



TEMPE
Community
Council

Agency Review Pre-Application Training



HUMAN SERVICES FUNDING 2025-26

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:**
tempecommunitycouncil.org

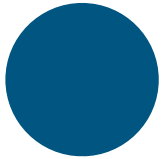
Agenda



- Thank You & Introductions
- Agency Review Overview
- Timeline
- Funding
- What's new?
- Performance Measures and Monitoring
- ZoomGrants Overview
- Questions



Why Agency Review



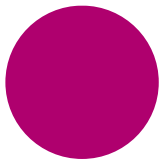
Connecting those in need to those that care



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.

Minimum Agency Requirements



501(c)3 Status



**Human Services
Focused**




**Serve Tempe
Residents**


Eligible Activities



Prevention work



Assist in improving health, well-being, and quality of life



Directed toward people who are economically disadvantaged or become economically challenged through unexpected life circumstances



Encourage partnerships between agencies/government and the private sector

City of Tempe

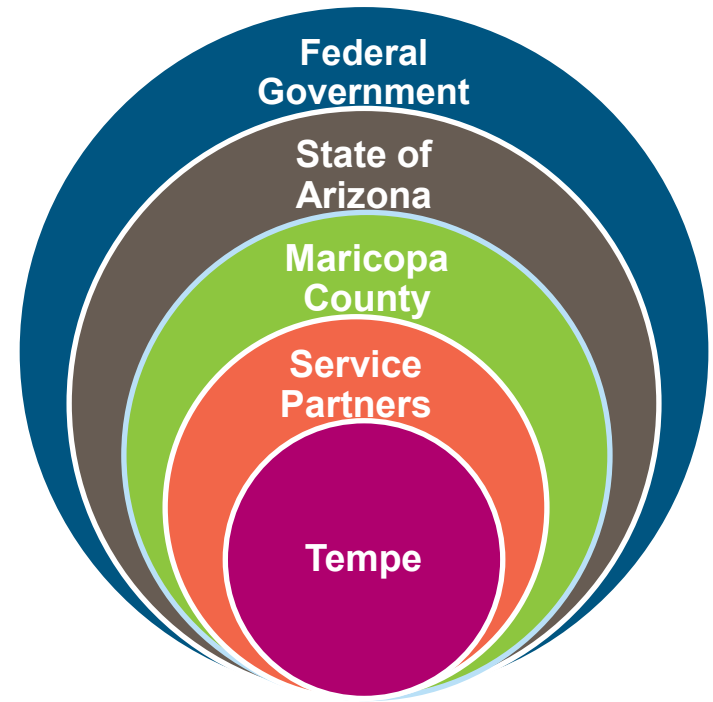
PARTNERSHIPS

Tempe Community Council	City of Tempe (Community Health & Human Services)
Agency Review	CARE 7
Care Fair and Don Carlos	Community Supervision
Youth & Families – Threadz, Teen Positive Parenting Program, Open Horizons	Family and 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

