

2010-11 Challenge Grant Evaluation Tool
Okaloosa Walton Homeless Continuum of Care/ Opportunity, Inc.

Grant Applicant:

Evaluator Number:

Review for Fatal Flaws

Was grant received by deadline of noon, Central Time, June 18?	Y	N
Is the applicant a member of the Continuum of Care?	Y	N
Does grant adhere to formatting instructions?	Y	N
Does grant provide adequate evidence of leverage?	Y	N
Does leverage letter conform to state instructions?	Y	N
Is there a signature on the final application page?	Y	N

Any no will result in rejection of the application.

Evaluation:

Description of Target Population to be Served by Proposed Funds – 10 points

Does the description address the following:

Type of homeless population? Vets? Victims of Domestic Violence? Youth? Imminent danger of homelessness? Families? Chronically homeless? Men only? Women only? Any homeless or precariously housed? Grant should contain more than one or more of the above words - applicant should indicate familiarity with the population, needs, characteristics, etc.

Geographic area? Metropolitan area (Destin, Niceville, Crestview, DeFuniak Springs, Fort Walton area) or County (Okaloosa or Walton/ north Okaloosa or north Walton, South Okaloosa or South Walton). The application should demonstrate how service delivery will be effective throughout the geographic area).

Does the application provide insight into homeless characteristics affecting needs and service delivery?

Comments:

Description of Proposed Services and Benefits to Homeless: - 30 points

Does the application clearly describe the services to be offered? The more specific, the better. It is not sufficient to say case management – case management must be defined in terms of the grant – assistance in finding affordable housing, or assistance in linking to DCF benefits, or finding a physician or dentist. If you are going to offer a youth program, how are youth going to get there, what are the hours, what will they do? Will there be field trips? If it is a cold night shelter, is it a shelter only? Meals? Snacks? Program offerings? Companions (people to play checkers with, or just to listen?) What is being offered and why?

Does the application justify how services will be used to prevent or alleviate homelessness among the target population?

There are many ways to answer this – clients need to be clean and rested if they are to be successful in a job hunt; clients need teeth to maintain nutrition and to get a job; youth need to see the possibilities for breaking cycles of homelessness and poverty. Think for a moment, and link your services to future outcomes.

Does the application describe the criteria by which applicants will be accepted?

At Opportunity Place, which is not applying, admissions criteria is simple: women and families who agree to abide by shelter rules, depending upon capacity. A youth program may have age restrictions. A program for vets may require an honorable discharge, or be by self-report only. Some cold night shelters may not be able to accommodate families. Some may take anyone who shows up until capacity is reached (tell us what the capacity is).

Does the applicant show prior experience that would provide an indication of future success?

Applicants should describe how services have been managed in the past – is there a coordinator, a rotation of volunteer teams, a paid employee? What is the organizational structure used, how many people have been served in the last year? What facilities are used? If applicant is proposing a new program, they should describe what skills they bring to the table, and how they propose to use those skills to organize the program.

Comments:

Budget Detail: - 20 points

Does the budget appear appropriate for the services listed?

Are expenses adequately justified and calculated?

Is the budget between \$5000 and \$10,000?

Comments:

Participation in the Continuum of Care: 20 points

The Continuum of Care exists to ensure coordination among service providers. Weight should be placed on those applications demonstrating a willingness to work with other providers, both in giving referrals and taking referrals.

Did organization participate in the Point-in-Time survey?

Did organization provide Continuum of Care with completed point-in-time count tools, send out representatives on field surveys, supply signature sheets?

Does organization have permanent representation in the Continuum of Care monthly meetings?

How often does organizational representative attend Continuum of Care meetings?

Is there other participation in Continuum of Care activities (work on special projects, fund-raising, committee meetings, community awareness on behalf of Continuum)?

Comments:

Leverage: 20 points

Is leverage given as a dollar figure? (Leverage letters that talk of percentages or list in-kind donations do not meet state requirements, and must be discarded).

Does leverage meet or exceed the amount requested in the grant?

Scoring note: Assume an equation of request = leverage to be the median score of 10;. A request > leverage would be a percentage of the leverage to the request on a 1-10 point scale. An application where request < leverage would receive a score from between 11-20, depending on the average of leverage amounts submitted by other agencies going over the requested amount. An application which requests \$5,000, and shows \$5,000 of leverage would receive a 10 on this section. An application which requests \$5,000, but only shows \$1000 in leverage, would receive a 2. An application that requests \$5,000, but offers \$15,000 in leverage could receive a 20.

Comments: