**Community Action Partnership of Solano, Joint Powers Authority**

**2016 Community Services Block Grant**

**Appendix B – Targeted Initiative Scoring Criteria**

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| **Section A – Project Description:**  1) Provide a descriptive overview of the proposed project; 2) Describe how the project is either a new program OR an expansion of or a new component to an existing program; 3) Provide the overall goal(s) and/or mission of the project; 4) Provide an overview of services and activities; and 5) Describe the agency’s capacity to effectively administer, manage, and execute proposed project. |
| **Section A Scoring Criteria**  **Maximum Points: 10** |
| **7 – 10 points**: The project description provides all required information and leaves the reader with a clear understanding regarding the project. The project concept is innovative thoroughly developed and the proposed services/activities will be high impact in nature. The agency has convinced the reader of their exceptional capacity to successfully execute the proposed project.  **4 – 6 points**: The project description provides all or most (60 – 80%) of the required information. The reader sufficiently understands the project. The project concept is developed and the proposed services/activities will likely have a moderate impact. The agency has described an acceptable capacity to execute the proposed project.  **0 – 3 points**: The project description provides some of the required information yet, is difficult for the reader to navigate and understand. The project concept lacks innovation, is not fully developed and the proposed services/activities are low-impact in nature. The agency has not sufficiently described the capacity to execute the proposed project. |

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| **Section B – Need for Assistance, Target Population and Location**:   1. Identify the geographical location(s) of the project, including the boundaries of the area(s) to be served. 2. Describe the demographics of the target population to be served. 3. Describe the need for the project and services in area by clearly identifying the physical, economic, social, financial and/or other problem(s) requiring a solution. 4. Explain how these needs were identified. 5. Describe how the goals of the project and services provided will address the identified needs. |
| **Section B Scoring Criteria**  **Maximum Points: 10** |
| **7 – 10 points**: The geographic location of the project and boundaries of proposed service area are accurately and clearly described. Thorough and detailed demographics of the target population are included. A convincing and detailed need for assistance is provided. It is made evident, through the clear identification of challenges and problems, that the proposed services are critically needed among the targeted population in the area. A strong needs assessment process is fully developed and explained. The proposed services will significantly address and alleviate the identified problems/needs. The goals of the project are directly connected to the need for assistance.  **4 – 6 points**: The geographic location of the project and boundaries of the proposed service area are adequately described. Demographics on the target population are sufficiently provided. The need for assistance is identified, demonstrating that the target population is in need of the proposed services. The needs assessment process is mostly or partially explained. The proposed services will somewhat alleviate the identified problems/needs. There is some connection between the need and the goals of the project.  **0 – 3 points**: The geographic location of the project and boundaries of the proposed service area are confusing and unclear. Information is lacking on the demographics of the target population. The description of the need for assistance is inadequate, with little or no evidence that the target population is in need of the proposed services. The needs assessment process is not sufficiently described. There is little or no connection between the need and the goals of the project. |

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| **Section C – Project Objectives and Outcomes:**  Objectives:   1. Clearly, identify and define the project objectives. (i.e., measurable and tangible actions that support project goals.) 2. ***Explain how these objectives support the CSBG Goals listed in Section 1.b. of the RFP.*** 3. For each objective, describe the services that will be provided (or activities that will take place) in order for the stated objective to be achieved. Include a description of the targeted clients, number to be served and client benefits.   Outcomes:   1. Clearly identify and define the project outcomes (i.e., measurable final products/end results) 2. ***Complete the outcomes document attached as Appendix A to demonstrate how these outcomes support the CSBG Goals and outcomes listed in Section 1.b. of the RFP.*** 3. Explain how the stated objectives and proposed services will generate these outcomes. 4. Describe how your agency will collect and record data, and verify and document the achievement of outcomes. 5. Describe how the outcomes will generate positive change in the lives of those clients served. |
| **Section C Scoring Criteria**  **Maximum Points: 25** |
| **17 – 25 points**: The project objectives and outcomes are fully identified/defined, measurable, and tangible. The project category is consistently reflected throughout. **The project objectives and outcomes clearly support CAP Solano JPA’s priority program areas and outcomes listed in Section 1 of the RFP and Appendix A.** Comprehensive details are provided on the services/activities to be provided in support of each objective, including a description of the clients, number to be served and client benefits. Strong linkages are demonstrated between the stated objectives, proposed services, project outcomes and NPIs. The data collection process is efficient and appropriate, and details are provided on how the agency will verify and document the achievement of outcomes. Significant and convincing details are included on how clients will be positively impacted.  **8 – 16 points**: The project objectives and outcomes are mostly identified/defined, measureable, and tangible. The project category is adequately reflected throughout. **The project objectives and outcomes generally support CAP Solano JPA’s priority program areas and outcomes listed in Section 1 of the RFP and Appendix A.** Sufficient details are provided on the services/activities to be provided in support of each objective. Linkages exist between the stated objectives, proposed services, project outcomes and NPIs. The data collection process is acceptable and satisfactory details are provided on how clients will be positively impacted.  **0 – 7 points**: The project objectives are not properly identified/defined. The objectives and outcomes appear to be unobtainable and lack measurable qualities. **The project objectives and outcomes minimally support CAP Solano JPA’s priority program areas and outcomes listed in Section 1 of the RFP and Appendix A.** The project category is not reflected and details are missing regarding the proposed services/activities in support of the objectives. The stated objectives, proposed services and project outcomes are not linked or coordinated. The data collection process is missing vital details and/or is inappropriate to the project. |