Website: tempe.gov/government/community-health-and-human-services

Human Services

COLLABORATING FOR POSITIVE OUTCOMES



Timeline

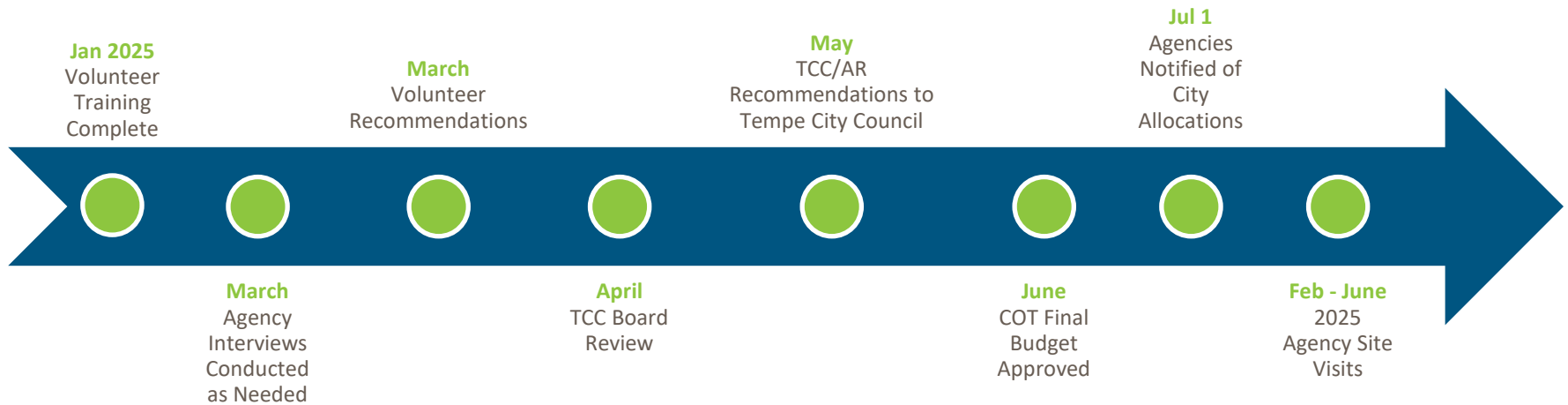
AGENCY REVIEW FUNDING PROCESS SCHEDULE

City of Tempe Human Service Funding FY 2025/26

WHEN	ACTION
November 5, 2024 9:30-11:30 AM	Pre-Application Grant & Technical Training via ZOOM Organizations interested in applying for funds should attend. If you have a scheduling conflict OR unable to attend the training, please contact TCC. Contact: Kim_VanNimwegen@tempe.gov or 480.858.2300 for more information.
November 13, 2024 12:00 PM/Noon	Application opens in ZoomGrants https://www.zoomgrants.com/gprop.asp?donorid=2311&limited=5365
December 11, 2024 <u>Before</u> 4:00 PM Arizona time	Application due in ZoomGrants (late proposals <u>will not be accepted</u>)
March 2025	Agency Interviews (as needed)
May 2025	Recommendations presented to Tempe City Council at a Work Study Session
June 2025	City of Tempe final budget approval
July 1, 2025	Agencies are officially notified of City allocations

Agency Review

HIGH LEVEL TIMELINE



Applications DUE
Wednesday, December 11
Before 4:00 PM Arizona Time

Funding Sources

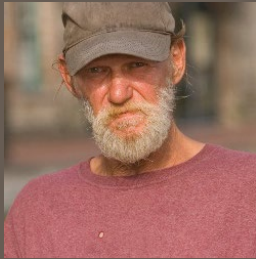


City of Tempe General Funds
Together Tempe - Voluntary Donations via Utility Payment
Together Tempe - Tempe Community Council

