmail.com or Lindsay Bridge at Lindsaybridge14@yahoo.com.

Mental Health and Well-being Questions (16-20)

We recognize that many of our agency partners do not provide mental/behavioral/wellness programs (or activities) as their primary program offering; however, we believe that most of our current partners are providing mental and behavioral health services or are practicing holistic services and partnerships already, that provide for mental health and well-being.

Some agencies do provide mental health and well-being supportive services, but haven't been asked to directly name those activities, partnerships, or outcomes, in previous year's applications.

This year, the City of Tempe Human Services application, asks agencies to describe the work they do to address mental health outcomes, in both direct and indirect ways.

This information will help improve our understanding of mental health support services that partners already have in place, and this information may then help us to see where there are gaps in services needed.

Question 16: Relative to the mental health service outcome, indicators, and description, how likely is the individual/family to have the intended positive outcome?

Very Likely - 5 points, Not Likely - 1 point

A positive mental health or wellness outcome for the client/service participant/family is what we are looking for. Is it likely that a meaningful change will happen for the individual of family?

Consider: Is this agency providing the service themselves or collaborating with others to bring access to the participant? Is this an "added bonus" service? One that is above and beyond what the program is providing? Is this service a regular part of their program that was not previously measured? Have they provided a thoughtful response? Does it make sense to you?

Scoring Guidance

<https://www.tempecommunitycouncil.org/wp-content/uploads/2023/01/1-5-23-AR-Application-Scoring-Guidance-and-Tips-2023-24.pdf>

[View Scoring Guidance and Tips Packet](#)

Scoring

APPLICATION EVALUATION Scoring Rubric

Question #	Description	On a scale of 1 to 5 where...
1	Rank to what extent this program's design is described with clarity around what the program does, how the design is implemented, and what changes occur in people's lives because of the program.	1 is "Does Not" and 5 is "Significantly"
2	Rank to what extent this program currently collaborates with other stakeholders to meet the needs of their program participants.	1 is "Does Not" and 5 is "Extensively"
3	Rank the extent to which the agency provides well-trained and qualified staff to execute the program.	1 is "Does Not" and 5 is "Strongly Provides"
4	Rank to what extent this application makes a case for program need in Tempe.	1 is "Does Not" and 5 is "Extensively"
5	Rank to what extent this program is accessible to Tempe residents.	1 is "Is Not Accessible" and 5 is "Is Accessible in Tempe"
6	Rank to what extent this program serves a reasonable number of Tempe clients respective to the service offered.	1 is "A Minimal Number" and 5 is "A Significant Number"

Scoring

Question #	Description	On a scale of 1 to 5 where...
7	Rank to what extent this program is addressing equity, diversity, and inclusion in their program design and implementation. Does the program use an “equity lens?”	1 is "Poor" and 5 is "Superior"
8	Rank to what extent this program's Outcomes are clearly stated and measurable.	1 is "Are Not" and 5 is "All Are"
9	Rank to what extent the Indicators are specific and quantifiable.	1 is "Poor" and 5 is "Superior"
10	Rank the quality of this application, based on: agency provided all required documents, answered all questions clearly and completely; made a case for need using statistics and citing sources; and explained their ability to provide quality services.	1 is "Poor" and 5 is "Superior"
11- 15	Financial Questions – please see details below (in packet).	
16-20	Mental Health & Wellness Questions – please see details below (in packet).	

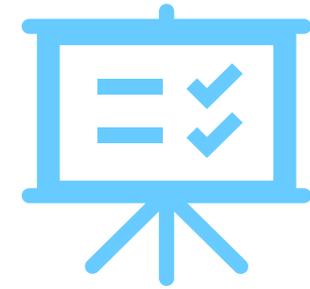
Importance of Performance Measures



**Tells the agency
and client
success story**



**Proves that the work
has a meaningful
impact on clients**



**Assesses whether
the program worked
as designed**

Goals, Outcomes, and Indicators

	Definition	Example
Goal	An aspirational “big picture” statement about what you hope to achieve with this program.	<i>Our goal is to alleviate food scarcity for seniors in Tempe.</i>
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.	<i>90% or 90 participants aged 60-85 will have increased food sufficiency.</i>
Indicator	The way that an outcome can be measured which indicates success towards the outcome. There may be multiple indicators per outcome.	<i>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.</i>

Services vs. Outputs vs. Outcomes

Service

What the agency provided.

- E.g., counseling services, job assistance, food box

Output

How many units of services were completed.

- E.g., 7 presentations delivered, 150 youth received tutoring sessions

Outcome

What benefits clients received by participating in agency programs.

- E.g., improved financial knowledge, increased safety, better health

Outputs and services are NOT outcomes. Outcomes need to be written as changes in **behavior, attitude, knowledge, skill, status, or condition** as a result of participation in agency services.

How Outcomes Should be Written

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”

How Indicators Should be Written

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.”

Let's Practice! – 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 adults with disabilities served will report fewer or no in-home falls on the 3-month post-feedback survey.

