Eviction Prevention: Agency Contributions

The “Return to NYC Program Page” takes you back to the NYC page on the TBF-Workplace site.

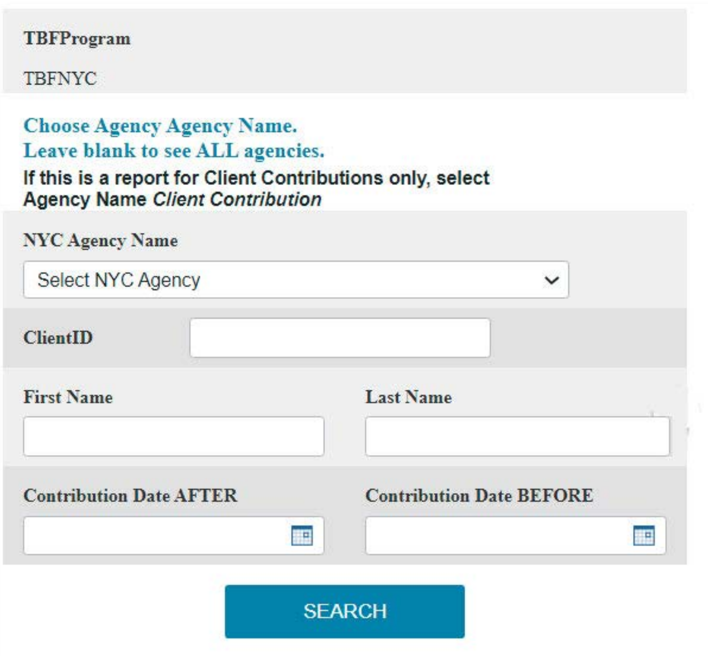
The “Return Westchester Program Page” takes you back to the Westchester page on the TBF-Workplace site.

The Reports links are specific to each program; the reports will be limited to clients of either NYC or Westchester.

Return to NYC Program Page
Return to Westchester Program Page

New York City Reports
Client Ethnicity | Client Gender | Client Sources of Income | Client Loans | Client Services | Reasons For Arrears | Loan Purposes | Agency Contributions | Loans by Month

Westchester Reports
Client Ethnicity | Client Gender | Client Sources of Income | Client Loans | Client Services | Reasons For Arrears | Loan Purposes | Agency Contributions | Loans by Month


TBFProgram
TBFNYC
Choose Agency Agency Name.
Leave blank to see ALL agencies.
If this is a report for Client Contributions only, select Agency Name *Client Contribution*
NYC Agency Name
Select NYC Agency
ClientID
First Name **Last Name**
Contribution Date AFTER **Contribution Date BEFORE**
SEARCH

SEARCH FORM: All fields may be left blank to see ALL database entries. Or enter ClientID and/or Names to see Agency contributions for that client. Or choose Agency Name to see an Agency’s contributions to clients. Do not choose both Name and Acronym. Enter Date or range of dates to limit search to that time period.

If TBFProgram is TBFW, only Westchester Agencies will be available.

If TBFProgram is TBFNYC, only NYC Agencies will be available.

To see only Client Contributions, select Agency Name as Client Contributions.

Similarly, to see Management waivers, select Management as Agency Name.

The list of agencies can be modified. Instructions are at the end of this document.

In the following example, we are looking at only contributions to The Bridge Fund of Westchester shown at the bottom of the Search Form as TBFW. When you click on any Westchester form or report, the TBFW is part of the link. You cannot change that program designation. Here is a sample of some of the Agency contributions to the Westchester program where we have specified ***no specific client or date***. Each Agency who made a contribution toward a client’s arrears is listed with the total amount they have given.

*Note that data in the database begins at the end of December 2015. Any prior contribution remains in ACCESS.

*Note too, that if you specify a date or date range, only contributions that are in that time period will be included.

Agency Name ▲	Contribution Date	ClientID	Last Name	First Name	tblAgencyContribution ContributionAmount	# Adults	# Adult Children	# Children	# Seniors	#Household Members	Housing Type	#Black	#White	#Hispanic	#Asian
TOTAL					$3,478,181.64	2534	119	2213	312	4966		1453	148	402	0
⊞ Adult Protective Services					$1,000.00	2	0	0	0	2		1	0	0	0
⊞ Amicus Fund					$950.00	0	0	0	1	1		1	0	0	0
⊞ Cancer Support					$850.00	1	0	0	0	1		1	0	0	0
⊞ Catholic Charities					$149,726.25	144	5	94	17	260		71	11	17	0
#CLIENTS		1321													
AVERAGE					1,620.02										

Each Agency has all the clients it contributed to grouped together. So see the individual client records, EXPAND the group by clicking on the ⊞ symbol next to the agency name, as shown here when the group Adult Protective Services is EXPANDED. The total of this agency's contribution is shown for each month and the average contribution from this agency is shown for each month and as a total for the specified time period you selected.

TOTAL						$3,478,181.64	2534	119	2213	312	4966		1453	148	402	0
⊟ Adult Protective Services						$1,000.00	2	0	0	0	2		1	0	0	0
Adult Protective Services #Clients			1													
	January 2019					$1,000.00	2	0	0	0	2		1	0	0	0
	January 2019 #Clients		1													
		Add Contribution Westchester NYC	W6352	Piper	Kevin	$1,000.00	2	0	0	0	2		1	0	0	0
	January 2019 Average					1,000.00										
Adult Protective Services Average						1,000.00										

Again, the report gives a **total dollar amount of contributions** from each agency in this report following the name of the Agency. Under that, the total number of clients is given for each agency in this report. So here, we see that Adult Protective Services ($1,000 provided one contribution in these amounts to one client. Remember that our database begins in 2016, so this is probably not the total historical contributions for an agency.

Next to each client's name is a link to add a contribution from ANY agency, including his own "client contribution."

Sorting: The report is sorted by Agency Name, A to Z. And then by Client Last Name within each Agency. By clicking in any column heading, you can sort by that column, either A to Z, Z to A, or by dates, newest to oldest or oldest to most recent. Click on ***Search Again*** to renew the search using different criteria.

Use **View Details** to see complete demographic and financial data pertaining to the client in that row. For example, View Details about W6352 shows all the information on that row and allows you to edit/change any detail except the ClientID.

TBFProgram	Agency Name	Client First Name	Client Last Name	
TBFW	Department of Social Services	Kevin	Piper	
ClientID W6352	**tblAgencyContribution ContributionAmount *** 150	**Contribution Date *** 01/21/2019	**Date of Application** 1/15/2019	
Loan Type	**Status** LoanGrant	**Email**	**Referral Agency**	
ReferralAgent	**Housing Type**			
# Adults in Household 2	**# Children** 0	**# Adult Children** 0	**# Seniors** 0	**#Household Members** 2
Black/African American Yes	**Hispanic/Latino** No	**White** No	**Asian** No	
Client MainTable Household Income $869.00	**Employment Amount** $0.00	**Part Time Amount** $0.00	**Supplemental Security Amount** $0.00	**Social Security Disability Amount** $0.00
Social Security Retirement Amount $0.00	**Workmans Compensation Amount** $0.00	**Child Support Amount** $0.00	**Temp Disability Amount** $0.00	**Roommate Amount** $0.00
SNAP Amount $0.00	**FHEPS Amount** $0.00	**Pension Amount** $0.00	**Vet Benefits Amount** $0.00	**Cash Supplement Amount** $0.00
Public Assistance Amount $0.00	**Unemployment Amount** $0.00	**Foister Care Amount** $0.00	**Family Supplement Amount** $0.00	**WIC Amount** $0.00
EFSP Amount $0.00	**TANF Amount** $0.00	**Social Security Survivor Benefits Amount** $0.00	**Other Income Amount** $0.00	
AMI Taxable Annual Income $0.00		**AMI% for Household Size**		
Comments				

Employment Amount	Part Time Amount	Supplemental Security Amount	Social Security Disability Amount	Social Security Retirement Amount	Workmans Compensation Amount	Child Support Amount	Temp Disability Amount	Roommate Amount	SNAP Amount	FHEPS Amount	Pension Amount

Vet Benefits Amount	Cash Supplement Amount	Public Assistance Amount	Unemployment Amount	Foister Care Amount	Family Supplement Amount	WIC Amount	EFSP Amount	TANF Amount	Social Security Survivor Benefits Amount	Other Income Amount	Monthly Household Income

