

2021 Home4Good Proposal Review Tool

Project Name: _____
 Organization: _____
 Project Type: _____

Project Review Score
_____ out of <u>102</u>

The York County Coalition on Homelessness - Home4Good Proposal Review Criteria

REVIEW FACTOR	PERFORMANCE GOAL	POINT SCALE	POINTS AWARDED	MAX POINT VALUE
HOME4GOOD PROGRAM GOALS				
1. Project Leads to Stable Housing	Home4Good is designed to support projects, programs, or activities that lead to stable housing for individuals & families who are currently homeless or at risk of being homeless.	6 pts - Applicant clearly identifies how the proposed project will lead to stable housing for individuals and families who are currently homeless or at risk of being homeless. 3 pts - Applicant clearly identifies how the proposed project will lead to stable housing for individuals and families who are currently homeless or at risk of being homeless. 0 pts - The project is unclear as to how their request will lead to stable housing.	0	out of 6
Home4Good Program Goals Total			0	out of 6

PROPOSAL EVALUATION				
2. Narrative	Home4Good narrative is concise (one page), that highlights the need and expected impact of funding on that need. Narrative should identify which of the H4G goals will be impacted. Applicant experience, capacity, and geographic scope must be included.	15 pts - Proposal meets all of the identified criteria outlined in the application: size, location of applicant and geographic scope, scope of activities, identifies which program goal is addressed and impact, applicant experience and capacity. 8 pts - Proposal meets some of the identified criteria outlined in the application for narrative but some details are unclear or missing. 0 pts - Proposal narrative is unclear on specifics of the need, goal, or other required conditions that prevent the CoC from understanding the scope of the proposal.	0	out of 15

3. Program Design and Measures	<p>Proposals must provide detailed program design and implementation information to meet the goals of the proposal. This should include how the organization currently tracks and measures program outcomes, how the organization uses data-based practices to examine outcomes and track performance.</p>	<p>15 pts - Proposal meets all of the identified criteria outlined in the application for program design and measures. 8 pts - Proposal meets some of the identified criteria outlined in the application for program design and measures but some details are unclear or missing. 0 pts - Proposal is unclear on specifics of the program design and measures that prevent the CoC from understanding the scope of the program design and measures.</p>	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	out of	15	
4. Budget	<p>Proposals must include a complete budget, which includes the following:</p> <ol style="list-style-type: none"> 1. Total amount requested 2. Whether or not the proposal is 'all or nothing' 3. Sources and uses for match and/or leveraging funds including the percentage of funding from other sources (if using; recommended, not required) 4. Timeline for disbursement/expenditure of H4G funds (within 12 months of contract) 	<p>6 pts - Proposal meets all of the identified criteria outlined in the application for budget. 3 pts - Proposal meets some of the identified criteria outlined in the application for budget but some details are unclear or missing. 0 pts - Proposal is unclear on specifics of the budget that prevent the Coalition from understanding the scope of the budget.</p>		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	out of	6
5. Partnerships	<p>Proposals must include documentation showing the project will be implemented in support of the Coalition's goals and in coordination with local organizations. Include a list of partner organizations and descriptions of their roles. Nonprofits must include proof of tax exempt status. Articles of Incorporation must be included.</p>	<p>6 pts - Proposal meets all of the identified criteria outlined in the application for partnership documentation. 3 pts - Proposal meets some of the identified criteria outlined in the application for partnerships but some details are unclear or missing. 0 pts - Proposal is unclear on specifics of partnerships, tax status, or is missing items that prevent the Coalition from understanding the scope of the proposals partnerships.</p>			<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	out of

