



HUMAN SERVICES FUNDING

Grant Application
FY 2025-26

Agency Review

Pre-Application Training Manual

POLICIES AND PROCEDURES &
REQUEST FOR PROPOSAL

CITY OF TEMPE, ARIZONA
HUMAN SERVICES “AGENCY REVIEW” POLICIES & PROCEDURES
& FISCAL YEAR 2025-26 APPLICATION INFORMATION

Funding Process Schedule

WHEN	ACTION
November 5, 2024 9:30-11:30am	<p>Pre-Application Grant & Technical Training via ZOOM</p> <p>Organizations interested in applying for funds should attend this orientation and training. New agencies (not funded in the previous year) are highly encouraged to attend. All returning agencies should also attend since there are changes to the application process. If you have a scheduling conflict OR unable to attend the training, please contact TCC.</p> <p>Contact: Kim_VanNimwegen@tempe.gov or 480.858.2300 for more information.</p>
November 13, 2024 12:00/Noon	<p>Application opens in ZoomGrants</p> <p>https://www.zoomgrants.com/gprop.asp?donorid=2311&limited=5365</p>
December 11, 2024 BEFORE 4:00 pm Arizona Time	<p>Application due in ZoomGrants (late proposals will not be accepted)</p>
March 2025	<p>Agency Interviews (as needed)</p>
May 2025	<p>Recommendations presented to Tempe City Council at a Work Study Session</p>
June 2025	<p>City of Tempe final budget approval</p>
July 1, 2025	<p>Agencies are officially notified of funding allocations</p>

Background

For over 40 years, Tempe Community Council (TCC) has managed and administered the allocation of human services dollars by the City of Tempe (COT) to local nonprofit human services organizations. Resources are allocated to the organizations through a volunteer, citizen-based review process titled, “Agency Review.”

Agency Review funds come from the COT General Revenue Fund, and through the Together Tempe program via the City of Tempe water bill customer voluntary donation option and direct donations through Tempe Community Council. Total funds allocated are approximately \$1.1 million to Valley-wide agencies serving Tempe clients.

Purpose

The COT through TCC, initiates the Request for Proposals (RFP) to solicit applications from human services agencies serving Tempe clients. The goal of Agency Review is to assist and make recommendations to the Tempe City Council in establishing criteria for City funding of human services programs. Final funding decisions are legally that of the Tempe City Council.

Funding Priorities

Tempe Community Council is currently collaborating with Arizona State University's Southwest Interdisciplinary Research Center (SIRC) to conduct an in-depth assessment of human service needs across Tempe. This study will yield actionable insights and strategic recommendations that TCC and its partners can employ to address critical service gaps. The assessment, along with additional community input and considerations, will help guide the prioritization of our funding each year.

This report is expected to be finalized by March 2025. In the interim, **our funding focus will remain on enhancing mental health access and services**, a priority area identified as critical for the upcoming year.

We recognize that many of our established and current agency partners may not have a primary focus on mental or behavioral health; however, a significant number do incorporate these aspects through wholistic programming or partnerships, that support mental health and well-being among the populations they serve.

Historically, some agencies have provided mental health and well-being supportive services without explicitly naming these activities, partnerships, or outcomes in previous funding applications. As part of the current funding cycle, the City of Tempe's human services funding application, administered by TCC, now includes questions for agencies to outline their contributions to mental health outcomes, whether direct or indirect.

Agencies are asked to describe how their programs support positive mental health, wellness, and/or behavioral health outcomes, and to detail the methods they use to measure these impacts. This information will enhance our understanding of the mental health support services our partners already provide and identify remaining gaps in services across the community.

Each application includes a question asking applicants to explain how their proposed programs contribute to positive mental health, wellness, and/or behavioral health outcomes, along with the methods they use to measure these outcomes.

Application Question: Describe how the proposed program directly or indirectly promotes healthy mental health, wellness or behavioral health outcomes for the participant/s. Include the following details:

- Describe the service provided. (Examples: Change in mental health status, including symptom change, response, remission, relapse, and recurrence, comorbid physical health conditions, substance use problems, developmental disorders, other mental health problems, mortality, socialization skills and behavior, functional status, quality of life, service utilization, e.g., visits, hospitalizations).
- Cite best practice used.
- Does your service provide or collaborate with others to provide assessment, diagnosis, treatment, or counseling services?
- What are the credentials of staff providing these services?
- How will this change be measured?