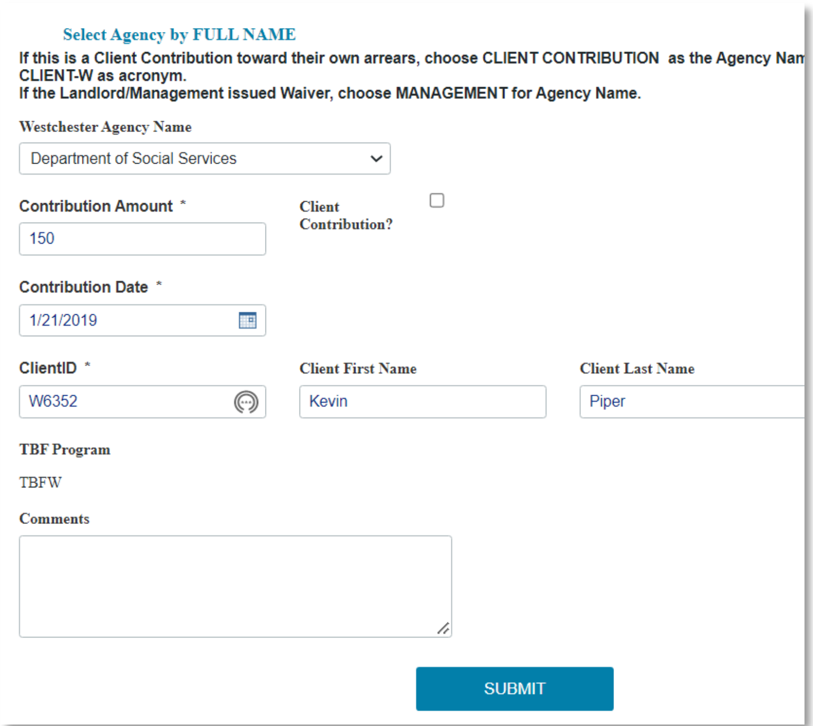
AMI Taxable Annual Income	AMI% for Household Size	Comments	Rent	Rent Burden

These are the fields of information we can collect for each client.

For an Agency, we can provide the total amount, # clients, #adults/children/seniors/adult children, #Black/Hispanic/White/Asian, as well as average Monthly Household income, Average Rent, and Average Rent burden for the clients they supported with their contributions.

This is not the form to use to ADD a new contribution, only to UPDATE one already in the database. Add a comment, or change the date or amount. You can **DELETE** this contribution (Careful!). Use BACK or **Report** to return to the report, or click **Search Again** to return to the Search Form.

ADD CONTRIBUTION for THIS client. From the Report Page, click on ADD CONTRIBUTION to enter a NEW contribution to this same client from any Agency or to add a Client Contribution from themself. The ClientID and Name will be filled in automatically:



Select Agency by FULL NAME

If this is a Client Contribution toward their own arrears, choose CLIENT CONTRIBUTION as the Agency Nam
CLIENT-W as acronym.
If the Landlord/Management issued Waiver, choose MANAGEMENT for Agency Name.

Westchester Agency Name

Department of Social Services

Contribution Amount *

150

Client Contribution?