Let's Practice! – 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

65% or 16 participants from support groups and case management will indicate a response of “agree” or “strongly agree” on Question 2 of the quarterly survey which measures increased knowledge of dementia and Alzheimer’s disease.

Your Role as a Volunteer

Support the agencies in creating well-written outcomes by giving them feedback and opportunity to learn and improve

- 1. Make note of outcomes that do not include all required elements or are written as services or outputs.***
- 2. Add a comment under Committee Discussion in ZoomGrants for the interview panel to clarify.***



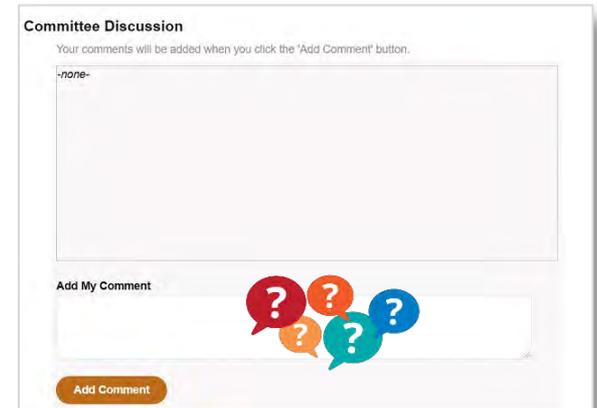
Follow-up Questions for Agency Interviews

How to Propose Questions for Applicant Interviews

Use the **ADD MY COMMENT** section (under Committee Discussion in ZoomGrants)

- This area is for Applicant questions ONLY.
- DO NOT have conversations with each other here.
- Once a question is added to this section it is not removeable.
- Place your concern in the form of a question - do not use general statements. For example:

“Please ask them to clarify what best practices they are using with this population?” instead of “This program is not clear to me, ask them about this.”

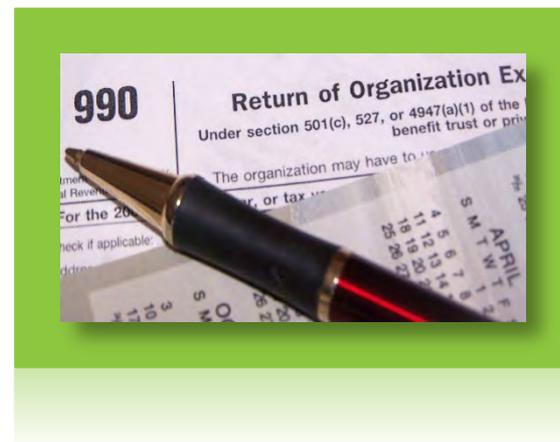


AGENCY REVIEW
Financial Reviewer Training

Agency Financial Information

Reviewers will be assigned to evaluate:

1. **Agency Overall Budget** – for those requesting \$10,000 or more
2. **Program-Specific Budget**
3. **Agency IRS Form 990:**
 - Required for tax-exempt organizations with gross receipts of \$200k+ or assets worth at least \$500k.
 - Agencies required to file annually
 - Describes:
 - Mission/significant activities
 - Revenues
 - Expenses
 - Assets
 - Liabilities
 - Types of activities engaged in over past year
 - Governance
 - Support documents (may be required)



Agency Overall Budget

Sample Questions:

What is the overall size of the budget?

- Do the individual components seem reasonable for the size and scope of the agency?

Are Revenues greater than Expenses?

- If not, is there a reasonable explanation provided in the budget or other documents?

Is there a big change in current year vs. prior year?

- Is a reasonable explanation provided for any large differences?
- Is prior year actual provided? How does it compare to budget?



BUDGET SUMMARY
FISCAL YEAR 2020 - 2021

	TCC Budget	Carryover Funds	Total TCC Budget	COT In-kind	Total Budget	FY19-20 Budget	FY19-20 Proj. Act.
<i>Mod. Cash Basis</i>							
REVENUE							
Contributions & Grants	95,360	62,955	158,315		158,315	129,000	178,444
Government Funding	230,972	10,065	241,037	66,661	906,706	474,361	201,465
Special Events	31,500		31,500		31,500	76,000	53,510
Project & Other Income	500	14,300	14,800		14,800	9,000	36,091
Total Revenue	358,332	87,320	445,652	66,661	1,111,321	688,361	469,510
EXPENSES							
Personnel & Contract Labor	220,381		220,381	448,874	669,255	295,796	161,020
Professional Fees	54,996		54,996		54,996	93,843	52,141
Program Service Expenses	170,380		170,380		170,380	200,365	214,092
Office Expenses	17,265		17,265	216,795	234,060	95,696	27,138
Insurance	7,800		7,800		7,800	7,800	9,890
Travel/Meetings/Conferences	48,750		48,750		48,750	39,990	26,142
Memberships & Subscriptions	7,164		7,164		7,164	3,854	4,684
Event Expense	32,860		32,860		32,860	46,000	35,048
Depreciation & Amortization	630		630		630	240	630
Total Expenses	560,226	0	560,226	665,669	1,225,895	783,584	530,785
Net Surplus/ (Deficit)	(201,894)	87,320	(114,574)	0	(114,574)	(95,223)	(61,275)

Program Specific Budget

FOUND IN AGENCY APPLICATION

Sample Questions:

Are Total Income and Total Expenses different?