- How does the organization support the well-being and mental health of your frontline staff?
- Provide one outcome measurement using the following template:

___ (#) and ___ (%) of _____ (Participant type: families, youth) will _____ (Direction of change: increase, improve, modify) their _____ (Type of change: knowledge, attitude, condition) of/towards _____ (Area of change: employment, food security)

For the purpose of answering the application questions the following definitions and examples are provided.

Definitions

- Mental Health: Mental health encompasses emotional, psychological, and social well-being. It influences cognition, perception, and behavior. It also determines how an individual handles stress, interpersonal relationships, and decision-making. Mental health includes subjective well-being, perceived self-efficacy, autonomy, competence, intergenerational dependence, and self-actualization of one's intellectual and emotional potential, among others. From the perspectives of positive psychology or holism, mental health may include an individual's ability to enjoy life and to create a balance between life activities and efforts to achieve psychological resilience.
- Outcome Measure: An outcome measure in mental health care can be defined as a tool used to measure the effect on a person's mental health because of health care intervention, plus any additional extra-therapeutic influences. Specifically, outcome measures are quantitative indicators used at two or more points in time: baseline, post-intervention, discharge, or follow-ups.

Examples of Types of Programs (not all inclusive)

- Access to Care - These projects focus on access to outpatient mental health services and integrated healthcare services, mobile outreach, and transportation services.
- Co-occurring Psychiatric and Substance Use Disorders - These projects focus on meeting identified inpatient, outpatient, and crisis response needs of individuals with co-occurring mental health issues and substance use disorders.
- Crisis and Forensic Services - These projects represent collaborative efforts to develop and enhance coordinated care, mental health deputy response, and continuity of care related to jail release approaches across community crisis and first responder systems of care.
- Peer Support Services - These projects include recovery-focused clubhouses, peer support services, and educational training to develop peer providers within community service delivery structures.
- School-Based and Early Intervention - These projects focus on prevention and intervention, school-based response, and at-risk screening and identification of first episode psychosis in young adults.

Category of Services

The program category indicates the primary focus of your services, aligning your program within a spectrum ranging from crisis intervention to stability, and ultimately to self-sufficiency. While we recognize that some programs may operate across this entire continuum, only one category should be selected. These categories are defined as follows:

- **Crisis:** Investments for Moving Clients Out of Immediate Crisis - May include, but are not limited to, programs providing basic needs, such as provision of food; water; clothing; crisis shelter; detoxification treatments; etc.
- **Stability:** Investments for Establishing Stability for Clients - Clients' basic needs are met, and program is moving them to greater functioning. May include, but not limited to, rental and utility assistance; case management; counseling; transitional housing; substance abuse prevention education; etc.
- **Self-Sufficiency:** Investments for Maintaining Self-Sufficiency for Clients - May include, but not limited to, programs for: prevention; special populations; counseling; mentoring; youth development; foster care and adoption education; childcare; benefits assistance; in-home care; volunteer opportunities; home-delivered meals; congregate meals; etc.

TCC/COT Strategic Plan

TCC works closely with the City of Tempe's Community Health and Human Services Department (CHHS). Information about the programs and services offered by COT and CHHS can be found on their website: tempe.gov/government/community-health-and-human-services. Programs funded through human services unrestricted funds should support, enhance, or expand services provided by CHHS. A collaborative approach and collective impact are highly valued and serve as primary goals in making funding recommendations.

Additionally, through the Agency Review process and human services funding, TCC aligns with the City of Tempe's assigned Performance Measure as part of their Strategic Plan. This performance measure is tied to the Tempe City Council's Strategic Priority 3.10 to ensure that agencies who receive human service grants from the COT, achieve their performance goals related to homelessness, children and youth, domestic and sexual violence, working poor, older adults, and individuals with disabilities.

Guideline for Creation of Performance Measures

Performance measures show the community the value of your services, clearly and succinctly communicate your impact, and can be used for future funding requests to show program effectiveness.

At the end of each fiscal year your final outcome measures will be reported out to Tempe City Council and the community through the City of Tempe's Community Health and Human Services' annual Impact Report.

Like the mental health outcome question described previously, you are required to submit two additional performance outcome measures. Utilize the tips below to create strong performance measures.

Definitions: Goals, Outcomes, and Indicators

- **Goal** - An aspirational "big picture" statement about what you hope to achieve

with this program.

- **Outcomes** - 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.
- **Indicators** - The way that an outcome can be measured which indicates success towards the outcome. There may be multiple indicators per outcome.

Developing Outcomes

Outcome measures must include ALL the following components:

- # of Tempe participants expected to achieve this outcome
- % of Tempe participants expected to achieve this outcome
- Type of participants
- Direction of change
- Type of change
- Area of change

 (#) and (%) of (Participant type: families, youth) will (Direction of change: increase, improve, modify) their (Type of change: knowledge, attitude, condition) of/towards (Area of change: employment, food security)

Developing Indicators

Indicators are written in the same format as outcome statements but focus on how you will measure progress on the outcome. They are the most direct evidence of your program's success. An indicator should be more specific than the outcome by demonstrating the specific data collected that will define success and the method of data collection. For example, if an outcome focuses on improving health, the indicator should specify what aspect of health (e.g., cessation of smoking, disease rates, regular exercise) and how that aspect will be measured (e.g., self-report, survey data). There are often multiple indicators for one outcome statement.

Example A (Simple)

- **Goal:** provide safe and nutritious meals and a welcoming environment for our guests.
- **Outcome:** 100% or 300 homeless individuals will have increased access to nutritious meals.
- **Indicator:** by July 2021, 100% or 300 homeless individuals will be served at the nightly meal service as measured by attendance records.

Example B (Complex)

- **Goal:** increase self-confidence, academic outcomes, and school retention rates among at-risk Tempe youth.
- **Outcome:** 90% or 65 youth will have increased exposure to positive behavior supporting activities to improve their attitude toward risky behaviors.
- **Indicator 1:** 1 month following the intervention, 90% or 65 youth will have maintained or increased their total score on the Youth Outcome Survey (YOS), which measures attitudes towards risky behaviors including drug use, physical violence, unprotected sex, and alcohol use.
- **Indicator 2:** 85% or 61 youth will report involvement in at least 1 extracurricular activity or personal interest, as measured by self-report during one-on-one youth interviews at least 2 months following entry into the program.

Minimum Agency Qualifications

Nonprofit agencies serving Tempe clients are eligible to apply. Eligible human services organizations must:

- Be a 501(c)3 health and human service organization status
- Serve 100% Tempe residents with funds received from the City of Tempe

TCC defines "human services" as programs and services for clients who are economically disadvantaged or face financial hardship due to unexpected life events.

The COT funds a wide range of services aimed at helping Tempe residents achieve their highest level of self-sufficiency and well-being.

Programs being funded must align this City of Tempe guideline:

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or use of a service animal by a person with disabilities.

Proposal Requirements

Human services agencies are invited to submit a proposal via the ZoomGrants data management system. Proposals should detail measurable goals and objectives, specifically addressing the human service needs the program aims to meet.

Note: Organizations may apply for more than one program grant.

Pre-Application Training/Technical Assistance

All prospective agencies are encouraged to attend the pre-application training held on November 5, 2024, from 9:30-11:30 am via Zoom. If unable to attend, agencies are to contact TCC Community Impact Manager Kim Van Nimwegen (kim_vannimwegen@tempe.gov) for a link to the recorded training session or visit this webpage: tempecommunitycouncil.org/agency-review-apply-for-funding.

Application Categories

There are two categories of applicants.

1. Renewals – These are applicants who meet special criteria (see below under renewal application)
2. Yearly Applicants – This category includes agencies and programs that are new to applying or for those who do not meet the renewal criteria below.

An agency or program may have one or more programs in each category.

Renewal Application

There is a renewal option available for agencies/programs. This option applies to agencies/programs that meet the following criteria:

1. The program is **currently funded** for this 2024-2025 Agency Review fiscal year.

2. The program/agency must have been **continuously funded** through Agency Review for the prior five (5) years (since FY 2019–2020).
3. The program must be continuing into the renewal year with the **same or a very similar program**, and the program objectives and intended results for continued funding are expected to be broadly consistent with the original approved scope of work.
4. The program must currently be **meeting or exceeding your stated outcomes and contracted goals** at the time of application for the renewal.
5. The program/agency must have **been approved by the Community Impact Committee** of the Tempe Community Council board to participate in this renewal opportunity.

Selecting the renewal option means that, if approved, your program will receive level funding equal to the amount awarded in fiscal year 2024-2025).

Programs or agencies may also choose NOT to apply for funding renewal through the renewal option.

If an agency chooses to apply for increased funding, they must apply through the yearly option application process, where their application will enter a fully competitive review along with both new and returning programs and agencies – all competing for the same funding pool.

Renewal applicants will submit their applications for consideration through ZoomGrants. The agency will need to provide basic contact and organizational information, answer the renewal-specific questions, and upload all requested documents.

As a renewal applicant you will be prompted to answer the following question in ZoomGrants:

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. All other applicants should apply under the Yearly option.

<input type="radio"/>	Renewal/Multiyear (approved by TCC only)
<input type="radio"/>	Yearly (new and returning)

You will answer the “Renewal/Multiyear” question (approved by TCC only), which is a branching question. This will lead you to two follow-up questions that you will need to complete.

Renewal Application Questions and Narrative

(See Renewal Tip Sheet - Appendix B of this document for more detailed information)

TCC/COT reserves the right, at our sole and absolute discretion, to reject any and all proposals received without penalty and to not issue a contract as a result of this process.

Yearly Applications

If you choose the Yearly option, you will be directed to answer 33 questions and to upload all required documents.

Submission of Proposals

The deadline to submit proposals into the **ZoomGrants** system is **Wednesday, December 11, 2024, BEFORE 4:00 PM Arizona time**. Late proposals will not be accepted.

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

This ZoomGrants link will open on November 13th at noon.

Late Clause

Applications uploaded to the ZoomGrants system after the deadline will be considered late and will not be rated, ranked, or considered for funding. TCC is not responsible for late submissions; it is the responsibility of each agency to submit proposals well in advance to ensure they are received **BEFORE 4:00 p.m.** (Arizona time) on December 11, 2024. **Note:** Agencies that wait until just before 4:00 p.m. risk being held in an electronic queue, which may result in a late submission.

Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about July 1, 2025, and to end on or about June 30, 2026. Contract renewals or extensions, if any, shall be at the sole discretion of the Tempe City Council.

Evaluation

To allocate funds appropriately, members of the volunteer citizen-based review panel will evaluate and score applications based upon how the program will serve human services needs within Tempe (TCC staff will monitor expenditures of grant funds). Proposals may be evaluated using the following criteria, but are not limited to:

Management

- Experience/expertise of executive director and/or staff
- Board members expertise and affiliation
- Agency experience and expertise
- Proposed program effectively works with community collaborators to deliver service(s)

Service

- How program(s) addresses equity for all (bi-racial, indigenous, people of color, gender identity, disabilities, sexual identity, or sexual orientation)
- How program(s) addresses the City of Tempe's priorities for human service funds
- The program's delivery and accessibility to clients
- How service(s) addresses a critical human service need in Tempe
- If service(s) are in an appropriate or accessible location
- If program(s) serve a significant number of Tempe clients respective to the service offered
- If the program(s) addresses a high priority need as identified in the 2021 Comprehensive Tempe Human Services Community Needs Assessment Survey (Mental Health and Wellness)
- If the program has documented positive collaboration with COT human services programs

Performance Outcomes

- Clear projected goals and measurable outcomes
- Program performance from previous year
- Collaboration and coordination with other organizations

- Budget
- Reasonableness of budget-given program objectives
- Leveraging of City/other funds
- Program demonstrates broad financial support
- Interview (if needed)
- Participation with TCC activities such as Care Fair, Community of Practice, and the community needs assessment.

Documentation

Below is a list of required documents for all agencies to review and complete (found under the DOCUMENTS TAB in ZoomGrants). Some documents are for review only; others are templates with fillable fields, which are to be completed and uploaded. They are as follows:

For Review

- Agency Review Pre-Application Training manual which includes the Policies 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 to the DOCUMENTS Tab (there are no templates, use your own design)
- 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. If you include a success story, photos related to the story are best. Please note the following needs related to photos submitted:
 - Single photos - not in a collage format. Multiple separate photos are welcome.
 - Are in an image file format, i.e., .png, .jpg, etc. Some PDF versions work - direct image files are preferred.
 - Photos submitted will be considered available for use by TCC to publish in social media, reports and documents related to human services funded programs and services.