Approximately \$1.1 Million



Target Populations



Homelessness



Working Poor



Youth



Sexual and
Domestic Abuse



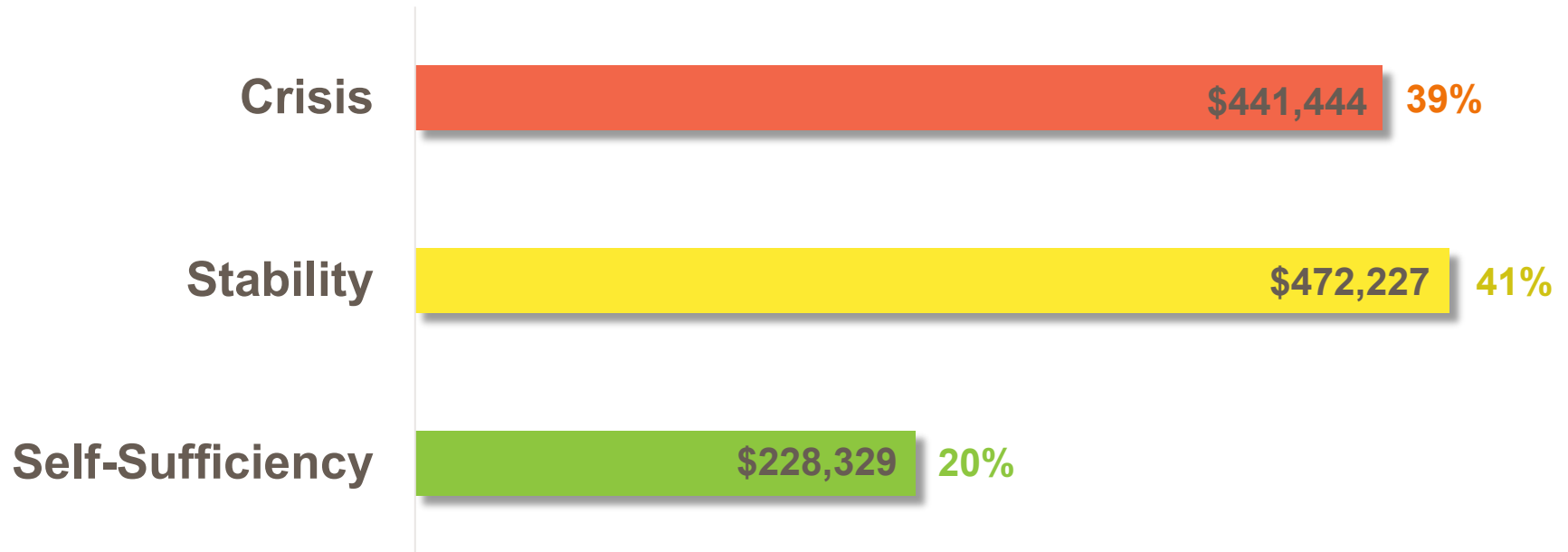
Individuals with
Disabilities



Older Adults

Funding Categories

FUNDING YEAR 2024-25



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

2024-25 Needs Assessment



**Tempe Community Council
Human Services Needs Survey 2024 is Now Open!**

Help determine how Tempe tax dollars support those in need.

Your voice matters! Help human service organizations better understand our community needs and identify assistance that supports residents. Take the Tempe Community Council (TCC) Human Services Needs Assessment survey. The survey is open to any adult who lives in Tempe.

TCC, a nonprofit human services agency, works closely with the City of Tempe to support people who live in Tempe and help them thrive. TCC and the city want to hear about your experiences and how your life could be better. Your feedback will help all people living in Tempe.

The survey will take approximately 25 minutes to complete. Survey participants will have the option to enter a drawing for a \$45 gift card upon survey completion. Three gift cards will be given.




TAKE THE SURVEY
<https://asupublicprograms.co1.qualtrics.com/jfe/form/SV6kzE5apDzcxLFA>


