

2021 ESG Project Proposal Rating Form

IMPORTANT: Fill out one of these forms for each proposal. Bring your completed forms to our review meeting on **Wednesday, November 10th from 2pm – 4pm** via Zoom. Members will be asked to hand in their rating forms and proposal copies at the end of the review via email.

Instructions: First, read the Letter of Interest (LOI) and its instructions thoroughly. Then, read the proposals and rate them based on the criteria specified below and in the attached *Emergency Solutions Grant (ESG) Scoring Matrix* document.

Please include comments on proposal strengths and weaknesses and total your scores. (Comments may be shared with providers.) Sign your name at the bottom of the form. You **WILL** be changing original scores listed on your rating sheets based on the discussion and comments of the group.

ORGANIZATION NAME: _____
Program Name: _____
Program Component: _____
Amount Requested: _____
Name of Reviewer: _____

Category 1: Contractor Qualifications (Max. of 30 points)

Description

Proposal speaks to the experience, training, technical and professional ability and capacity of the organization.

Questions to reflect on:

- Does the agency have a minimum of two (2) years of experience in providing services under the program component that they are applying for?
- Is the agency a registered non-profit?
- Does the agency have experience and access to using the Homeless Management Information System (HMIS)? If a victim service provider, does the victim service provider have a comparable database?
- Proposal speaks of active relationships and knowledge of mainstream community partnerships that include health care and housing services?
- Does the agency have experience and knowledge of the Coordinated Entry System (CES) in Ramsey County?
- Does the proposal describe participation of people with lived experience in planning, policy, and decision-making?
- **RRH Providers only:** Does the proposal describe an approach that is aligned with a Housing First model?

Points: _____ / 30 points possible

Comments:

Category 2: Project Understanding and Approach (Max. of 25 points)

Description

Proposal shows a clear understanding of service needs that incorporate best practices and the ability to meet the needs of clients. Proposal highlights strategies for providing services in a holistic, culturally appropriate manner that will promote opportunities to become stably housed. Proposal aligns with [HUD Continuum of Care System Performance Measures](#).

Questions to reflect on:

- Does the proposal reflect a clear philosophical framework for services that are person/family-centered an in line with best practices?
- Ramsey County, in alignment with HHR, is targeting programs that support unaccompanied youth (ages 18-24 years old), single adults (ages 25 and older), and families with dependent children (at least one person is age 18 or older) in all five program components.
- Are practices creative and flexible to meet the needs of the person/household?
- Does the proposal outline supports that will maximize community membership as well as facilitation of services, up to and including entry into housing?
- Does the proposal show competency in integrating natural and quasi-formal community supports with formal services?
- Does it describe a high level of communication & strong collaboration with interdisciplinary team members and other professionals?
- Does the proposal describe collaboration and partnership with the local Coordinated Entry System (CES)?
- Does the proposal include the agency’s target populations and total number of households to be served per program component?
- Does the proposal align with the HUD Continuum of Care System Performance Measures?

Points: _____ (of 25 points)

Comments:

Category 3: Cost (Max. of 20 points)

Description

Proposal outlines a plan that clearly demonstrates the organization’s ability to effectively operate as a business and identifies the agency’s financial stability and solvency. Appropriate costs for the intended service delivery are identified, including how specific funds will be used to support the program and its clients. Match information and amount is clearly detailed.

Questions to reflect on:

- Does the proposal reflect sound fiscal management practice?
- Does the budget provide sufficient information?
- Are the costs reasonable and appropriate?

- Budget provides sufficient information: Administrative costs (list items – maximum of 10% of total budget), Support Services (ie: Staffing) costs (list items/salaries), and Direct Assistance costs (list items)
- Is there a logical connection between costs and outcomes?
- Services should be cost effective (ie: Total amount requested, total number of households served, average cost per household)
- Do the services appear to be cost effective?
- Are the costs appropriate and allowable?
- Does the proposal include 100% match and the source of match?

Points: _____ (of 20 points)

Comments:

Category 4: Cultural and Linguistic Competence (Max. of 25 points)

Description

Proposal demonstrates the organization’s capability to provide services in a manner that is compatible with language and cultural needs and/or preferences.

Questions to reflect on:

- Does the proposal demonstrate competency in language and culture? Does it specify how services will be delivered in a manner that honors cultural norms and practices?
- Does the organization express a commitment to and experience with providing services that are culturally and linguistically appropriate?
- Is the organization connected to culturally specific community resources?
- Does the applicant have sound strategies for the recruitment, retention and promotion of diverse staff? Does the proposal describe communication with persons who have limited English proficiency?
- Does the applicant list any specialties in serving specific populations or communities, specific to the Ramsey County region and gaps as identified in the Heading Home Ramsey Biannual [Needs Assessment](#)?

Points: _____ (of 25 points)

Comments:

SUMMARY OF SCORES

Category 1: Contractor Qualifications	_____ (of a possible 30 points)
Category 2: Project Understanding & Approach	_____ (of a possible 25 points)
Category 3: Cost	_____ (of a possible 20 points)
Category 4: Cultural and Linguistic Competence	_____ (of a possible 25 points)
Total:	_____ (of a possible 100 points)

Signature of Reviewer **Date**