- If so, is a reasonable explanation provided?

How do Current Budget and Proposed Budget vary?

- Are significant increases/decreases adequately explained?
- Does Proposed Income seem realistic compared to current?

How many sources of income are noted?

Does the overall budget and narrative indicate a healthy financial position?

**Tempe Community Council VITA Program
Tempe Community Council VITA Program 2021-2022**

[Budget top](#)

Program Budget	Current Program Budget	Proposed Program Budget
1. Gov. Funding - Tempe	USD\$ 27,000.00	USD\$ 30,000.00
2. Gov. Funding - City		
3. Gov. Funding - County		
4. Gov. Funding State		
5. Gov. Funding - Federal	USD\$ 23,483.00	USD\$ 23,483.00
6. Contributions/Donations		
7. Special Events/Fundraising		
8. Foundation Support	USD\$ 4,000.00	USD\$ 4,000.00
9. Other (Income, Program Service Fees)		
10. In-Kind		USD\$ 9,650.00
Total	USD\$ 54,483.00	USD\$ 67,133.00

Expenses	Current Budget	Proposed Program Budget
11. Employee Benefits and Taxes		USD\$ 0.00
12. Employee Education and Training		
13. Professional Fees and Contracts	USD\$ 32,000.00	USD\$ 35,000.00
14. Specific Assistance for Individuals		
15. Communications (phone, fax, modem, postage)		
16. Supplies/Equipment Rental and maintenance	USD\$ 12,483.00	USD\$ 14,483.00
17. Occupancy (rent, utilities, building & grounds)		
18. Advertising/Printing and Publications	USD\$ 2,000.00	USD\$ 2,000.00
19. Travel/ Meetings/Conferences		
20. Membership Dues/ Support		
21. Evaluation		
22. Non-Payroll Insurance		
23. In-Kind Expense		USD\$ 9,650.00
24. Other Expenses	USD\$ 2,000.00	USD\$ 6,000.00
25. Salaries		
Total	USD\$ 48,483.00	USD\$ 67,133.00

Budget Narrative

INCOME -
 Line 1 - City of Tempe Grant
 Line 5 - Wildfire (receives IRS VITA Grant) sub grant funds
 Line 8 - Comerica Foundation Grant
 Line 10 - TCC In-Kind for Executive Director and Administrative Support (\$9,000) and Gracie's Village In-Kind for Internet Access (\$100 X 4 months) and waiver of Room Deposit (\$250)

EXPENSES:
 Line 13 - Professional Fees and Contractors, Contracted compensation for eight consultants including the Program Coordinator, Training and Site Coordinator, Co-Site Coordinator, four Asset Educators/Volunteer Coordinator and one

Other Documents

BALANCE SHEET

Are Total Assets greater than or equal to Total Liabilities?

If not, is there a reasonable explanation?

Tempe Community Council		BALANCE SHEET	
		As of August 31, 2020	
ASSETS		LIABILITIES AND EQUITY	
Current Assets		Liabilities	
Bank Accounts		Current Liabilities	
1000 Cash		Accounts Payable	
1001 Chase General Checking	46,703.18	2000 Accounts Payable	26,247.25
1003 Chase Savings	674.03	Total Accounts Payable	\$26,247.25
1004 Chase CIS	74,902.27	Credit Cards	
1005 Petty Cash	249.30	2100 Credit Card Payable	474.91
1010 Comerica Savings -1 MMKT	130,050.31	Total Credit Cards	\$474.91
1011 Comerica Savings -2 CD	79,323.86	Other Current Liabilities	
1012 Comerica - TFSI	786.61	2200 Health Benefits Payable	42,303.34
1020 Landings Credit Union	42,268.21	2301 Accrued Vacation Payable	1,879.65
Total 1000 Cash	375,557.77	2305 Accrued Medical Leave Payable	366.10
1800 RGNA Neighborhood - Comerica4238	10,919.25	2400 Refundable Deposits	2,290.92
Total Bank Accounts	\$386,477.02	2500 Refundable Advances-Homeless	51,168.26
Accounts Receivable		2501 Refundable Advances-Unity Gran	12,950.64
1200 Accounts Receivable	38,100.33	2503 Refundable-RGNA Neighborhood	10,915.24
Total Accounts Receivable	\$38,100.33	2504 Unearned revenue - Coalition	27,451.00
Other Current Assets		2505 Deferred revenue - VITA	2,250.00
1110 Asset Mark	1,692,008.34	Total Other Current Liabilities	\$151,575.35
1910 Prepaid Expenses	18,118.30	Total Current Liabilities	\$178,297.51
Undeposited Funds	5,000.00	Total Liabilities	\$178,297.51
Total Other Current Assets	\$1,716,126.64	Equity	
Total Current Assets	\$2,140,703.99	3900 Net Assets w/o Restrictions	858,632.39
Fixed Assets		3901 Net assets - Board designated	1,050,393.75
1500 Furniture & Fixtures	130,670.52	3902 Net Assets - Board Designated - Triple P	24,498.25
1510 Equipment	7,817.58	Total 3901 Net assets - Board designated	1,074,892.00
1700 Accumulated Depreciation	-136,975.39	3905 Net Assets-With Restriction	0.00
Total Fixed Assets	\$1,512.71	3905.1 Restricted NA - Together Tempe	24,050.73
TOTAL ASSETS	\$2,142,216.70	3905.2 Restricted NA - Fiesta Events	19,131.00
		3905.3 Restricted NA - Threadz	5,267.80
		3905.7 Restricted NA - Coalition	8,379.44
		3905.8 Restricted NA - Don Carlos	9,200.00
		Total 3905 Net Assets-With Restriction	66,028.97
		Net Income	-35,634.17
		Total Equity	\$1,963,919.19
		TOTAL LIABILITIES AND EQUITY	\$2,142,216.70

