



EVALUATION TOOL GUIDELINES

HOME

SECTION 1: PROJECT DESCRIPTION

The project has been clearly defined:

Determine if proposal clearly defines the project.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1 AND PROJECT NARRATIVE (ATTACHMENT).

The project aligns with the needs of the individuals being served:

Determine if the project addresses the needs of the target population.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; PROJECT NARRATIVE (ATTACHMENT); AND MARKET DEMAND (ATTACHMENT).

The proposal identifies the market demand for this project:

Determine if the proposal clearly identifies the desired market demand for this project.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; AND MARKET DEMAND NARRATIVE (ATTACHMENT).

The proposed project aligns with the City's Consolidated Plan:

Determine if the proposal clearly outlines the need of the project and aligns with the City's Consolidated Plan.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; PROJECT NARRATIVE (ATTACHMENT); AND MARKET DEMAND (ATTACHMENT).

The program clearly substantiates partnerships or collaborations:

Determine if the proposal clearly identifies partnerships or collaborations and explains the relationship.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROJECT BUDGET SUMMARY, PAGE 4; PROJECT MATCH BY SOURCE (ATTACHMENT); AND DETAILED PROJECT BUDGET (ATTACHMENT).

SECTION 2: COMMUNITY NEED

The proposal clearly describes why the project is needed:

Determine if the proposal clearly describes why the project is needed.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; PROJECT NARRATIVE (ATTACHMENT); MARKET DEMAND (ATTACHMENT); AND PRO FORMA (ATTACHMENT).

The proposal cites data or research in support of the documented need:

Determine if the proposal clearly identifies research or data that supports the need of these service(s).

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; PROJECT NARRATIVE (ATTACHMENT); MARKET DEMAND (ATTACHMENT); AND PRO FORMA (ATTACHMENT).

SECTION 3: POPULATION SERVED

The proposal clearly describes the specific target population:

Determine if the proposal clearly describes the specific target population.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1; PROJECT NARRATIVE (ATTACHMENT); AND MARKET DEMAND (ATTACHMENT).

Methodology for determining client eligibility is described adequately:

Determine if the proposal clearly describes how the agency will determine eligibility.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: HOME PROPOSAL, PAGE 1.

Methodology for determining number of Scottsdale residents served is described adequately:

Determine if the proposal clearly describes how the agency will determine the number of Scottsdale residents being served.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGE 3.

SECTION 4: PROGRAM OUTCOME MEASUREMENT

Outcomes are meaningful, client focused and related to the project:

Determine if the proposal clearly describes if the outcomes are meaningful, client focused and directly related to the project.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGE 3.

Tasks are time oriented:

Determine if the proposal clearly describes the tasks to complete the project and associated timeframes.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGE 4.

Tasks are appropriate to the associated outcomes:

Determine if the proposal clearly relates the tasks to the associated outcomes.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGES 3 & 4.

The documentation of the proposed project relates to the tasks, timelines, and outcomes:

Determine if the documentation clearly describes if the project and related tasks, timelines, and outcomes.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGES 3 & 4.

SECTION 5: BUDGET & LEVERAGED RESOURCES

The proposal clearly states how requested funds will be applied to the expense line items:

Determine if the proposal clearly states what funding will pay for and how the requested funds will be applied to the expense line items.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROJECT BUDGET SUMMARY, PAGE 4; AND DETAILED PROJECT BUDGET (ATTACHMENT).

The proposal identifies leveraged funds:

Determine if the proposal clearly identifies leveraged funds and contingency plans for a shortfall in funding.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: PROJECT BUDGET SUMMARY, PAGE 4; AND DETAILED PROJECT BUDGET (ATTACHMENT).

The amount requested is reasonable compared to the relationship with proposed number of residents to be served:

Determine if the proposal clearly illustrates the amount of funding requested for the project and if the cost of the project is reasonable for the proposed number of residents/units to be served.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGE 3; PROJECT BUDGET SUMMARY, PAGE 4; AND DETAILED PROJECT BUDGET (ATTACHMENT).

The over-all program budget shows a direct relationship with proposed project:

Determine if the proposal clearly shows a direct relationship between the proposed project and budget.

WHERE TO FIND THIS INFORMATION IN THE PROPOSAL: STATEMENT OF WORK, PAGE 3; PROJECT BUDGET SUMMARY, PAGE 4; AND DETAILED PROJECT BUDGET (ATTACHMENT).

SECTION 6: DEMONSTRATED CAPACITY

Questions in this section will be scored by the funding team (staff) based on the following:

The staff will review past contract performance and monitoring results if any. For the agencies that have not been funded the score will be Neutral (3).

WHERE TO FIND THIS INFORMATION: EVALUATION TOOL.

SECTION 7: PRESENTATION

The presenter was fully informed about the agency's services and clients:

The presentation was clear; the presenter was knowledgeable about proposed project and was able to adequately respond to questions posed by the Commission, if applicable.

WHERE TO FIND THIS INFORMATION: AGENCY PRESENTATION.

*** If an Agency is not present for their presentation, they will receive 0 points.**

EVALUATION RESPONSE RECEIVED?

The agency failed to respond to the information requested on the staff evaluation sheet:

Response was not received to the request for clarification of proposal information sent to the agency.

WHERE TO FIND THIS INFORMATION: STAFF REPORT.

*** If an Agency fails to respond to the blue sheet a possible -10 points will be assessed.**

*** If an Agency fails to attend and present and no blue sheet response is submitted the Agency's proposal will be disqualified.**