

CLALLAM COUNTY HEALTH & HUMAN SERVICES  
2023 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**  Housing  Shelter  Support Services  Safe Parking/Camping  
**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:**

**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:**

**ORGANIZATIONAL CAPACITY POINTS (Max = 30) \_\_\_\_\_**

**PROJECT DESCRIPTION – Apply 0-10 OR 0-5 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:**

**Previous Outcomes For Project**

*Identifies outcomes for same project in previous funding cycle.*

0 = No mention of previously funded project.

- 1 = Listed previous project but did not provide evidence for outcomes.
- 3 = Listed previous project and evidence of outcomes provided was unclear.
- 5 = Listed the project and provided clear evidence of outcomes/Agency has not previously been funded.

**Points Awarded:** \_\_\_\_\_

**Comments:**

**PROJECT DESCRIPTION POINTS (Max = 25) \_\_\_\_\_**

<p><b>COMMUNITY NEED AND BENEFIT – Apply 0-10 points for each of the following areas listed below</b></p>
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**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 Homelessness Task Force.*

- 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) \_\_\_\_\_**

**IMPACT OF FUNDS – 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:

**Questions for RFP Review Committee Bidders Interviews**

Question #1:

Question #2:

Question #3:

Question #4:

Question #5: