United Way FY 2018-2020 RFP Scoring Tool

Agency Name:

Impact Strategy Name:

Continuation Grant Questions

Please select the score for each question based on the criteria described below:

Q X	Question - including requirements needed **(Note: volunteers only score 0,1,3, or 5. There is no 2 or 4)**
0	Agency is missing large sections of required information / does not answer the question given
1	Agency has not met the full requirements of the question listed above / there are issues with the answer.
3	Agency has met all requirements of the question asked.
5	Agency has met all requirements of the question asked and response is qualitatively superior

Q 1	What problem area do you intend to address and why is this needed locally?
0	Agency does not provide evidence of the problem.
1	Agency lists some local data and loosely ties this data with the problem they intend to address
3	Agency lists some local data, possibly including geography, that describes broadly a need that can be connected to their work (with some logical jumps)
5	Problem is clearly defined. Data supports the need and identifies the priority population. Issue clearly aligns with mission and priorities of agency and United Way goals and priorities.

Q 2	Who are your target clients and how do you reach them?
0	Agency lists no target clients or target is too broad (e.g.: "We serve everyone") and there is no clear description of how clients are sought or determined to be eligible for services.
1	Agency describes client population. Targets for number served are set. Eligibility and needs assessment process is not clearly described.
3	Agency describes client population. Targets are set and based on data. Agency can estimate unmet need. Agency relies on referral networks to engage clients. Eligibility criteria are described.
5	Agency describes client population. Disparities between target population and general population are identified and quanitified. Targets are set and based on data. Agency can estimate unmet need. Agency has a client centered, client informed and culturally competent outreach strategy. Eligibility criteria and needs assessment are clearly described.

Q 3	What is/are the services you will deliver and what result will you achieve? Describe the service sequence. In your description it should be clear how the activities relate to the result your organization is working to achieve.
0	No results are associated with services delivered. Multiple activities are not connected to each other. Continuum of services unclear.
1	Services are focused on immediate needs. Strategies to address missing building blocks or remove obstacles are unclear.Services are connected to outcomes, though they may be short term. Service sequence can be patched together, but requires considerable thought and leaps of logic to achieve.
3	Services are connected to outcomes and most services connect to each other well, though not all do. Strategy addresses needed building blocks or removes critical obstacles. Organization's goal is clear and obvious based on the services and outcomes listed. Logic model is complete and easy to follow.
5	Services described are clear, closely linked to measurable outcomes, and each service is clearly connected to the others. Frequency, average duration, intensity and location of services is described. The likelihood that the described activities will deliver the desired outcome is very strong. Comprehensive process map is included with application that includes assessment or decision points and collaborative services, referrals or connections to achieve client outcomes.

Q 4	What evidence exists or do you have that shows your approach will work to solve your clients' problem or need?
0	No data or evidence is provided that shows how agency's specific actions will solve specific needs.
1	Data or evidence of program impact is too broad or not directly applicable to proposed services or client needs. Agency may report only their experience.
3	Evidence is given that logically shows that the program's approach generally works to solve the clients' need or changes their condition. Agency cites sources of evidence or a specific model of practices.
5	Agency has specific evidence, ideally from own organization, that clearly documents how this service directly works to solve clients' specific needs or changes their condition. Data and/or follow-up indicates long term change. Agency cites sources and evidence based best practices.

Q 5	Please describe how you determine that participants experience better outcomes by participating in your program, compared to people who are not in your program. What is the difference that is being made? Why should we continue to fund this work (Looking specifically at impact and outcomes)?
N/A	Agency only reports outputs.
0	Agency does not collect outcomes or does not show consistent improvement in their clients when looking at their outcomes. Measurement tool is not formal or is not described.
1	Agency has outcomes that show improvement in clients in their care, but have not compared this improvement against any other groups not in the program. Agency can only assume that improvement is being made because of their intervention. The methodology for determining impact is not clearly described.
3	Agency has outcomes that show, using data, improvement in their client population that is better than the overall population as a whole. Improvement can then be assumed to be related to the program because of this. A valid measurement tool is used and the methodology for collecting and analyzing data is described.
5	Agency has completed a formal evaluation of their program. Data demonstrates better outcomes for agency clients than for similar individuals not served. This analysis takes into consideration client demographics with both client populations (in the program and not in the program) having similar demographics before the intervention. Methodology is clear.