Other Documents

AUDIT



**Audit, Tax, Management Advisory,
Forensic and Internal Control Consulting**

February 5, 2020

To the Board of Directors and Finance Committee of
Tempe Community Council, Inc.:

I have audited the financial statements of Tempe Community Council, Inc. (TCC) for the year ended June 30, 2019, and have issued my report thereon dated February 5, 2020. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my letter to you and TCC management dated May 23, 2019. Professional standards also require that I communicate to you the following information related to my audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tempe Community Council, Inc. are described in Note 1 to the financial statements. During 2019, the Organization adopted Accounting Standards Update (ASU) No. 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities. Other than the adoption of ASU 2016-14, the application of existing policies was not changed during 2019. I noted no transactions entered into by Tempe Community Council, Inc. during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Some agencies with low net assets may not provide an audit. Additionally, a qualified/modified audit report is a report issued by an auditor that reports certain discrepancies in the financial statements prepared by the entity. Such report, therefore, issues a qualified/modified opinion on the true and fair view of the financial position as reported in the financial statements.

Other Documents

TABLE FOR 990 QUESTIONS

Summary to Aid in Financial Review Evaluation Questions

Verify all information is accurate based on other documents provided!

Table for 990 Questions

line	question	tip	formula
990 Specific Questions			
11	Section A: Date of 990, Year Ended	Page 1 of 990	6/30/2018
12	Line 12: Input Total Revenue for Current Year		490,253
13	Line 18: Input Total Expenses for Current Year		346,297
15	Line 12: Input Total Revenue for Prior Year		592,322
16	Line 18: Input Total Expenses for Prior Year		538,452
18	Line 22: Net assets Prior Year	First column of data	1,899,149
19	Line 22: Net Assets Current Year	Second column of data	2,039,313
23	Section VII: Compensation - Employee 1 - Column D, Reportable W-2		0
24	Section VII: Compensation - Employee 2 - Column D, Reportable W-2		0

Part IX: Statement of Functional Expenses			
25			
26	A: Total Expenses	Input from Section A, row 25	346,297
27	B: Program Service Expenses	Input from Section B, row 25	253,064
28	C: Mgmt. /General Expenses	Input from Section C, row 25	83,664
29	D: Fundraising Expenses	Input from Section D, row 25	9,569

Audit Specific Questions			
38	Date of most recent audit		FY 2017/2018
41	Review footnotes and look for any major changes from prior year		No changes

What to look for on Nonprofit Form 990

Tempe Community Council Agency Review

IRS Circular 230 Disclosure

To ensure compliance with requirements imposed by the IRS, any U.S. federal tax advice contained in this document is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party any transaction or matter that is contained in this document.

What to Look for on Nonprofit IRS 990

ORGANIZATION INFO

Identity and Tax Info

Form 990	Return of Organization Exempt From Income Tax		OMB No. 1545-0047
Department of the Treasury Internal Revenue Service	Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) ▶ Do not enter social security numbers on this form as it may be made public. ▶ Go to www.irs.gov/Form990 for instructions and the latest information.		2018 Open to Public Inspection
A For the 2018 calendar year, or tax year beginning 07/01 , 2018, and ending 06/30 , 20 19			
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization TEMPE COMMUNITY COUNCIL INCORPORATED Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 34 E 7th St City or town, state or province, country, and ZIP or foreign postal code Tempe, AZ, 85281	D Employer identification number 51-0189790	E Telephone number 480-858-2300
	F Name and address of principal officer: Brandon Willey 34 E 7th Street, Tempe, AZ 85281	G Gross receipts \$ 514,826	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	H(a) Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H(b) Are all subordinates included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," attach a list. (see instructions)		H(c) Group exemption number ▶
J Website: ▶ www.tempecommunitycouncil.org	K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		
	L Year of formation: 1976	M State of legal domicile: AZ	
		Prior Year	Current Year
Revenue	8 Contributions and grants (Part VIII, line 1h)	337,008	477,674
	9 Program service revenue (Part VIII, line 2g)	0	0
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	9,165	33,626
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	144,080	-33,978
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	490,253	477,322
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	25,200	82,846
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	86,881	86,031
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 6,904		
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	234,216	319,249
	18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	346,297	488,126
	19 Revenue less expenses. Subtract line 18 from line 12	143,956	-10,804
Net Assets or Fund Balances		Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)		2,219,007	2,201,145
21 Total liabilities (Part X, line 26)		179,694	171,754
22 Net assets or fund balances. Subtract line 21 from line 20		2,039,313	2,029,391

What to Look for on Nonprofit IRS 990

INCOME

How much income did they receive and from what sources?