For more information visit:
tempecommunitycouncil.org

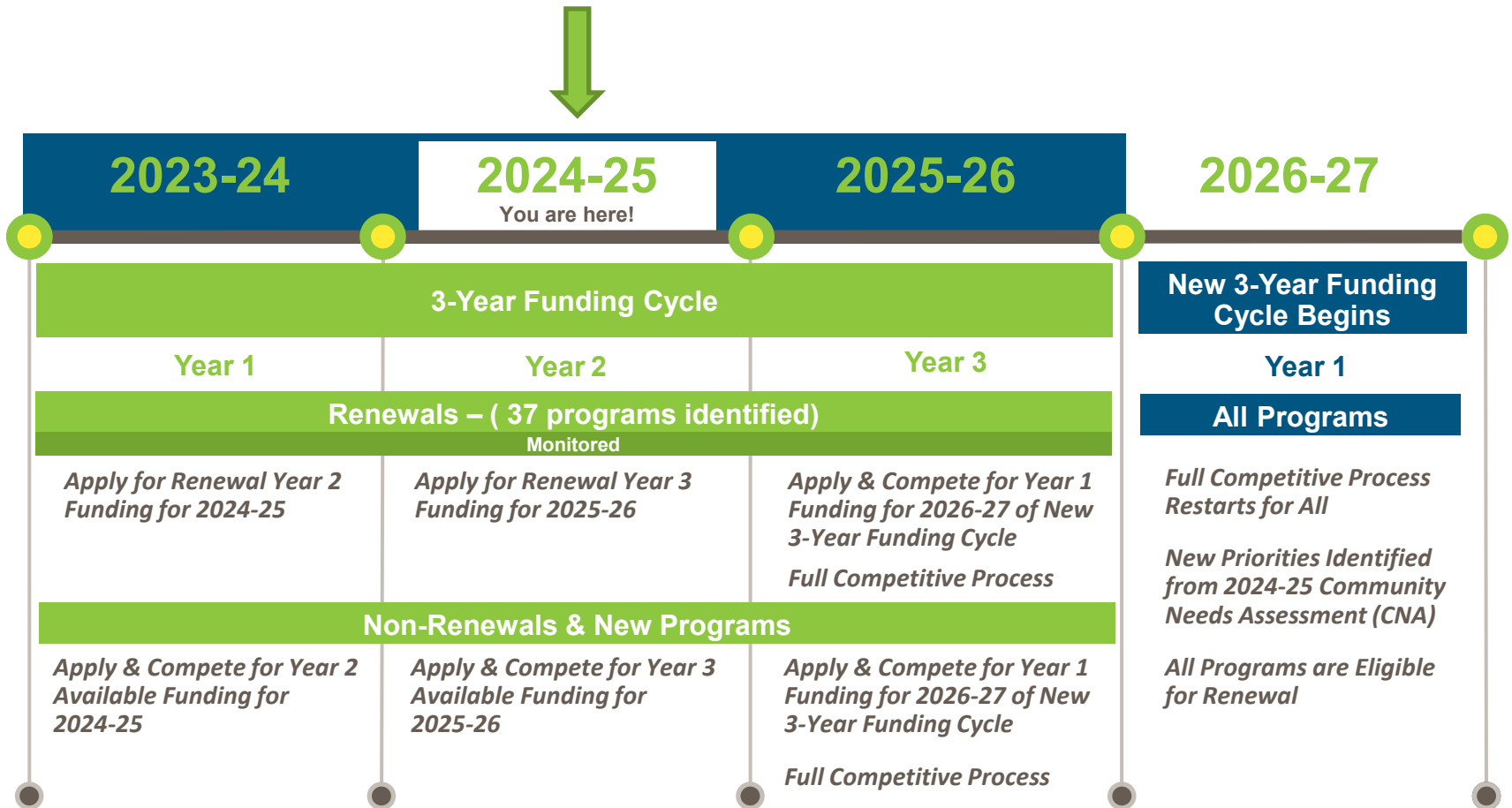
Email: tccinformation@tempe.gov

Deadline Extended: Monday, November 11, 2024

ASU IRB # STUDY 0020225 | Approval Period 6/5/2024

- Currently being conducted
 - Consultant is ASU - SIRC
 - Community Survey deadline November 11 (extended)
- 
- Provider survey coming this week
 - Final Report – March 2025

Proposed 3-Year Funding Cycle



Application

WHAT'S NEW / HIGHLIGHTED FOR 2025



- **Renewal funding** - Continues
- **Interviews** - As needed
- **Mental health and wellness outcome measure for all populations** – Ongoing
- **Community Needs Assessment – In Process**
tempecommunitycouncil.org/needs-assessment-2024

Renewal Application Criteria

2025-26

- 1 Program is **currently funded** for 2024-25 Agency Review funding year.
- 2 Program/agency must have been **continuously funded** through Agency Review for the prior 5 years (since FY 2019–20).
- 3 Program must be continuing into renewal year with the **same or very similar program**, and program objectives and intended results for continued funding are expected to be broadly consistent with original approved scope of work.
- 4 Program must currently be **meeting or exceeding stated outcomes and contracted goals** at the time of application for renewal.
- 5 Program/agency must have been **approved** by the Community Impact Committee of Tempe Community Council's board to participate in this renewal opportunity.

New/Yearly Funding Request Requirement

- 1 NEW programs and agencies** – maximum request not to exceed \$30,000
- 2 YEARLY programs** – may ask for more than \$30,000; there is no max amount which may be requested

Application

COMPLIANCE DOCUMENTS



- Agency Review Pre-Application Manual / Policy and Procedures
- Board of Directors Roster
- 501(c)3
- 990
- Audit
- Management Letter/Auditor Recommendation
- Balance Sheet
- Financial Review Worksheet
- List of Assurances
- Certification Form
- Photo of Services

Application

BUDGET

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



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 (only as needed)
- Allocation Discussion and Consensus
- Attend Site Visits
- Invited to Community of Practice meetings