Contribution Date *

1/21/2019

ClientID *

W6352

Client First Name

Kevin

Client Last Name

Piper

TBF Program

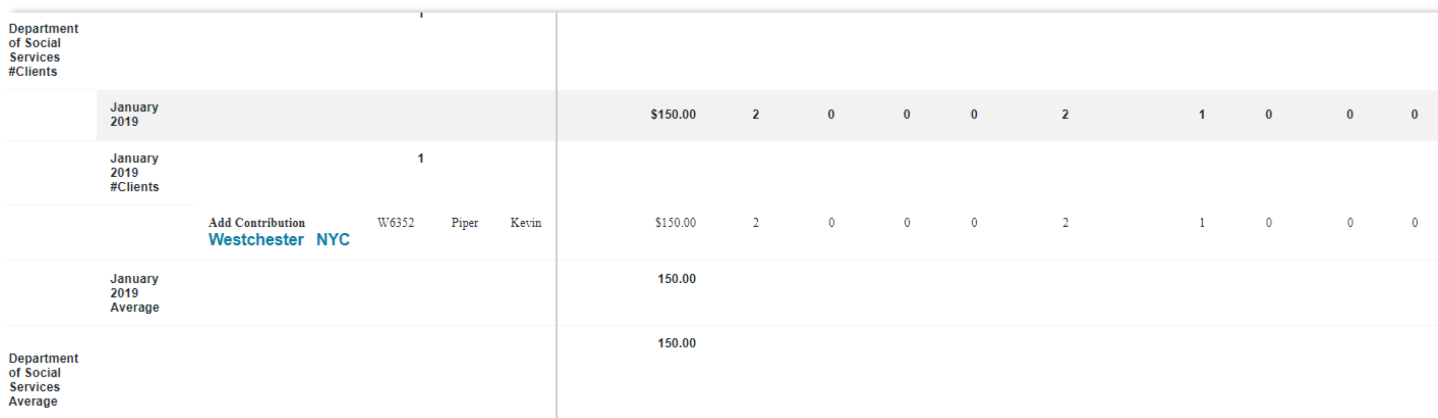
TBFW

Comments

SUBMIT

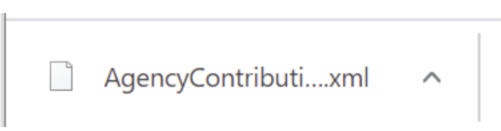
This form is also accessible from the Client Command Center. Fill out the new information and SUBMIT.

Now we see the new contribution of $150 to client W6352 listed under the Department of Social Services, as well as the previous contribution from Adult Protective Services.



Department of Social Services #Clients															
	January 2019					$150.00	2	0	0	0	2	1	0	0	0
	January 2019 #Clients		1												
		Add Contribution Westchester NYC	W6352	Piper	Kevin	$150.00	2	0	0	0	2	1	0	0	0
	January 2019 Average					150.00									
Department of Social Services Average						150.00									

Download Data: Use Download Data to print a spreadsheet of an Agency's contributions overall, or their contributions to a specific client, or for an individual's contributions from all agencies, etc. Click on Download Data and an Excel file will be generated (either CSV or XML format).



Click on the filename to open this file with EXCEL. Note that the filename will have the day's data appended so you can't overwrite a previous file from this report.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Agency Na	Contribution I	ClientID	Last Name	First Name	tblAgencyContri	# Adults	# Adult Ch	# Children	# Seniors	#Househo	Housing T
2	Total					$3,478,331.64	2536	119	2213	312	4968	
3	Adult Protective Services					$1,000.00	2	0	0	0	2	
4	Adult Protective Services		1									
5		Jan-19				$1,000.00	2	0	0	0	2	
6		January 2019	1									
7			W6352	Piper	Kevin	$1,000.00	2	0	0	0	2	
8		January 2019 Average				1,000.00						
9	Adult Protective Services Average					1,000.00						
10	Amicus Fund					$950.00	0	0	0	1	1	
11	Amicus Fund #Clients		1									
12		Nov-19				$950.00	0	0	0	1	1	
13		November 20	1									
14			W6583	Bannister	Ruthie	$950.00	0	0	0	1	1	
15		November 2019 Average				950						
16	Amicus Fund Average					950						

Adding a New Agency: You need the Agency Name and an acronym. Use one of these links:

For Westchester: https://c2abz574.caspio.com/ui/apps/NYCWApplication/tables/tblAgency_Lookup_W/open

For New York City: https://c2abz574.caspio.com/ui/apps/NYCWApplication/tables/tblAgency_Lookup_N/open

The table looks like this:

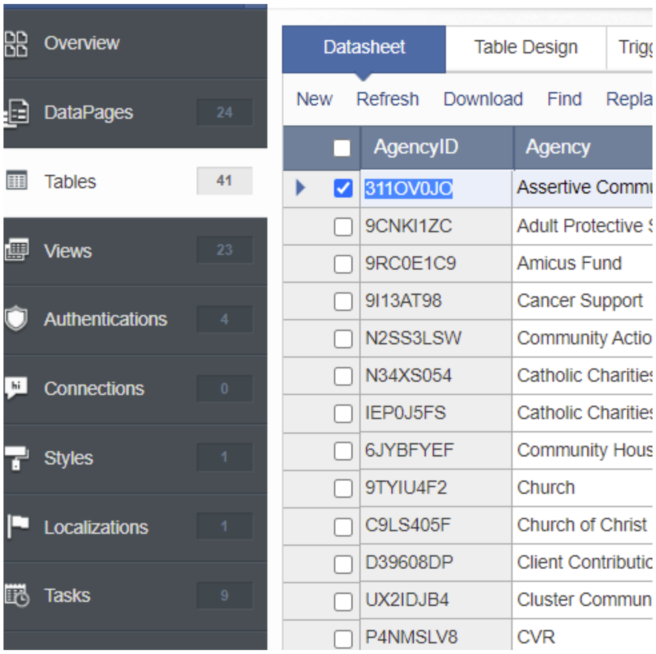
Datasheet | Table Design | Triggered Actions

New Refresh Download Find Replace Filter Reset Autonumber Delete Delete All

	AgencyID	Agency	acronym	TBFProgram
☐	9CNKI1ZC	Adult Protective Services	Adult Protective S	TBFW
☐	VAE65S0L	Actor's Fund	AF	TBFNYC
☐	9RC0E1C9	Amicus Fund	Amicus Fund	TBFW

1. The ***Datasheet*** tab should be highlighted in dark blue. If not, click on the Datasheet tab
2. Click on ***New***.
3. XX DO NOT enter an AgencyID (the program generates this).
4. DO enter Agency name, acronym, and TBFProgram (either TBFW or TBFNYC)

☐	RICEQUBW	Westchester Residential Opportunities	WRO	TBFW
	(random id)	ENTER AGENCY NAME HERE	ACRONYM	TBFW



When finished, click on Tables in the left margin. Return to the TBF-Workplace web page for your program.

XX Please do not Delete or Delete All or Replace. Even if the agency no longer contributes, or even exists, any past contributions will be deleted if you delete the agency.

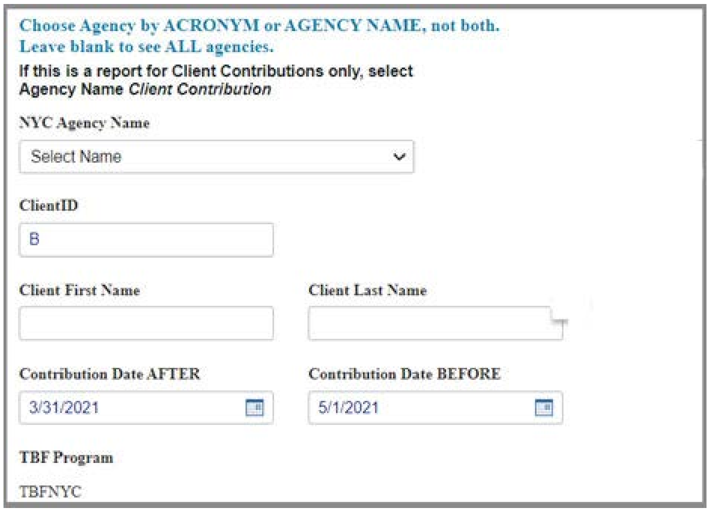
XX Please do not click on Table Design or Triggered Actions unless you are the developer of this application.

Appendix: Reports to Agency Funders

The following examples are responses to questions from The Bridge Fund of New York City on how to tailor the Search Form in this report to answer an Agency's questions about clients they helped with contributions.

Question: Show the Amount of all Agency Contributions to Bronx Clients during a given month:

For April 2021, fill out the Search Form by using just "B" as ClientID to get all Bronx clients in the date range.


Choose Agency by ACRONYM or AGENCY NAME, not both.
Leave blank to see ALL agencies.
If this is a report for Client Contributions only, select Agency Name *Client Contribution*

NYC Agency Name: Select Name

ClientID: B

Client First Name:

Client Last Name:

Contribution Date AFTER: 3/31/2021

Contribution Date BEFORE: 5/1/2021

TBF Program: TBFNYC

Use "W" for Westchester or "R" for Retirement Subsidy clients.