Part I Summary			
Activities & Governance	1 Briefly describe the organization's mission or most significant activities:		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	
	5 Total number of employees (Part V, line 2a)	5	
	6 Total number of volunteers (estimate if necessary)	6	
	7a Total gross unrelated business revenue from Part VIII, column (C), line 12	7a	
b Net unrelated business taxable income from Form 990-T, line 34.	7b		
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)		
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		

What to Look for on Nonprofit IRS 990

INCOME

How much income did they receive and from what sources?

Form 990 (2009) Page 9

Part VIII Statement of Revenue				(A)	(B)	(C)	(D)	
				Total revenue	Related or exempt function revenue	Unrelated business revenue	Revenue excluded from tax under sections 512, 513, or 514	
Contributions, gifts, grants, and other similar amounts	1a	Federated campaigns	1a					
	b	Membership dues	1b					
	c	Fundraising events	1c					
	d	Related organizations	1d					
	e	Government grants (contributions)	1e					
	f	All other contributions, gifts, grants, and similar amounts not included above	1f					
	g	Noncash contributors included in lines 1a-1f: \$						
	h	Total. Add lines 1a-1f						
Program Service Revenue	2a		Business Code					
	b							
	c							
	d							
	e							
	f	All other program service revenue						
	g	Total. Add lines 2a-2f						
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)						
	4	Income from investment of tax-exempt bond proceeds						
	5	Royalties						
	6a	Gross rents	(i) Real	(ii) Personal				
		b	Less: rental expenses					
		c	Rental income or (loss)					
		d	Net rental income or (loss)					
	7a	Gross amount from sales of assets other than inventory	(i) Securities	(ii) Other				
		b	Less: cost or other basis and sales expenses					
		c	Gain or (loss)					
		d	Net gain or (loss)					
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a					
		b	Less: direct expenses	b				
		c	Net income or (loss) from fundraising events					
	9a	Gross income from gaming activities. See Part IV, line 19	a					
b		Less: direct expenses	b					
c		Net income or (loss) from gaming activities						
10a	Gross sales of inventory, less returns and allowances	a						
	b	Less: cost of goods sold	b					
	c	Net income or (loss) from sales of inventory						
Miscellaneous Revenue								
11a			Business Code					
	b							
	c							
	d	All other revenue						
	e	Total. Add lines 11a-11d						
12	Total revenue. See instructions.							

Form 990 (2009)

What to Look for on Nonprofit IRS 990

EXPENSES - FUNDRAISING

How did the organization's total expenses break down among program, management, and fundraising expenses?

Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	1,100,000	1,200,000
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	175,000	200,000
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	550,000	600,000
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶ -----		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)		
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25).	1,825,000	2,000,000

What to Look for on Nonprofit IRS 990

EXPENSES – PROGRAM

How did the organization's total expenses break down among program, management, and fundraising expenses?

Form 990 (2009) Page 10

Part IX Statement of Functional Expenses
 Section 501(c)(3) and 501(c)(4) organizations must complete all columns.
 All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S. See Part IV, line 21				
2 Grants and other assistance to individuals in the U.S. See Part IV, line 22				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages				
8 Pension plan contributions (include section 401(k) and section 408(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part VII, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)				
a				
b				
c				
d				
e				
f All other expenses				
25 Total functional expenses. Add line 1 through 24f				
26 Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Form 990 (2009)

What to Look for on Nonprofit IRS 990

EXPENSES – FIGURING PERCENTAGES

How did the organization's total expenses break down among program, management, and fundraising expenses?

Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	1,100,000	1,200,000
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	175,000	200,000
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	550,000	600,000
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)		
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25).	1,825,000	2,000,000

How to determine percentage of expenses has been spent on a particular function:

Divide figure of a functional expense area (i.e, program services) by Total Expenses amount. Below are examples using sample data above:

“Grants and similar amounts paid” (line 13) make up 60% of total expenses
 $\$1,200,000 / \$2,000,000 = 60\%$

Management expenses (Line 15 – Salaries ..) make up 10% of total expenses
 $(\$200,000/\$2,000,000 = 10\%)$

“Fundraising expenses” (Line 16a) make up 30% of total expenses
 $(\$600,000/\$2,000,000 = 30\%)$

What to Look for on Nonprofit IRS 990

NET ASSETS

What can you tell from Net Assets?

		Beginning of Current Year	End of Year
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	1,080,000	1,200,000
	21 Total liabilities (Part X, line 26)	150,000	150,000
	22 Net assets or fund balances. Subtract line 21 from line 20	930,000	1,050,000

Net Assets provide some indication of the level of resources the organization has to help support its activities in the future.

