

**Monterey County Emergency Food and Shelter (EFS)
Local Board 077600**

REQUEST FOR PROPOSALS: Phase 36

Application Scoring Rubric

Rubric Instructions: Use questions to evaluate the quality of the proposal. Score each answer using the degree of quality statements. Questions are weighted based on the importance of each concept. Provide additional comments, questions, or recommendations for each question.

Name of Reviewer:

Name of Applicant Organization:

EFS Category:

1. Provide a brief narrative of a community problem/service need that proposed strategies could address. Who is the target population? Please include sources of data used to document need.				SCORE
Criteria Assessed: Needs and Target Population	<u>not expressed</u> well. Some needs data articulated. Target population not clearly defined. Data sources not well documented. Questions of validity and reliability.	Needs data demonstrated. Target population clearly defined. Data sources documented	Compelling needs data documented. Target population clearly defined. Data is disaggregated to support vulnerable groups and historical inequities. Sources are well documents and valid. Answer demonstrated a <u>strong degree of aptitude</u>	

			to carry out project with reasons, evidence and examples.	
	<input type="checkbox"/> 0-3 pts.	<input type="checkbox"/> 4-7 pt.	<input type="checkbox"/> 8-10 pts.	SCORE
Questions, Comments, and/or Recommendations				
<p>2. What strategies and activities will take place to address needs and meet program goals? For each strategy describe:</p> <ul style="list-style-type: none"> a. What are the goals of the program? b. A specific description of each activity – including services provided c. A timeline of when services and key activities will take place d. A description of your program facility(s), e.g. number of beds, cooking facilities, etc. location and hours of operation, e. A description of program staffing levels and functions – include paid and volunteer administrative and direct services staff responsible for administering the EFS program. Describe the qualifications of key staff. f. Describe how you partner with other community benefit organizations to accomplish common goals g. Do you engage program beneficiaries in program design, implementation, monitoring and evaluation? If so, how? 				
Criteria Assessed: Program Strategies	Description of program does not include a clear and overarching goal. Plan does not provide a detailed picture of services. Key components of program details are missing. Resources to operate and implement services in adequate or incomplete. Lack of community partners to support carrying out the work. Program beneficiaries are not engaged	Description of program includes a clear and overarching goal. Plan provide a detailed picture of services. Key components of program details are evident. Resources to operate and implement services are adequate or complete. Community partners are engaged to support carrying out the work. Program beneficiaries are engaged to help design projects.	Description of program includes a clear, overarching and meaningful goal. Plan provide a detailed picture of services. Timeline includes measurable and achievable benchmarks. Key components of program details are evident an clear. Resources to operate and implement services are go beyond the scope of the	

			project. Community partners are engaged to support the work and bring resources to bare to increase impact and support. Program beneficiaries are engaged to help design projects and improve them. They support implementation, monitoring, and evaluation.	
	<input type="checkbox"/> 0-3 pts.	<input type="checkbox"/> 4 - 10 pts.	<input type="checkbox"/> 11-20 pts.	SCORE
Questions, Comments, and/or Recommendations:				
3. Describe how you will braid EFS programs with longer term strategies that support deeper levels of impact. For example, capacity building; Active Referrals; address patterns of behavior; affect systems change; address policy barriers; undermine negative mental models.				
Criteria Assessed: Deep Impact	Strategies to provide deeper level strategies not well articulated. No wrap around services provided. No referral strategy.	Program plans leverage EFS funding to combine strategies aimed at longer term solutions, prevention and breaking a cycle of poverty.	Program plans leverage EFS funding to combine <u>multiple</u> strategies aimed at longer term solutions, prevention and breaking a cycle of poverty. Provides a <u>clear</u> picture and effective plan of	

			how EFS funds will be leveraged with other strategies that address root causes and factors that cause homelessness, hunger and poverty.	
	<input type="checkbox"/> 0-3 pts.	<input type="checkbox"/> 4-10 pts.	<input type="checkbox"/> 11-15 pts.	SCORE
Questions, Comments, and/or Recommendations:				
<p>4. Describe the monitoring and evaluation plan: What indicators will be used to:</p> <p>A. Quantify program deliverables: How much/many (numbers served; number of activities)</p> <p>B. Measure how well the services were delivered: How well (wait time, customer service surveys, opportunities to apply concepts, etc.)</p> <p>C. Measure what difference/improvements the program made: longer term outcomes</p> <p>D. How will results data be made available?</p>				
Criteria Assessed: Monitoring and evaluation	<i>Little to no description</i> on how effectiveness will be monitored and evaluated. Some but not all indicators shared. Lack of clarity on how data would be shared/made available.	<i>M&E plan is effective in defining</i> how program staff will use short term and longer term data to improve results. Metrics available to measure outputs and longer-term indicators to measure outcomes. Clear systems to make data available.	<i>A clear, ambitious, and achievable plan</i> of both monitoring and evaluation success indicators that relates short term immediate relief activities with longer term impactful outcomes. Indicators evident that inform strategy improvement. Clear systems to make data available to a wide variety of stakeholders for a variety of uses.	

	<input type="checkbox"/> 0-3 pts.	<input type="checkbox"/> 4-8 pts.	<input type="checkbox"/> 9-15 pts.	SCORE
Questions, Comments, and/or Recommendations				
5 Active Referral Network Participation: The Monterey County Active Referral Network (The Network) provides opportunities for front line workers to learn about relevant economic mobility services in our community. Meetings include panel presentations where partners share information on existing services, eligibility requirements, outcome goals and how to refer clients. Members learn how to make “active” referrals that incorporate eligibility and program outcomes and leverage relationships. This ensures referrals lead to services and residents access the range of services needed for economic mobility. Participating in Active Referral Meetings is a grantee requirement.				
Criteria Assessed: Collaboration	Will Not participate		Will participate.	SCORE
	<input type="checkbox"/> 0 pts.		<input type="checkbox"/> 10 pts.	
Questions, Comments, and/or Recommendations				
6. A brief history of your organization’s experience operating programs that address homelessness, hunger and immediate needs.				
Criteria Assessed: Organizational Capacity	Not expressed clearly the history and/or capacity to implement emergency food or shelter programs	Answer demonstrated with examples that show <u>a degree of aptitude</u> to carry out project.	Answer demonstrated a <u>strong degree of aptitude</u> to carry out project with reasons, evidence and examples.	SCORE
	<input type="checkbox"/> 1-3 pts.	<input type="checkbox"/> 4-6 pts.	<input type="checkbox"/> 7-10 pts.	
Questions, Comments, and/or Recommendations				
7. Program budget and narrative				

Criteria Assessed: Reasonable cost allocation of program expenses; a break down of how costs were determined; description of how funds will be used; description of cost share, matching fund and/or in kind. Matching fund source named.	<u>Does not</u> provide a reasonable budget. No break down of how costs were determined. No matching resources.	<u>Reasonable budget provided.</u> <u>Some degree</u> of cost break down. Limited narrative on how funds will be used and matched.	Budget and narrative show an efficient and effective use of resources. A clear picture of how costs were determined. Funds are leveraged with in kind, cash, or matching funds from other grants. Other funding sources named.	
	<input type="checkbox"/> 1-3 pts.	<input type="checkbox"/> 4-6 pts.	<input type="checkbox"/> 7-10 pts.	SCORE
Questions, Comments, and/or Recommendations				
8. Does your agency have any outstanding EFSP reports or compliance issues with reports submitted? Has your agency returned or not spend previous EFSP awards? If yes, please explain.				
Criteria Assessed: Past Performance	Agency has existing holds from the National Board due to reports owed, compliance issues with past services or reports. Agency received funding but didn't spend funds.	Agency has existing holds from the National Board due to reports owed, compliance issues with past services or reports. Agency is actively working to resolve issues. Agency received funding but didn't spend funds. Agency made efforts correct issues; or make funds available to other LROs.	Agency has no compliance, holds or issues with past EFSP Phases.	
	<input type="checkbox"/> 0 pts.	<input type="checkbox"/> 1-3 pts.	<input type="checkbox"/> 4-5 pts.	SCORE

Questions, Comments, and/or Recommendations