Renewal Application Criteria

2025-26

	Proposal Evaluation Categories
1	Management and Documents
2	Services/Program Design
3	Performance Outcomes & Indicators
4	Budget
5	Interviews (as needed)
6	Accessibility/Equity/Diversity 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

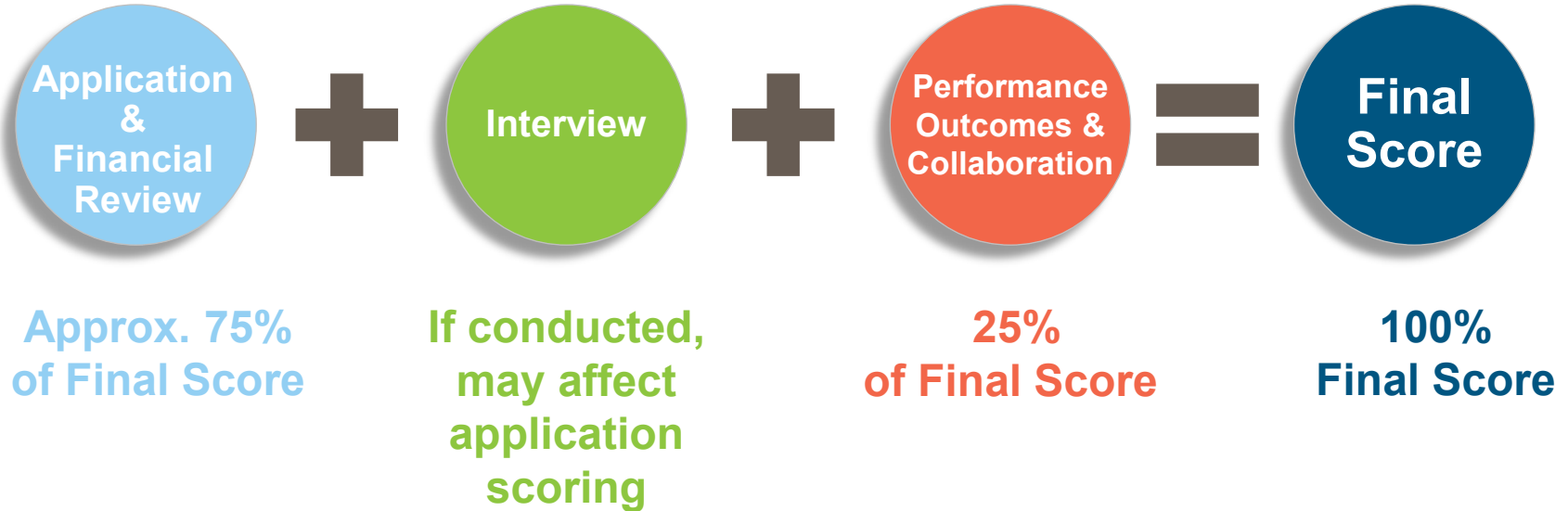
Scoring Criteria

NEW APPLICATIONS



Scoring Criteria

RENEWAL APPLICATIONS





TEMPE
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Agency Review

Pre-Application Training:

PERFORMANCE MEASURES

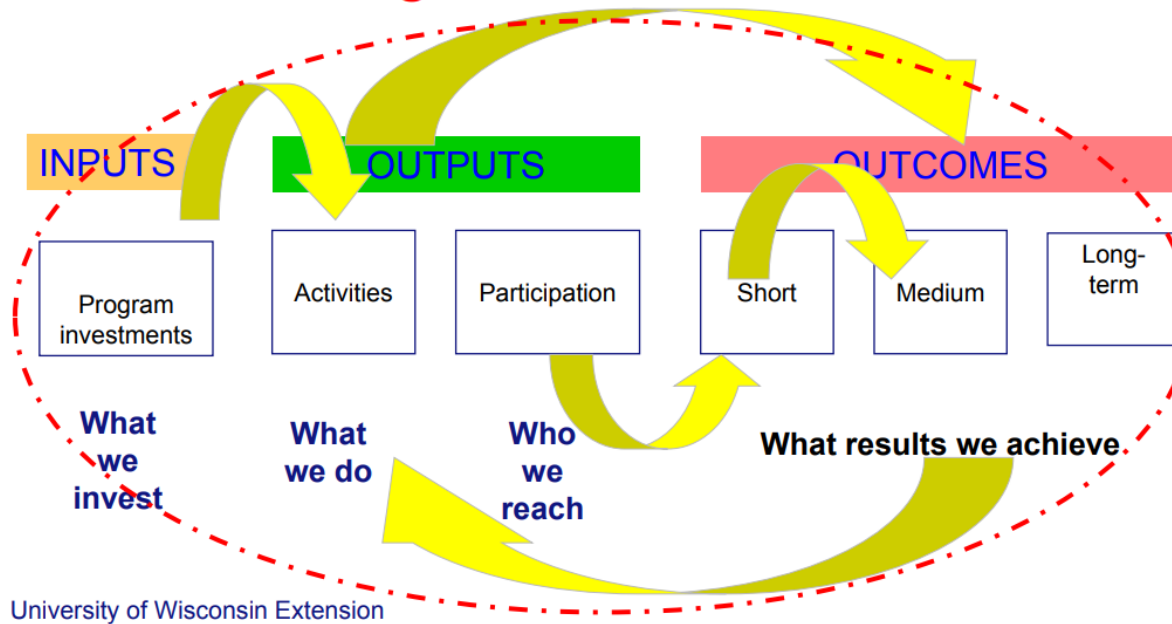


HUMAN SERVICES FUNDING 2025-26

Outcome Measures

Remember, a logic model is a representation. In real life:

Programs are not linear!

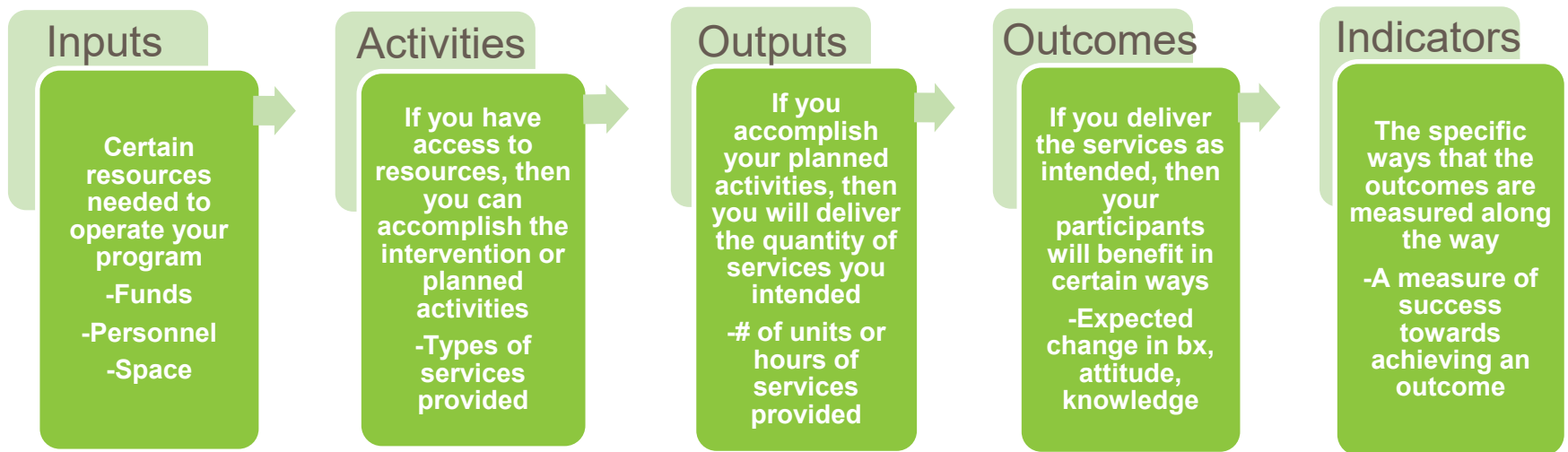


Goals, Outcomes and Indicators

	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



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.