6. Timeline	Proposals must show an overall funding timeline that provides milestone dates for utilization of funds. Proposals must indicate a readiness to begin immediately upon receipt of funding.	6 pts - Proposal meets all of the identified criteria outlined in the application for timelines. 3 pts - Proposal meets some of the identified criteria outlined in the application for timelines but some details are unclear or missing. 0 pts - Proposal is unclear on specifics of their timelines that prevent the Coalition from understanding the scope of the proposals partnerships.		out of	6
7. Administrative Expenses	Proposals must limit administrative expenses to no more than five percent (5%) of total amount awarded.	4 pts - Proposal identifies 5% or less of total request for administrative expenses. 0 pts - Proposal identifies <u>more</u> than 5% of total request for administrative expenses. 0 pts - Proposal is unclear on amount of funding requested for administrative expenses.		out of	4
8. Home4Good Program Application Requirements	Proposal includes a fully-executed Home4Good Program Application (Appendix A in the application), Performance Metrics Form (Appendix B in the application), and Budget Form (Appendix C in the application).	6 pts - Proposal has submitted a fully executed Program Application, Metrics, and Budget. 0 pts - Proposal's Program Application, Metrics and Budget are not fully executed and is missing forms or information		out of	6
Proposal Evaluation			0	out of	58
YORK COUNTY COALITION ON HOMELESSNESS PRIORITIES					
9. Applicant Experience - Population	Home4Good applicant and/or partners have past experience with the population defined within the proposal.	6 pts - Both applicant and partners have past experience with the population defined in the proposal. 3 pts - Only partners defined in the proposal have past experience with the population. 0 pts - Past experience with the population defined in the proposal is not clear or missing from the proposal.		out of	6

10. Applicant Experience - Activities	Home4Good applicant and/or partners have past experience with the activities defined within the proposal.	6pts - Both applicant and partners have past experience with the type of activities defined in the proposal. 3 pts - Only partners defined in the proposal have past experience with the type of activities defined. 0 pts - Past experience with the type of activities defined in the proposal is not clear or missing from the proposal.	[]	out of	6
11. Budget (Appropriate)	Budgeted costs are reasonable, allocable, and allowable	6 pts - Budget is appropriate for the proposal across all requested categories 3 pts - Budget has some unreasonable categories of request but overall proposal budget is acceptable 0 pts - Significant budget concerns identified in the proposal	[]	out of	6
12. Leveraging of Other Resources (recommended; not required)	Home4Good proposal shows a match or leveraging of resources from other sources for their project. This is recommended but not required.	6 pts - Proposal shows 25% or more match or leveraged resources 3 pts - Proposal shows 10-24% match or leveraged resources. 0 pts - Proposal does not list any match or leveraged resources.	[]	out of	6
13. Geographical Area Served	Home4Good proposal encompasses the full geographical area of the Coalition.	6 pts - Proposal identifies coverage of the full geographical area. 4 pts - Proposal limits coverage, but provides rationale for the limitation 0 pts - Proposal is unclear on the coverage area.	[]	out of	6
Coalition Priorities Evaluation			0	out of	30
Coalition Goals					

Home4Good proposal is aligned with the Coalition's 5 Goals, and shows connection to the 10 Year Plan to End Homelessness:

14. Proposal aligned with Coalition's Goals & 10 Year Plan to End Homelessness

1. Supportive services;
2. Landlord engagement;
3. Street outreach;
4. Diversion/Housing Problem Solving;
5. Housing for specialized populations who typically cannot be served by existing systems

4 pts - Proposal is aligned with at least one Coalition Goal and identifies connection to the 10 Year Plan

2 pts - Proposal shows connection to Coalition Goals or 10 Year Plan, but not both

0 pts - Proposal is unclear on how the Coalition Goals or 10 Year Plan fit the scope.

out of 4

Home4Good proposal moves the Coalition's goals forward on ending homelessness for:

15. Coalition's Goals to End Homelessness

1. Chronic homeless
2. Families with Children (under 18)
3. Youth (Unaccompanied or Parenting)
4. Individuals

4 pts - Proposal assists the Coalition's goals of ending homelessness on 2 or more populations.

2 pts - Proposal assists the Coalition's goals of ending homelessness for at least 1 population.

0 pts - Proposal is unclear on whether or not it will provide assistance to one of these populations.

out of 4

PA-512's 10 Year Plan Goals	0	out of	8
TOTAL SCORE	0	out of	102