- **Small Amount of Net Assets at End of Year**

Very generally, it might be expected organization would be quite dependent on a reliable and timely receipt of income in the ensuing period to be able to continue activities.

- **Large Amount of Net Assets at End of Year**

Likewise, in a very general sense, it might be expected organization, relative to its expenditures for the year being reported on, would begin the next period in a strong financial position and be able to endure a time of income shortfalls and still continue its activities.

What to Look for on Nonprofit IRS 990

NET ASSETS

What can you tell from Net Assets?

Part VII Organizations that follow SFAS 117, check here <input checked="" type="checkbox"/> and complete lines 27 through 29 and lines 33 and 34.			
27	Unrestricted net assets	1,093,795.	27 1,256,403.
28	Temporarily restricted net assets	125,131.	28 78,531.
29	Permanently restricted net assets		29
Part VIII Organizations that do not follow SFAS 117, check here <input type="checkbox"/> and complete lines 30 through 34.			
30	Capital stock or trust principal, or current funds		30
31	Paid-in or capital surplus, or land, building, and equipment fund		31
32	Retained earnings, endowment, accumulated income, or other funds		32
33	Total net assets or fund balances.	1,218,926.	33 1,334,934.
34	Total liabilities and net assets/fund balances.	1,903,783.	34 1,888,120.

This is a very general approach.

Some assets may consist of restricted endowments or other restricted assets.

Net assets need to be analyzed to determine what portion of such assets are practically available to help the organization meet its future needs.

What to Look for on Nonprofit IRS 990

PROGRAMS

What kinds of programs do the organization run and how much does it spend on them?

Part III Statement of Program Service Accomplishments (See the instructions.)

Form 990 is available for public inspection and, for some people, serves as the primary or sole source of information about a particular organization. How the public perceives an organization in such cases may be determined by the information presented on its return. Therefore, please make sure the return is complete and accurate and fully describes, in Part III, the organization's programs and accomplishments.

What is the organization's primary exempt purpose? ▶ All organizations must describe their exempt purpose achievements in a clear and concise manner. State the number of clients served, publications issued, etc. Discuss achievements that are not measurable. (Section 501(c)(3) and (4) organizations and 4947(a)(1) nonexempt charitable trusts must also enter the amount of grants and allocations to others.)	Program Service Expenses (Required for 501(c)(3) and (4) orgs., and 4947(a)(1) trusts; but optional for others.)
<p>a</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Grants and allocations \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/></p>	
<p>b</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Grants and allocations \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/></p>	
<p>c</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Grants and allocations \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/></p>	
<p>d</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Grants and allocations \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/></p>	
<p>e Other program services (attach schedule)</p> <p>(Grants and allocations \$) If this amount includes foreign grants, check here ▶ <input type="checkbox"/></p>	
<p>f Total of Program Service Expenses (should equal line 44, column (B), Program services) ▶</p>	

What to Look for on Nonprofit IRS 990

COMPENSATION & HIGHEST PAID CONTRACTORS

Did the organization engage in any self-dealing transactions during the year?

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 in reportable compensation from the organization ▶

	Yes	No
3 Did the organization list any former officer, director or trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual.</i>		
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization.

(A) Name and business address	(B) Description of services	(C) Compensation
2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 in compensation from the organization ▶		

Form 990 (2009)

What to Look for on Nonprofit IRS 990

LOBBYING ACTIVITY

Does the organization lobby?

Part IV Checklist of Required Schedules		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>		
2	Is the organization required to complete Schedule B, Schedule of Contributors?		
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities? <i>If "Yes," complete Schedule C, Part II</i>		
5	Section 501(c)(4), 501(c)(5), and 501(c)(6) organizations. Is the organization subject to the section 6033(e) notice and reporting requirement and proxy tax? <i>If "Yes," complete Schedule C, Part III</i>		
6	Did the organization maintain any donor advised funds or any similar funds or accounts where donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		
9	Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		
10	Did the organization, directly or through a related organization, hold assets in term, permanent, or quasi-endowments? <i>If "Yes," complete Schedule D, Part V</i>		
11	Is the organization's answer to any of the following questions "Yes"? <i>If so, complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable</i>		

What to Look for on Nonprofit IRS 990

OTHER DISCLOSURES

Review other disclosures for additional insight:

12	Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI, XII, and XIII.</i>				
12A	Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," completing Schedule D, Parts XI, XII, and XIII is optional.</i>	Yes	No		
13	Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>				
14a	Did the organization maintain an office, employees, or agents outside of the United States?				
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, and program service activities outside the United States? <i>If "Yes," complete Schedule F, Part I</i>				
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or assistance to any organization or entity located outside the United States? <i>If "Yes," complete Schedule F, Part II.</i>				
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or assistance to individuals located outside the United States? <i>If "Yes," complete Schedule F, Part III</i>				
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>				
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>				
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III.</i>				
20	Did the organization operate one or more hospitals? <i>If "Yes," complete Schedule H</i>				

Form **990** (2009)

Additional Documentation

Required agency documents for all volunteers to review:

For Review

- Agency Review Policy and Procedures

Templates to be Downloaded, Completed and Uploaded

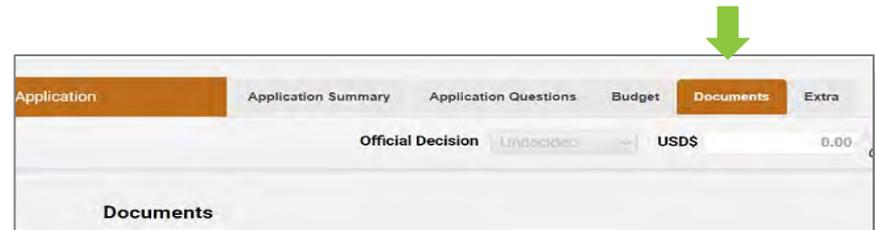
- List of Assurances
- Certification Form (make sure to check appropriate boxes within the document)
- Board Information Form
- Financial Review Worksheet (IRS 990)

Additional Documents for All Agencies to Upload

- 501(c)(3) Letter or Letter of Exempt Status
- Management Letter/Auditor Recommendations (upload most recent)
- IRS Form 990 (upload most recent)
- Balance Sheet
- Photo of Services - a photo that represents your agency serving their primary population or service

Applicants Requesting More Than \$10,000

- Agency Budget (REQUIRED)
(This is an addition to the Program Budget located in the BUDGET tab of the application)

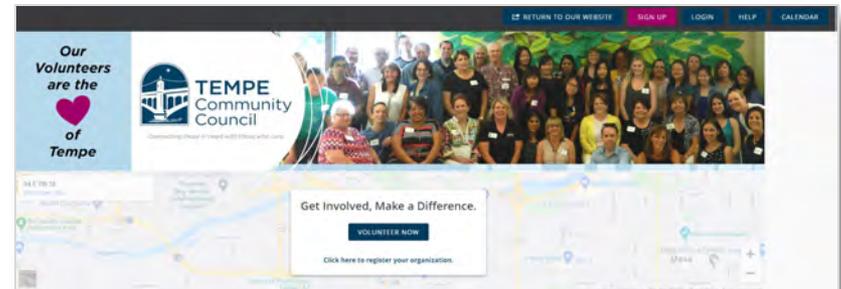


Volunteer Forms

- **Completed and stored in Galaxy**
- **Required to complete when signing up for first interview session**
- **Most forms completed one time unless updated or specific to volunteer opportunity**
 - Birthdate will be asked – check box for system to remember**
 - Sign and dated within Galaxy**
 - Viewable in your profile**

COMPLETE:

- **Confidentiality Agreement**
- **Conflict of Interest & Policy Statement AR 2023**
- **Volunteer Release (includes media) & Waiver of Liability**
- **Agency Conflict Question – for each interview session**



Confidentiality



- **All information must remain confidential** - including sensitive information about management issues, board conditions, staff assignments, specific client information, and/or financial information.
- **All discussions are to remain within the panel regarding applicant agencies and evaluation/allocation processes.** Information shared outside of the panel may be misinterpreted and out of context of the entire discussion.
- **Panel members who violate confidentiality of the evaluation/allocation process may be dismissed** from the panel or may not be allowed to serve on future panels.
- **Read and sign statement** in Galaxy.

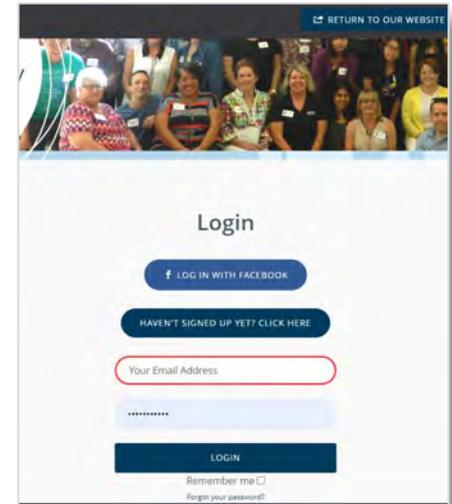
Conflict of Interest

- Read, sign and submit forms/ waivers in Galaxy!
- Any conflicts to declare, email Kim kim_vannimwegen@tempe.gov
- Conflicts include range of past TWO years.



How to Sign Up for Interview Session

1. Login to Galaxy volunteer portal
tempecommunitycouncil.galaxydigital.com
2. View Opportunities for interview dates/sessions
(Example: AR 2023 Interviews - Mar 1 AM Session)
 - Interviews are March 1-10 or 20-24
 - Sessions are AM (8:30-Noon) or PM (1:00-4:30pm)
 - Agency names listed in the description of each session
3. Click on “respond” to sign up
4. Qualifications needed for forms or question will be prompted
5. After submitting qualifications, click “respond” again to sign-up
6. Green box will appear at top of screen and email confirmation sent
Your Qualifications have been submitted.
7. Any problems signing up contact Kim (480.858.2303) or Cindy (480.858.2310)



