



2013 – 2014 Community Services Application

BIDDER'S WORKSHOP

September 2012

WORKSHOP TOPICS

9:00 – 10:00am

- HS Strategic Plan Revisions
- Community Services Application Process
- e-C Impact Online System
- Common Application

10:00 – 11:00am

- Supplemental Forms: Breakout Sessions

Human Services Funding Policies

- Funding levels will be established by Council in the biennial budget and include funding targets by strategic priority area.
- Historic funding is not considered in determining allocations; programs do not have any guarantee of funding.
- Funding cycles will be for two years with annual performance reviews by the Human Services Commission.
- The minimum human services funding allocation is \$20,000/yr.
- No program will receive more than 50% of its budget from all City funds combined without prior approval.
- Programs managed by agencies that have been in operation for two (2) years will be considered for funding.

Human Services Funding Priorities

1. Prepare Children & Youth for Success (Ages 0-24) – 40%
 - Youth Development
 - At-Risk Youth
 - Gang Prevention & Intervention

2. Increase Employability & Self-Sufficiency for Adults (Ages 16+) – 10%
 - Economic Stabilization
 - Self-Sufficiency

3. Meet the Basic Needs of Tacoma Residents (All Ages) – 50%
 - Housing Stabilization
 - Access to Basic Services

2013-2014 Service Categories & Goals

Youth Development

- Parents/caregivers have skills to provide quality environments for children
- Barriers to academic success are reduced so students graduate with competence and confidence

At-Risk Youth

- Youth delinquency and victimization is prevented or reduced
- Adults who work with children have the skills to recognize, intervene in and reduce the effects of childhood trauma
- Unaccompanied youth have the resources and skills to safely meet their needs

2013-2014 Service Categories & Goals Con't

Gang Prevention & Intervention

- Gang prevention, intervention and/or suppression services are available in Tacoma neighborhoods that are disproportionately impacted by gang crime
- Youth/gang member access to and involvement with guns is reduced
- Tacoma Middle School youth at risk of gang involvement have reduced risk factors and/or increased protective factors

2013-2014 Service Categories & Goals Con't

Economic Stabilization*

- Adults have access to employment training and education services

Self-Sufficiency

- People are able to live as independently as possible

*People are capable of earning a living wage goal was removed from the list of funding goals.

2013-2014 Service Categories & Goals Con't

Housing Stabilization

- Prevention of and pathways out of homelessness are available
- Affordable permanent housing with supportive services is available to those in need

Access to Basic Services

- Residents have access to nutritious food year-round

*Interpersonal violence/abuse is prevented or reduced goal was removed from the list of competitive funding goals.

2013 – 2014 Community Services Process

Application Timeline

- September 5 – Application Released
- October 3, 5 p.m. – Application Deadline
- October 4 & 5 – Application Screening
- October 24 & 30 – Applicant Oral Presentations
- November 29 – Funding Recommendations
- December – 2013-14 City Budget Adoption
- January 1 – Contract Period Begins (*2 year contracts dependent on performance*)

2013-14 Human Services Funding Available: **TBD**

e-C Impact Online System

Accessing the application: Agency Accounts

- ONLY create a new account if one does not exist already
- Duplicate accounts may be deleted by funder

To create a new account

- <https://agency.e-cimpact.com/login.aspx?org=51180U> (zero, capital U)
- Select the link to create a new account
- EIN # (tax ID) needed
- If your agency operates nationally or is a municipal government, your EIN may not be accepted. Contact Tacoma staff to have an agency account created for your agency.

e-C Impact Online System

Accessing the application: Contact Profiles

- A contact profile establishes a username and password and allows access to e-C Impact. It also provides contact information for your funder.
- If you forgot your username or password contact COT staff.

Creating a new contact profile

1. Each person working on the application will need a profile
 2. From the agency home page select “contacts” (top left corner)
 3. Add New
- Executive Director must have a contact profile (needed for the General Agency Information form).

e- C Impact Online System

Accessing the application: Program Profiles

- Active Profiles (program must have an active profile to apply for funding)
 1. From the agency home page, select Program Profiles (top left corner)
 2. Programs with existing profiles will appear
 3. If the program that will request funding has an inactive status, select edit, check the Active box and Save and Return

- Creating a new Program Profile
 - ONLY create a new profile if the program is not listed under Program Profiles. Duplicate profiles may be deleted by the funder.
 1. From agency home page, select the Comm. Services Common Application open process (near top center of the page).
 2. Click “Create a new Program and Assign it to this Common Application”
 3. When creating the profile, pick the service type and impact area you feel best fits the program; City staff will not evaluate this.

e- C Impact Online System

Accessing the application: Common Application

- <https://agency.e-cimpact.com/login.aspx?org=51180U> (zero, capital U)
- Enter username and password

From agency home page

1. Request Grant Application
2. Select City of Tacoma Community Services
3. Select the program (from drop down) that will apply for Comm. Services funding
4. Select a program to assign to the Common Application
5. Complete the Qualification Form (saving not available; a service priority, category and goal MUST be selected)
6. Enter the CAGE # (agencies without this must enter NA)
7. If the agency/program qualifies, the Common Application forms will become available (select Community Services Common Application from the navigation tree and scroll to the bottom of the page)

e- C Impact Online System

Accessing the application: Supplemental Form

- After qualifying for the process, the program's supplemental form will be assigned based on the goal selected on the Qualification Form.

To access the Supplemental Form:

1. <https://agency.e-cimpact.com/login.aspx?org=51180U> (zero, capital U)
2. Enter username and password
3. On the home page, the Supplemental Form(s) assigned to each program applying will appear in the navigation tree on the left based on the Strategic Priority area (i.e. Basic Needs).
4. Click on the Supplemental Form link(s) to access the specific Supplemental Form assigned to each program under the Strategic Priority.
5. Agencies with programs applying under different Strategic Priorities will see multiple links in the navigation tree.

Common Application

Complete all forms associated, including:

- General Agency Information & Budget
- Program Information, including OBE
- 2013 Service Levels
- Budget Forms
 - Agency Revenue
 - Program Expenses & Revenue
 - Funding Priorities
 - Budget Narrative

Supplemental Forms

Complete one Supplemental, by Service Category

- Youth Development
- At-Risk Youth
- Gang Prevention/Intervention
- Economic Stabilization
- Self-Sufficiency
- Housing Stabilization
- Access to Basic Services

A program may not apply under multiple categories

Supplemental Forms Con't

BREAKOUT SESSIONS

- Youth Development – Room 434
- At-Risk Youth – Room 708
- Gang Prevention/Intervention – Room 902
- Economic Stabilization & Self-Sufficiency – Room 1444
- Housing Stabilization & Access to Basic Services – Room TMB North 16

e-C Impact Online System Questions:

- Jacinda Howard, jhoward@cityoftacoma.org
- Kim Dodds, kdodds@cityoftacoma.org

General Application Questions:

- YOUTH DEVELOPMENT: Christopher Wright, cwright@cityoftacoma.org
- AT-RISK YOUTH: Kelly Crouch, kcrouch@cityoftacoma.org
- GANG PREVENTION/INTERVENTION: Melissa Cordeiro, mcordeiro@cityoftacoma.org
- EMPLOYABILITY & SELF-SUFFICIENCY: Stacey Gillette, sgillette@cityoftacoma.org
- BASIC NEEDS: Shelley Koeppen, skoeppen@cityoftacoma.org

Human Rights and Human Services
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