Q 6	Is there anyone else doing what you are doing?
0	Agency does not provide an analysis of the service environment.
1	Agency has provided some analysis of the service environment and may identify other agencies in the area does not provide evidence to suggest that their service is nonduplicative or essential.
3	Agencies analysis of environment establishes a need for the services proposed using unmet needs information, waitlists or other means.
5	Agency has performed a thorough analysis of community enviornments and is fully aware of the continuum of services provided. Agency describes their place in the continuum and also effectively uses the process map attachment to document and describe unique role, collaborations and referral processes.

Q 7	What other organizations help you achieve desired outcomes for clients?
0	Agency is not aware of other organizations to help achieve desired outcomes. Program appears to be designed and delivered without consideration for other efforts in the community.
1	Agency provides a list of organizations they work with but no detail regarding the nature of the relationship.
3	Agency works with many organizations to achieve outcomes, even if most of these relationships are transactional
5	Agency works on a clear continuum of services with many other organizations and has clear handoffs for when each agency should intervene in order to achieve the best outcomes for all clients. Collaborations are clearly described.

Q 8	What's changed in our environment that's impacted the service and how have you coped with those changes?
0	Agency is not aware of changes in environment that has impacted services / agency has no plan for adjusting to changes
1	Agency is aware of changes in the enviornment but does not have a thorough plan (or a very temporary plan) for adjusting to this change
3	Agency is aware of changes in environment and has a plan in place to make adjustments. These plans are fairly well thought-out, but may not full address the issue at hand.
5	Agency is aware of changes in the enviornment (and may be working on a larger policy level to attend to these changes). Agency has a detailed, well-thought plan on how to adjust to changes. Multiple changes may have been identified along with plans for each (or one plan that takes all changes into consideration).

Q 9	Please describe any risks you face that may impact your ability to deliver forecasted outcomes/results such as staff turnover, available talent, policy change, or other funder changes. How would you address them?
0	No risk assessment is done for the organization / there is no plan to address risks.
1	Risks in delivering outcomes have been identified, though solutions to address them are vague or undeveloped.
3	Risks in delivering outcomes have been identified, and solutions to immediate risks are well-thought out
5	A thorough risk assessment has been completed and a direct connection has been made to how this impacts outcomes. Agency describes methods to address these issues including reducing future risks, and in reducing current potential for risk.

	Funding Justification Tool and Budget
0	Forms completed but the cost of components and specific activities are not broken out from total request. Budget does not show sufficient financial resources to cover the costs.
1	Forms completed. Budget narrative describes changes between most recent and forecasted year. Cost of services provided. Method for calculating cost of service not clear or units of service are not clearly defined.
3	Balanced budget. Cost of activities broken out and units of service defined.
5	Budget reflects diverse revenue sources to support proposal. Budget narrative suggests thorough analysis of the financial environment. Funding justification tool shows well defined activities and clear prioritization for funding.

Additional Considerations:

Y or N   Proposal will serve rural clients?

Y or N   Proposal addresses Adverse Childhood Experiences?

Y or N   Proposal targets clients in priority neighborhoods?

United Way FY 2018-2020 RFP Scoring Tool

Enhancement Grant Questions

Q 1	Please describe how you will expand the impact of your program/service. To be considered the enhancement should include one or more of the following: expanded geography, expanded populations, or dramatically expanded services.
0	There is no meaningful expansion of programs or services (**IF THIS IS A ZERO, THEN THE PROGRAM IS INELIGIBLE FOR ENHANCEMENT FUNDING**)
1	There is an expansion of impact listed, though expansion seems minimal compared to current work. There is no data to document the need for an expansion of services.
3	Expansion listed seems to be a reasonable expansion of services, and there seems to be a fair explanation for the necessity of expansion using data.
5	Expansion listed is clearly portrayed and reason for expansion is clearly articulated and necessary (using data).

Q 2	What changes or trends led to the need for this enhancement?
0	Proposal lacks any analysis of trends / trends do not indicate need for enhancement
1	Few trends are noted that support the need for expansion. Only anecdotal evidence is given to support the enhancement proposal.
3	Changes and trends were analyzed. Though evidence is limited and based primarily on agency's own experience, data provided makes a reasonable case for enhancement.
5	Changes and trends clearly articulated. Best practice evidence provided for new models proposed. Argument for expansion is clear using both qualitative and quantitative data. Client input informed enhancement.

Q 3	What is your staffing plan to address this shift?
0	No staffing plan in place to address this shift
1	Staffing plan is still in development and/or appears insufficient for enhancement (too few or too many)
3	Staffing plan is in place and seems reasonable for enhancement
5	Staffing plan is detailed and thoroughly lists out how both new and current staff will integrate work with enhancement of services. Training and development required for enhancement is addressed.