

CLALLAM COUNTY HEALTH & HUMAN SERVICES
2021 Homelessness Program Funding RFP

Evaluation and Scoring Form

PROJECT NAME: _____

AGENCY NAME: _____

REVIEWER: _____

DATE: _____

Please Check One: Homeless Housing and Assistance Funds (2163)

OR

Affordable Housing (2060)

Please Check One: Government Non Profit Profit

Please Check One Coordinated Entry Shelter Support Services

Funding Priority:

All projects meeting eligibility thresholds will be subject to this Proposal Evaluation and Scoring Form, which is completed separately by each Review Committee Member.

Proposals are reviewed and evaluated based on information and attachments provided by the applicant in the proposal and during the interview.

Applications for Homelessness Task Force services' funding can receive a maximum of 100 points. There are four criteria sections which are rated on a scale of 0-1-3-5 OR 0-1-5-10 (10 or 5 meeting all of the criteria; 5 or 3 partially meeting the criteria; 1 meeting very little of the criteria; 0 meeting none of the criteria). Detailed narrative requirements with scoring information was provided in the RFP document (attached).

TOTAL SCORE: _____

ORGANIZATIONAL CAPACITY - Apply 0-10 OR 0-5 points for each of the following areas listed below

Organizational Governance

Organization demonstrates that they have adequate internal governance and leadership structure for the agency and to carry out the project.

0 = No mention of internal governance of leadership structure.

1 = Vague mention that they have an adequate structure, but no evidence of such.

5 = partially demonstrated that the agency has adequate leadership experience and financial management capacity; provided some evidence but evidence was not complete.

10 = Clear detailed description of adequate level and breadth of leadership experience and knowledge; provided clear and complete evidence of financial management capacity; COMPLETE and clear project budget. Also included most recent audit narrative.

Points Awarded: _____

Comments:

History of Project Management

Project sponsor demonstrates the ability to successfully implement and manage federally and locally funded projects in a timely manner, within budget, and consistent with funding requirements.

0 = No mention of previous project management experience.

1 = Mentioned that agency has managed projects in the past but no evidence or further details were provided.

3 = Partially demonstrated that implementation and management of projects had occurred, provided some evidence but evidence was not complete.

5 = Provided clear and complete evidence of similar projects implemented and managed all relevant details including timelines, budget adherence, funding requirements, and other deliverables.

Points Awarded: _____

Comments:

Staffing Capacity

Project sponsor demonstrated that they have proper level of staffing to carry out the project.

0 = No mention of staff qualifications or experience or of current level of staffing.

1 = Vague mention that they have adequate staffing but no evidence of such.

3 = partially demonstrated that the staff has adequate experience and qualifications and that the proper level of staff is available; provided some evidence but evidence was not complete.

5 = Clear detailed description of staffing level and organizational structure was provided; qualification and experience of staff to be involved with the project were clearly presented.

Points Awarded: _____

Comments:

ORGANIZATIONAL CAPACITY POINTS (Max = 20) _____

COMMUNITY NEED AND BENEFIT – Apply 0-10 points for each of the following areas listed below

Needs Assessment and Target Population

Project sponsor objectively establishes the acuteness and quantifies the community need and identifies the specific target population to be served by the project.

0 = No mention of population needs or target population

1 = Mentioned that there was a need but did not provide any measure of need and no or vague definition of target population.

5 = provided some data that documented needs and identified the target population but did not quantify the needs or establish a baseline.

10 = provided clear and detailed description of needs supported by detailed and current data; quantified the needs and described outreach efforts to the target population.

Points Awarded: _____

Comments:

Outreach

Provided a detailed description of how to outreach to their target population.

0 = No mention of an outreach plan.

1 = Described an outreach plan, but not specific about reaching the target population.

5 = Described the outreach plan and the target population, but did not provide a clear plan to ensure eligible persons have access to the program.

10 = Described the outreach plan and the target population, and provided a clear plan to ensure eligible persons have access to the program.

Points Awarded: _____

Comments:

Link between Community Need and Gaps in Services

Provided a clear link between their identified community needs and gaps in services in Clallam County based on the funding priorities set by the HTF Priority Setting Committee.

0 = No link between identified proposal needs and the 2021 funding priorities.