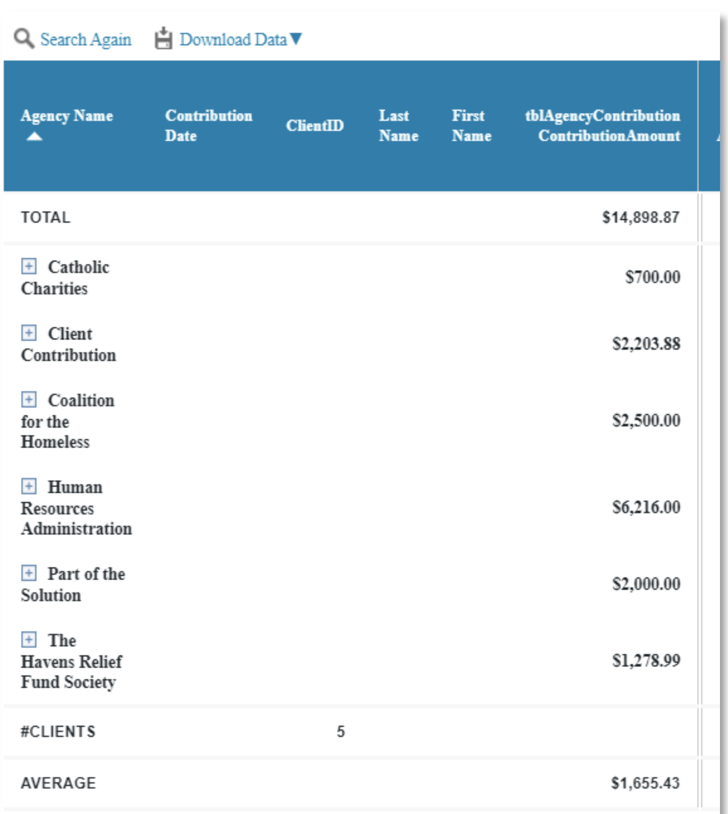
For April dates, use either 3/31/2021 – 5/1/2021 OR 4/1/2021 – 4/30/2021.

Use your program link to this report. If your program is Westchester (TBFW), the agency names will be those in the table of Westchester Agencies.

The Results: Shown here are the first 6 columns on the LEFT side of the result table. At the top, we see the total Agency Contributions for the specified date range grouped by month/year was $14,898.87.

Next, we see all the agencies making contributions during our selected date range. NOTE: the results include ALL sources including Client Contribution. The total amount contributed by each agency is shown.

At the bottom is the number of Bronx clients receiving Agency Contributions during the time period. The average contribution to these 5 clients was $1,655.43.


Search Again | Download Data ▼

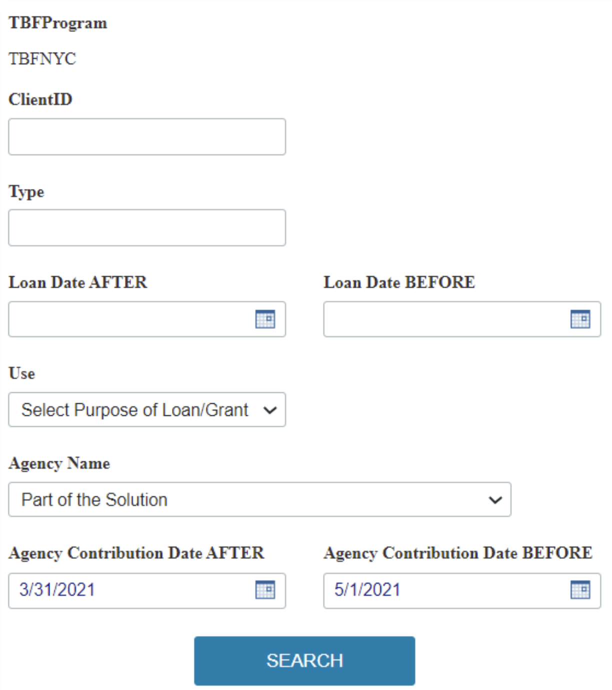
Agency Name	Contribution Date	ClientID	Last Name	First Name	tblAgencyContribution ContributionAmount
TOTAL					$14,898.87
Catholic Charities					$700.00
Client Contribution					$2,203.88
Coalition for the Homeless					$2,500.00
Human Resources Administration					$6,216.00
Part of the Solution					$2,000.00
The Havens Relief Fund Society					$1,278.99
#CLIENTS		5			
AVERAGE					$1,655.43

Click on the "+" next to Agency Name (ie, Catholic Charities) to see clients benefitting from the Agency Contribution. Client B10911:$700 contribution in April 2021.

Catholic Charities				$700.00
Catholic Charities #Clients		1		
	April 2021			$700.00
	April 2021 #Clients	1		
		B10931		$700.00
	April 2021 Average			$700.00
Catholic Charities Average				$700.00

Question: For a specific agency, show the Agency Contributions for a benefit period and client information about race, income and type, rent, type of housing, etc.

Same report, but focus on a specific agency and look at more client details.



First, the Agency Contribution: in this example, a range of dates for the AGENCY CONTRIBUTION is chosen, as well as an Agency name, ie *Part of the Solution*.

We could also have limited the results Loan date, or Use/Purpose of loan (such as "Eviction Prevention"), or Type ("L" for loan or "G" for grant), or borough (by using "B" for ClientID limiting the results to Bronx clients).

Agency Name	Contribution Date	ClientID	Last Name	First Name	tblAgencyContribution ContributionAmount
TOTAL					$2,000.00
Part of the Solution					$2,000.00
#CLIENTS		1			
AVERAGE					$2,000.00

The left corner of the results shows the Agency Name and total of $2,000 in contributions from this agency during the time period we selected. Since there was only one client, the AVERAGE contribution is the same as the TOTAL. Next to the Agency name is a "+" sign. Click on that to EXPAND to see all the clients in this group.

Part of the Solution				$2,000.00
Part of the Solution #Clients			1	
	April 2021			$2,000.00
	April 2021 #Clients		1	
		B10937		$2,000.00
	April 2021 Average			$2,000.00

If we specified a longer date range, the results would be grouped by Month and Year. We see that Client B10937 was the recipient of the #2,000 contribution.

Scroll to the right to see details about this client.

At the top are the demographic and other details for the group of all recipients of the agency's contributions. Then just the details for each client individually.

In this case, there is only one client recipient, so group totals and individual totals are the same. Group totals for family composition and ethnicity are shown here.

# Adults	# Adult Children	# Children	# Seniors	#Household Members	Housing Type	Rent	#Black	#White	#Hispanic	#Asian
0	0	0	1	1			0	0	1	0

Group totals are at the top. Scroll down to see month and individual totals.

Contribution Date	ClientID	Last Name	First Name	tblAgencyContribution ContributionAmount	# Adults	# Adult Children	# Children	# Seniors	#Household Members	Housing Type	Rent	#Black	#White	#Hispanic	#Asian
				$2,000.00	0	0	0	1	1			0	0	1	0
				$2,000.00	0	0	0	1	1			0	0	1	0
	1														
April 2021				$2,000.00	0	0	0	1	1			0	0	1	0
April 2021 #Clients	1														
	B10937			$2,000.00	0	0	0	1	1	NYCHA	1074.00	0	0	1	0
April 2021 Average				$2,000.00											

Totals by month are also shown. To follow just one individual's details, follow the line with the ClientID as you scroll right. Here we see the household for B10937 has 1 senior who is Hispanic, lives in NYCHA housing and pays $1074 in rent. The next columns are Sources of Income. B10937 has $1,916 monthly income from Employment, and no other sources (not all are shown here since the amounts were all $0). There is a separate report for delving into sources of income for Bridge Fund clients.

Employment Amount	Part Time Amount	Supplemental Security Amount	Social Security Disability Amount	Social Security Retirement Amount	Workmans Compensation Amount	Child Support Amount	Temp Disability Amount	Roommate Amount	SNAP Amount	FHEPS Amount	Pension Amount	Vet Benefits Amount	Cash Supplement Amount
$1,916.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