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| **Section D – Delivery Strategies**   1. Describe the delivery strategies to be utilized for the proposed project. Outline a plan of action demonstrating how the proposed work will be accomplished. 2. Explain your agency’s assessment and screening process of potential clients 3. What direct services will your agency provide? What services if any will be subcontracted?    1. If applicable, list all organizations, cooperating entities, subcontractors or other key individuals who will work on the project.    2. If applicable, explain how referrals to partner agencies will be conducted and documented, and how the outcomes will be recorded. 4. Describe the outreach efforts that will take place to inform potential clients of the available services. 5. Describe the client follow-up that will take place and its frequency. 6. Describe how you will incorporate low barrier (ex. Housing First) principles and practices into your program. |
| **Section D Scoring Criteria**  **Maximum Points: 15** |
| **11 – 15 points**: The delivery strategies and action plan are comprehensive and well thought-out. The agency has described an effective assessment and screening process. The services to be directly provided by the agency or subcontracted and are clearly identified and appropriate to the project. High-impact yet achievable outreach efforts to successfully reach the target population and potential clients are described. Frequent and effective client follow-up will is anticipated. Clear incorporation of Housing First principles and practices.  **6 – 10 points**: The delivery strategies and action plan are acceptable and sufficient. The agency has described an adequate assessment and screening process. The services to be directly provided by the agency or subcontracted are described. Reasonable outreach efforts, likely to have a moderate impact, are described. Appropriate client follow-up is anticipated. Partial incorporation of Housing first principles and practices.  **0 – 5 points**: The delivery strategies and action plan described are lacking and not fully-developed. The agency’s assessment and screening process is inadequate. It is unclear which services will be subcontracted and which will be provided directly by the agency. The outreach efforts are unrealistic and low-impact in nature. Client follow-up and monitoring efforts appear insufficient. Minimal incorporation of Housing first principles and practices. |

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| **Section E – Timeline**  Provide a timeline detailing how the project will be accomplished from start-up to completion of the contract term. The timeline should include/identify start and completion dates for activities, significant milestones and project phases including planning, implementation, completion and evaluation. |
| **Section E Scoring Criteria**  **Maximum Points: 5** |
| **7 – 10 points**: The timeline successfully identifies and describes the significant phases and activities of the project. The timeline coordinates with and accurately reflects the information provided in other parts of the application. It is clear that the proposed project can be accomplished within the contract period.  **4 – 6 points**: The timeline identifies all or most of the significant phases and activities of the project. The timeline mostly/somewhat coordinates with and reflects the information provided in other parts of the application. The project can likely be accomplished within the contract period.  **0 – 3 points**: The timeline lacks vital information regarding the significant phases and activities of the project. The timeline does not sufficiently coordinate with and reflect the information provided in other parts of the application. It’s unlikely that the project can be accomplished with in the contract period. |