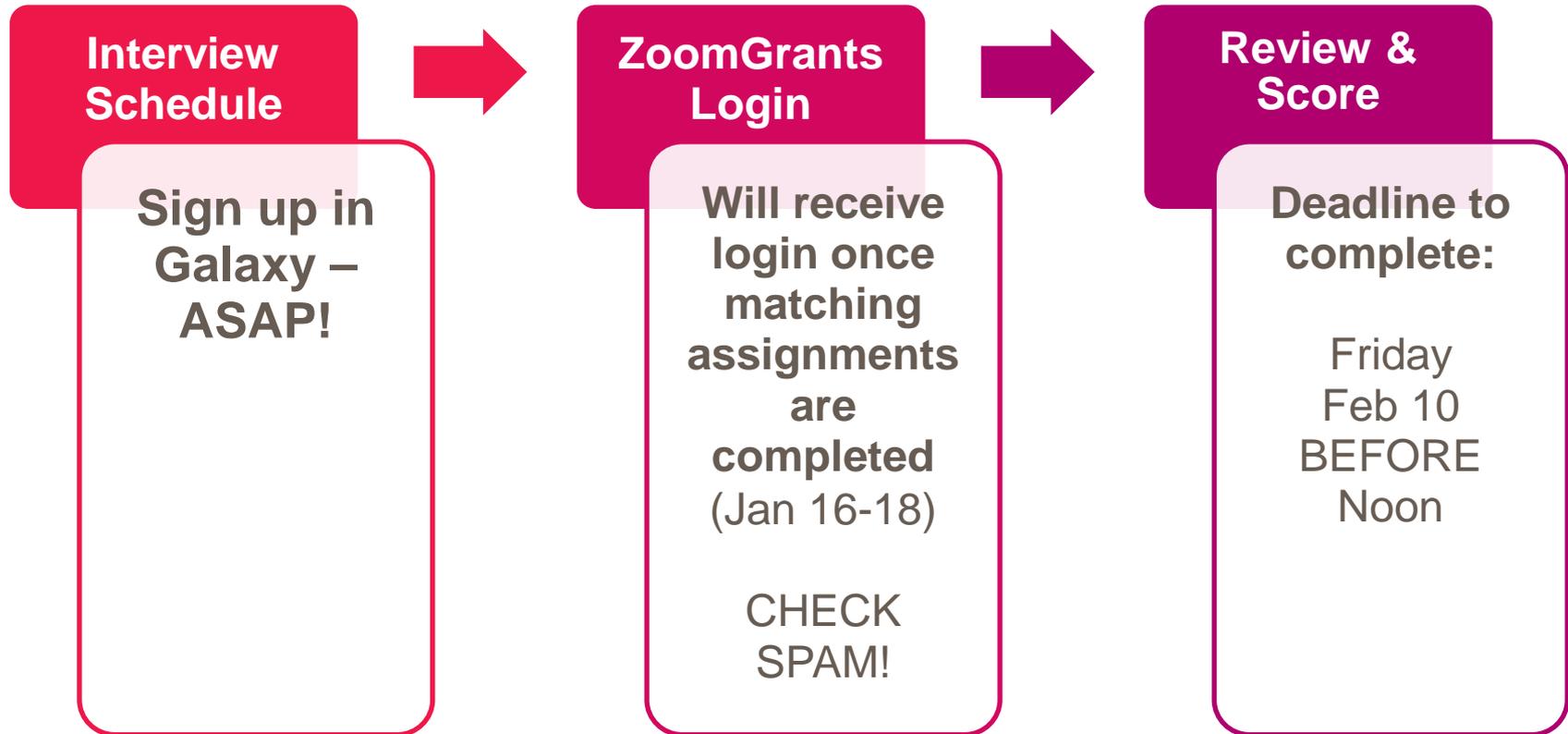
Log Your Volunteer Time

**REMEMBER TO LOG YOUR VOLUNTEER HOURS
IN GALAXY**
(includes review and scoring time)

The screenshot displays the Galaxy volunteer management system interface. The top navigation bar includes links for 'RETURN TO OUR WEBSITE', 'VOLUNTEER', 'ADD HOURS', and 'CALENDAR'. The 'VOLUNTEER' button is circled in green. The main content area features the Tempe Community Council logo and a group photo of volunteers. The 'Track Hours' section is active, showing a table of logged volunteer hours.

DATE	DETAILS	TYPE	HOURS	MILES TRAVELED	STATUS
Sep 22, 2021	Finance Committee Board of Directors		1.00	0	<input checked="" type="checkbox"/>

Next Steps



Questions?

Assistance

Technical Questions

Questions@ZoomGrants.com

ZoomGrants Navigation/Technical Issues

1.866.323.5404 Ext 2

Program Questions

Tempe Community Council

Kim Van Nimwegen, Community Impact Manager

480.858.2303 | kim_vannimwegen@tempe.gov



Financial Review Questions

Kevin Brown 602.859.0085 | kevpro@gmail.com

Lindsay Bridge 480.560.8027 | lindsaybridge14@yahoo.com

Galaxy Questions

Kim (above) or Cindy Kominska, 480.858-2310 | cindy_kominska@tempe.gov.

Thank you!

We value the time and care
you put into this process.





TEMPE
Community
Council

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