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

Written
Outcome

“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 first 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

Written Indicator

“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

A TOOL FOR PLANNING AND EVALUATION

Online Resources

- [A Guide to Developing and Outcome Logical Model and Measurement Plan](#)
- [Logic Models: A Beginner's Guide](#)
- [Evaluating Programs – Program Development and Evaluation](#)



Reporting Requirements

CONSIDERED IN SCORING



- **Quarterly Reports**
- **Past Performance**
- **Collaboration**
- **Participation**
(Care Fair, roundtables/Community of Practice, community needs assessment, Collaboration with City of Tempe human service projects, programs and services)

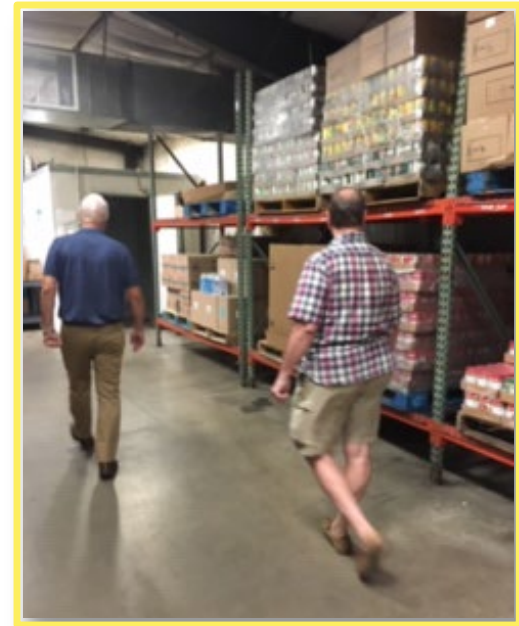
Monitoring Process

Quarterly Reports

Site Visits

Partnership Building

- Community of Practice
- Participation at Care Fair
- Developing new collaborations and referral process
- Knowledge and resource sharing



ZoomGrants

GETTING STARTED

Accessing ZoomGrants

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

<https://www.zoomgrants.com/gprop.asp?donorid=2311&limited=5365>

Opens November 13

Technical Questions?

- Search for a quick answer at [ZoomGrants University \(help.zoomgrants.com\)](http://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.

ZoomGrants

WHICH GRANT DO I CHOOSE?

Branching Question #3

For which type of grant are you applying?

Renewal/Multiyear option is for agencies and programs that meet all criteria for this option and have been notified by TCC that they may apply under this option.

Yearly option is for all other applicants not meeting renewal option above.

- ☐ Renewal/Multiyear (approved by TCC only)
- ☐ Yearly (new and returning)

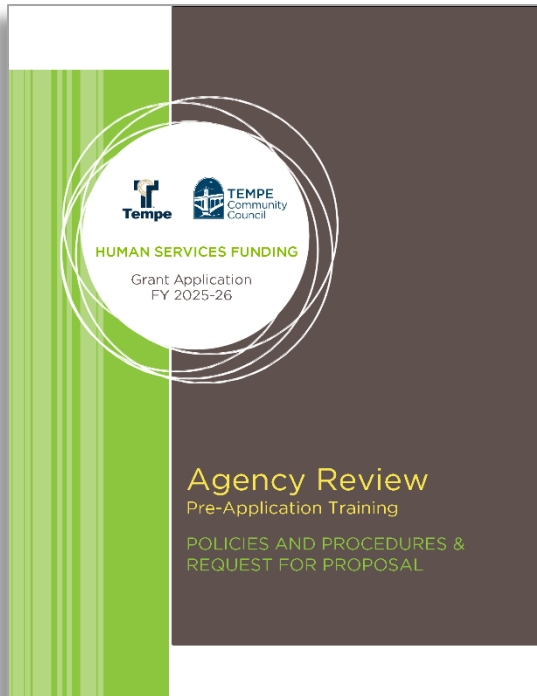
ZoomGrants

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](#)



Agency Review Manual



Download and read Agency Review Pre-Application Training manual for details, policies, procedures, timeline, guidelines for creation of performance measures, appeals process, and more.

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 11, 2024 before 4:00pm (Arizona Time)

Deadline to Apply:
December 11, 2024
BEFORE 4pm (Arizona Time)

Questions?

Kim Van Nimwegen
kim_vannimwegen@tempe.gov
480.858.2303



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