Applicants Requesting More Than \$10,000

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

Interviews

Each year all applicants may be interviewed as part of the Agency Review process. The agency interview may be needed to clarify the agency proposal. TCC values our community volunteers and all our agency partners, and as such, we adhere to the interview schedule. Therefore, should an agency not attend the interview, the interview cannot be rescheduled, and the agency will receive zero points or negative scoring due to questions going unanswered, for the interview component of the overall ranking of agency proposals. (Rare and extenuating circumstances, e.g., interviewees are in an accident on the way to the interview, may be considered.) Likewise, agencies that are tardy to the interview will not be provided additional time than that already allocated.

Agencies may receive a list of Agency Review questions prior to the scheduled interview. Agencies will want to carefully review the questions and based on those questions, have the proper agency personnel available at the interview to respond to the provided questions. This is your agency's opportunity to respond to the questions raised in your written proposal. Interviews may be virtual at TCC's discretion.

Special Meetings

TCC reserves the right to interview any agency at any time regarding its organization and/or programs or if staff deems it would be beneficial to the citizen-based review panel.

Notification to Proposers

After award recommendations have been determined, the agency is notified by email that they have or have not received funding for the fiscal year. If the agency is funded, enclosed in the award letter is a Grant Summary Form (acting as a contract) which outlines the program, grant amount, fund type and volunteer comments from the citizen review panel or a link to the full program booklet.

Human services awards are issued to agencies in four quarterly payments mailed to the agency in the first week of each fiscal quarter beginning in July. All agencies that receive human services funding are required to submit quarterly reports via ZoomGrants.

Reporting Guidelines

All awarded human services agencies are required to complete online quarterly reports which must be completed and submitted using the ZoomGrants website. Quarterly reports must be filed in a timely manner or disbursement of funds will be delayed. In cooperation with the City of Tempe, TCC reserves the right to delay quarterly disbursement. If a check is delayed, a three-week processing time could incur.

Site Visits/Monitoring

Agencies submitting proposals may be contacted by TCC's grant administrator for a site visit. There will be one site visit per agency as needed. Each agency will be informed of site visit requirements by the TCC grant administrator. In addition, annual monitoring visits will be scheduled to provide on-site technical service, as well as to ensure compliance with all appropriate local/federal regulations, as needed.

Awards at Reduced Funding Level

Agencies submitting successful proposals, but not funded at full budget request, are required to submit a revised program budget for the amount awarded.

Appeals Procedure

Any agency that feels aggrieved with this RFP may appeal to the TCC Agency Review procurement entity, Tempe Community Council's Community Impact Committee. An appeal must be filed within thirty (30) calendar days after the date of the issue of concern. An appeal shall be made in writing and include the agency's name, address and phone number, identification of the contract being appealed, a detailed statement of the factual grounds of the appeal, including copies of all relevant documents, and the form of remedy requested. An appeal is to be on the agency letterhead and signed by the agency or its authorized representative. The TCC Community Impact Committee will issue a written decision no later than thirty (30) calendar days after an appeal has been filed. The decision shall contain an explanation of the basis of the remedy.

Rejection of Proposals

The City reserves the right, at its sole and absolute discretion, to reject any and all proposals received without penalty and to not issue a contract as a result of this RFP.

Revisions to this Request for Proposal

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all who attended the Pre-Application training and will be on the Tempe Community Council website.

Proprietary Information/Public Disclosure

Materials submitted in response to this competitive process shall become the property of the City of Tempe. All received proposals shall remain confidential until the award of contract recommendation has been filed with the Tempe City Clerk for Tempe City Council action. Thereafter, the proposals shall be deemed public records.

For More Information

Kim Van Nimwegen, MSW
Community Impact Manager



Connecting those in need with those who care

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Appendix: A

Ending Homelessness Performance Measure Guidance

For agencies seeking funding for programs addressing homelessness in 2025–26 there is additional application guidance. Funding proposals for homelessness must address one or more of these homelessness subset populations:

- Veterans
- Families
- Youth
- Chronically Homeless Individuals
- Older Adults
- Sexual and Domestic Violence Survivors

For these subset populations, their program should align with either:

- Crisis
- Stability
- Self-sufficiency

In addition to housing outcome measurements and other measurements you may have traditionally used for grants with TCC, you are asked to measure and report from the following list of outcomes/indicators.

Not all measurements are required for every program, however within each program type, agencies should be able to measure each element.