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| **Section F – Agency Capacity**   1. Describe your agency’s experience with CSBG funding in the past. If your agency has not received CSBG funding, please describe your past experience managing grants or contracts from any funding source, including amount of funding received, proposals implemented, services provided, and outcomes achieved. If your agency has no grant or contract experience, please provide your agency’s current budget and describe your successful experience with financial management, fiscal accountability, and serving low-income persons in a cost-effective manner. 2. If you received CSBG funding for 2015, the Fiscal Agent will provide your Final Outcomes Report directly to the decision-making committee for consideration. 3. Please attach your agency’s most recent financial audit. 4. Describe how your agency tracks outcomes, services provided, participant demographics, and client satisfaction feedback. |
| **Section F Scoring Criteria**  **Maximum Points: 15** |
| **11 – 15 points:** The agency demonstrates past experience successfully administering CSBG or other grants or contract funding, fully expending allocated funds and meeting or exceeding the objectives laid out in its project proposal. The agency’s financial audit indicates a healthy financial condition. The agency has significant experience tracking outcomes, services provided, participant demographics, and client satisfaction feedback for other grants or contracts.  **6 – 10 points:** The agency demonstrates past experience administering CSBG or other grant or contract funding, mostly expending allocated funds and meeting the objectives laid out in its project proposal. If the agency has no past grant or contract funding, it demonstrates successful experience with financial management, fiscal accountability, and serving low-income persons in a cost-effective manner. The agency’s financial audit indicates a functional financial condition. The agency has some experience tracking outcomes, services provided, participant demographics, and client satisfaction feedback.  **0 – 5 points:** The agency demonstrates no or poor past experience administering CSBG funding, failing to expend allocated funds or to meet the objectives laid out in its project proposal. The agency does not demonstrate success in administering other grant or contract funding or with financial management, fiscal accountability, and serving low-income persons in a cost-efficient manner. The agency’s financial audit indicates a weak financial condition. The agency has limited experience tracking outcomes, services provided, participant demographics, and client satisfaction feedback. |

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| **Section G – Evaluation & Sustainability of the Project:**   1. How will the grant be used to leverage other funding? 2. How will the success of the program participants’ outcome be sustained after the end of the grant? 3. How will the project and its results be evaluated? Include details on the evaluation criteria/methodology you will use and the data that will be collected to perform your evaluation. |
| **Section G Scoring Criteria**  **Maximum Points: 5** |
| **7 – 10 points**: Strong and convincing evidence is provided that the program participants will be assisted to maintain successful outcomes after the grant funding ends. A realistic and achievable plan for leveraging the grant is included. A clear and fully developed evaluation process, using CAP Solano JPA’s tracking system and including details on the criteria and methodology to be utilized, is described.  **4 – 6 points**: The evidence provided regarding the sustainability of the program participants’ success and the plan for leveraging funding is adequate and acceptable. The evaluation process described is suitable for the proposed project.  **0 – 3 points**: Little to no evidence regarding the sustainability of the program participants’ success is provided. The plan (if provided) for leveraging the funding is insufficient and not thoughtfully developed. The evaluation process is significantly lacking in detail, if provided at all. |

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| **Section H – Project Budget**  Develop a project budget that is appropriate and reasonable to accomplish the stated project outcomes. |
| **Section H Scoring Criteria**  **Maximum Points: 15** |
| **11 – 15 points**. All budget forms are properly completed and attached to this application per instructions. Administrative funds are 10% or less of the total requested funding amount. All rows/columns total correctly. The budget and budget narrative clearly describe a cost effective, efficient, appropriate and reasonable use of funds. The project can be accomplished using the proposed budget. A high number of clients will be served based upon the amount of funding requested.  **6 – 10 points**: All budget forms are properly completed and attached to this application per instructions. Administrative funds are 10% or less of the total requested funding amount. Rows/columns may not total correctly. The proposed budget may benefit from increased efficiency regarding the use of funds. The project will most likely  be accomplished using the proposed budget. An average/standard number of clients will be served for the amount of funding requested.  **0 – 5 points**: Budget forms are not properly completed or not attached to application. Significant errors are present in the budget and budget narrative. Administrative funds are higher than 10%. Proposed budget is inefficient and inappropriate and it’s unlikely that the proposed project could be completed. A small number of clients will be served for the amount of funding requested. |

**Scoring Table**

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| **Section** | **Maximum Points** | **Points Awarded** |
| A: Project Description | 10 |  |
| B: Need for Assistance, Target Population, and Location | 10 |  |
| C: Project Objectives & Outcomes | 25 |  |
| D: Delivery Strategies | 15 |  |
| E: Timeline | 5 |  |
| F: Agency Capacity | 15 |  |
| G: Evaluation & Sustainability of the Project | 5 |  |
| H: Project Budget | 15 |  |
| **TOTAL** |  |  |