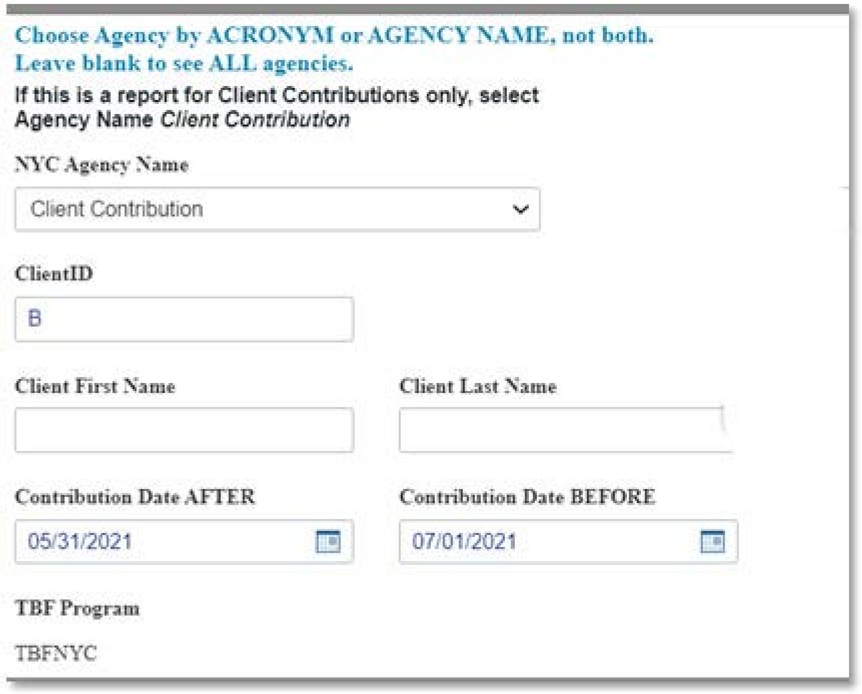
Monthly Household Income	Rent Burden	AMI Taxable Annual Income	AMI% for Household Size	Comments
$1,916.00	56.05%	$22,992.00	27.5	View Details

Monthly Household Income is the total of all the sources of income. The ***Rent Burden*** is the amount for ***Rent*** (column 13) divided by ***Monthly Household Income*** and shown as a percentage. ***AMI (Area Median Income) Taxable Annual Income*** includes only taxable sources of income such as wages, unemployment benefits, and pension and is shown as an annual amount. This amount is used to calculate the ***AMI%*** based on household size (in this case, just 1) and where this client lives (NYC metro). AMI values are updated by the government annually.

Use ***View Details*** to modify ***Contribution Amount, Contribution Date*** or ***Comments***. Contribution may also be Deleted from View Details (be careful!).

Question: Amount Bronx clients contributed for their rent during a given month:

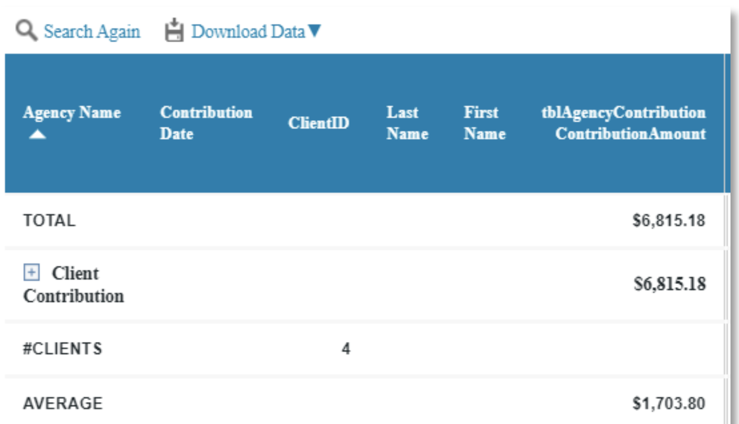
For June 2021, fill out the Search Form this way:



For Westchester Clients, use the link to this report for your program (TBFW), and use "W" for ClientID.

The Results: click on the "+" next to Client Contribution to see actual clientIDs.

Total Client Contributions from four Bronx clients during June 2021 was $6,815.18 with the average contribution of $1,703.80.



Agency Name	Contribution Date	ClientID	Last Name	First Name	tblAgencyContribution ContributionAmount
TOTAL					$6,815.18
+ Client Contribution					$6,815.18
#CLIENTS		4			
AVERAGE					$1,703.80