Program Types

Data Requirement: Prevention
of unduplicated individuals served
of rental assists
of units of transportation assistance
of utility assists
\$ amount of transportation assistance
\$ amount mortgage/foreclosure prevention assistance
\$ amount rental assistance
\$ amount utility assistance
of mortgage/foreclosure prevention assists
of individuals/families who increase income

Data Requirement: Emergency Shelter/Transitional Housing
of unduplicated individuals served
of bed nights
Average length of stay
of unduplicated individuals case managed
of unknown exits
of positive exits
of negative exits

of case managed unknown exits
of case managed positive exits
of case managed negative exits
#/% of individuals who complete a job training program
#/% of individuals who complete certification/licensing requirements for employment
#/% of individuals who obtained employment
#/% of individuals who earn a post-secondary degree
of individuals/families who increase income

Those agencies that support vulnerable families and individuals by providing emergency food and nutrition benefits:

Data Requirement: Increase Access to Nutrition Benefits
of unduplicated individuals screened for eligibility for nutrition programs (WIC and/or SNAP)
of unduplicated individuals enrolled into nutrition programs (WIC and/or SNAP)
of individuals enrolled into WIC
of individuals enrolled into SNAP

OR

Data Requirement: Increase Access to Unprepared Meals
of unduplicated individuals receiving emergency food
of meals supplied to individuals

OR

Data Requirement: Increase Access to Prepared Meals
of congregate meals
of home delivered meals
of other meals served (not including congregate and/or home delivered)

OR

Data Requirement: Workforce Development
of unduplicated individuals served
of individuals/families who increase income
#/% of individuals who complete a job training program
#/% of individuals who complete certification/licensing requirements for employment
#/% of individuals who obtained employment
#/% of individuals who earn a post-secondary degree

OR

Data Requirement: Financial Tools/Products
of unduplicated individuals served
of individuals/families who increase income
of individuals/families who decrease debt
of individuals/families who increase savings
#/% of individuals/families who achieve at least on key outcome measure

Appendix: B

Renewal Tip Sheet

Renewal agencies/programs must apply for renewal consideration through the ZoomGrants data management system, by completing a pre-application question through an invitation from the TCC staff. You will provide basic contact and organizational information, answer the application questions and upload documents requested to complete the renewal application.

Renewal Questions

1. **Narrative:** State the continuous quality improvement and outcome progress made with the past year's support. Include your performance outcome statements (all three) in this section using the template form you have been reporting with:

___ (#) and ___ (%) of _____ (Participant type: families, youth) will _____ (Direction of change: increase, improve, modify) their _____ (Type of change: knowledge, attitude, condition) of/towards _____ (Area of change: employment, food security) as measured by _____ (tools, surveys, best practices).

If you are proposing any changes in the outcome direction/s, thoroughly explain those changes in the narrative.

2. **Narrative:** Provide a compelling case for why the program should continue, how the program activities will lead to the desired change, and why your agency is prepared to carry out the program. Consider expansive impact stories. Paint a picture of all the non-profit does and show where this support fits in.
3. **Budget and Narrative:** Provide an itemized project budget and narrative that reflects the full costs of carrying out the program (as opposed to just the amount requested from the city). The budget should also list other pending and/or confirmed income to support the project, as well as any in-kind contributions.

Renewal Decision Criteria

What are the criteria upon which the renewal decision will be made?

Renewals will be considered by a panel of volunteer reviewers and approved by the Community Impact Committee of the Tempe Community Council Board of Directors. The volunteer panel will evaluate the program based upon how well the program has served the intended human service need, using the following methods (sample list):

1. Review of the renewal application (see above)
2. Review of the performance measure reporting for the previous year.
3. Clear projected goals and measurable outcomes for the coming year.
4. Reporting from the TCC grant manager regarding the agencies effectiveness to collaborate, innovate, public or professional recognition for their work, or any red flags or concerns.
5. The programs accessibility for clients. How the program(s) addresses equity for all (bi-racial, indigenous, people of color, gender identity, disabilities, sexual identity, or sexual orientation).
6. If program(s) serve a significant number of Tempe clients respective to the service offered.

7. Leverage of resources (public, private, collaborations, creativity)
8. Review financials and balance sheet.
9. Any information the panel or staff request including an interview if needed.

TCC/COT reserves the right, at the sole and absolute discretion, to reject any and all proposals received without penalty and not issue a contract as a result of this process.