5 = Mentioned one of the 2021 funding priorities but linkage was unclear or weak.

10 = Demonstrated a general relationship between one of the identified funding priorities for 2021.

15 = Provided a clear and detailed description of one of the identified priorities and a clear description of how their project meets the community need/gap in service.

Points Awarded: _____

Comments:

COMMUNITY NEED AND BENEFIT POINTS (Max = 35) _____

PROJECT DESCRIPTION – Apply 0-10 points for each of the following areas listed below

Project Design

Describes the design, implementation, and timeline for the project.

0 = Did not include services to be provided, when or where they will be delivered or a timeline for implementation.

1 = Described services to be provided but did not include when or where they will be delivered or a timeline for implementation.

5 = Described services to be provided, when and where they will be delivered, but minimal description or a timeline for implementation.

10= Detailed description of services to be provided, when and where they will be delivered, and a timeline for implementation.

Points Awarded: _____

Comments:

Evaluation

Developed a realistic plan for data collection, management and analysis is clear. Project goals, activities and objectives are clearly defined. (Attachment C should have been completed). .

0 = Did not describe a plan for data collection, management and analysis.

1 = Described a plan for data collection, management, and analysis, but no listing of goals, activities and objectives.

5 = Minimal description of data collection, management and analysis, goals, activities, and objectives.

10= Detailed description of a plan for data collection, management and analysis, goals, activities, and objectives.

Points Awarded: _____

Comments:

Evidence-Based, Promising, Best or Innovative Practices

Identifies the Evidence-based, Promising, Best or Innovative Practices, demonstrated the relationship between the practice and the target population, and includes a robust evaluation process.

0 = No mention of a selected practice.

1 = Listed selected practice but did not provide evidence for outcomes.

3 = Listed the practice, provided evidence of outcomes, but did not include a robust evaluation process.

5= Detailed description of Evidence-based or Promising Practice, demonstrates the relationship between the practice and the target population, and includes a robust evaluation process that includes fidelity measures.

Points Awarded: _____

Comments:

Community Collaboration, Integration and Collective Impact

Project sponsor provides detailed information on other organizations participating in the project and how the project is integrated with other programs in the community.

0 = No mention of other agencies participating in the project

1 = Mentioned that there were “other agencies” but did not specify who these agencies were.

5 = Listed other agencies who are participating in the project that address their identified goals, but did not specify how the applicant would work with them.

10 = Listed other agencies in the community that address their identified goals, activities and outcomes; has a plan for collaboration and described how the proposed project will provide a collective impact in the community.

Points Awarded:

Comments:

PROJECT DESCRIPTION POINTS (Max = 35) _____

PROJECT FINANCIAL FEASIBILITY – Apply 0-5 points for each of the following areas listed below.

Budget

Project budget estimates and costs are reasonable and well supported or justified relative to the number of persons to be served and the services to be provided.

0 = Project’s budget forms are incomplete or inappropriate budget was submitted.

1 = Project’s appropriate budget forms were submitted, but are not reasonable, or are inconsistent or inaccurate.

3 = Project’s appropriate budget submitted, estimates and costs most reasonable; budget forms appear consistent and accurate but are not enough.

5 = Project’s appropriate budget submitted, estimates and costs are reasonable; budget forms are clear, consistent, accurate and thorough. Clear evidence that the project will not supplant current funding is documented.

Points Awarded:

Comments:

Additional Resources and Sustainability

Project leverages other federal, state, local or private financial and/or in-kind resources and organization has a clear plan for sustainability.

0 = Did not mention additional funding or resources that had been leveraged.

1 = Vague mention that other funding or resources had been leveraged but no clear evidence that monies or resources were secured or how they would sustain the project.

3 = Partial evidence showing that additional funding or resources were secured and there is a clear plan for sustaining the project after the grant funds expire.

5 = Evidence clearly shows that additional funding or resources were secured and there is a clear plan for sustaining the project after the grant funds expire.

Points Awarded:

Comments:

PROJECT FINANCIAL FEASIBILITY POINTS (MAX = 10) _____

Questions for RFP Review Committee Bidders Interviews

Question #1:

Question #2:

Question #3:

Question #4:

Question #5: