Scoring Matrix: 2017 Request for Proposals for Affordable Housing and Homeless Housing Assistance funds	Total Score

Applicant

Project Title

Reviewer

Date

Does this application qualify for funds per the applicable RCW (see pages 2-3 of the RFP)?

☐ Yes   ☐ No

If the answer to the above question is "No", the application is not eligible for further review and will be denied.

PROPOSAL DETAILS	Eligible Points	Reviewer's Score
1. Applicant Profile and Qualifications Were the following items addressed? ☐ Purpose of organization ☐ Goals of organizations ☐ History of organization ☐ Experience with homelessness and/or affordable housing ☐ Experience managing public funds ☐ Other qualifications Considerations for scoring: ✓ How well was this question answered? Was the answer clear? ✓ Is this organization a good fit for these funds? ✓ Does the applicant have adequate experience working with homelessness and/or affordable housing? ✓ Are they capable of managing public funds efficiently, accurately, and with accountability? ✓ Are they qualified to carry out the proposal? ✓ Does the applicant have any organizational weaknesses that need to be considered?	5	

PROPOSAL DETAILS	Eligible Points	Reviewer's Score
2. Project Description Summary Were the following items addressed? ☐ Summary of proposed project ☐ Description of how it will address homelessness and/or affordable housing ☐ If the proposal is to provide direct client services; or maintenance, construction, or improvement of housing Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear what the organization is proposing to do? ✓ How well will this project address homelessness and/or affordable housing? ✓ What kind of an impact will it have on Kittitas County? ✓ Are there any potential unintended consequences of this project?	15	
3. County Priorities Were the following items addressed? ☐ Did the applicant indicate which county priorities are being addressed? ☐ Is there a description of how the priorities are being addressed? Considerations for scoring: ✓ How well was this question answered? ✓ Is there a clear connection between the proposed project and the county priorities? ✓ How many priorities are addressed in the proposal?	15	
4. Partnerships Were the following items addressed? ☐ Did the applicant list key partnerships for the project? ☐ Are the partners' roles described? Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear how community partnerships are a part of the project? ✓ How many partnerships are listed? ✓ What kind of roles do they have in the project? ✓ Are there any key partners missing?	5	

PROPOSAL DETAILS	Eligible Points	Reviewer's Score
5. Gaps and Duplication in Services Were the following items addressed? ☐ Did the applicant describe how the project fills a gap in services? ☐ Did the applicant describe how the project isn't a duplication of services? Considerations for scoring: ✓ How well was this question answered? Was the answer clear? ✓ Does the project fill a gap (or more than one) in the community? ✓ Is there a duplication of services present?	5	
6. Sustainability Were the following items addressed? ☐ Did the applicant describe their ability, experience, and resources to implement and sustain the project? Considerations for scoring: ✓ How well was this question answered? Was the answer clear? ✓ Does the applicant have experience sustaining projects for the expected duration? ✓ Do they have adequate resources for sustainability? ✓ What would happen if county funding for the project were no longer an option?	5	
7. Goals and Objectives Were the following items addressed? ☐ Were the tables filled out completely and adequately? Considerations for scoring: ✓ How well were the tables filled out? ✓ Is it clear what the project's goals, measures, objectives, and strategies are? ✓ Do the goals clearly align with the project description and the county priorities? ✓ Are the measures and the objectives measurable?	15	
TOTALS	65	

BUDGET NARRATIVE	Eligible Points	Reviewer's Score
1. Funding Utilization Were the following items addressed? ☐ Is there a detailed description of how funds will be used for the project? How will they spend the funds? Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear how the funds will be spent to support the proposed project? ✓ Is the proposed use of funds appropriate for the project?	5	
2. Other Support Were the following items addressed? ☐ Is there a description of other types of support for the project? Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear how other types of support will be used for the project? ✓ What is the degree of other support? ✓ Are county funds the only resource for the project? ✓ Are there guaranteed or uncertain forms of support, or both?	5	
3. Sustainability Were the following items addressed? ☐ Is there a description of how the project would or wouldn't be sustained if the county funds were not available? Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear how the funds affect the sustainability of the project? ✓ Can the project be sustained either fully or partially without county funds in the future? ✓ Are there any plans for future sustainability without county funds?	5	
4. Partial Funding Were the following items addressed? ☐ Is there a description of how the project would be impacted if only partial funds were awarded? ☐ Is there a description of how the proposal could be adjusted for partial funds? Considerations for scoring: ✓ How well was this question answered? ✓ Is it clear how partial funding would impact the project? ✓ Is the project scalable to the amount of funds received? Or is it "all or nothing"?	5	
TOTALS	20	

BUDGET TEMPLATE	Eligible Points	Reviewer's Score

Applicant Name and Dates
 	
Were the following items addressed?
   ☐ Is the applicant name filled out?
   ☐ Are the funding dates filled out?
   ☐ Are the project dates filled out?
 	
Considerations for scoring:
   ✓ Do the funding and project dates align accurately with the proposal?
	5	

Budget Details
 	
Were the following items addressed?
   ☐ Is budget worksheet filled out properly?
   ☐ Are the amounts presented annual amounts versus total project budget amounts?
   ☐ Are the details/descriptions/justifications filled out for each line item?
 	
Considerations for scoring:
   ✓ Are the details/descriptions/justifications adequate for each line item?
   ✓ Do the administrative costs exceed the required percentage?
   ✓ Do the budget details align with the project proposal?
	10	

TOTALS	15	

Score Totals

Proposal Details	
Budget Narrative	
Budget Template	
TOTAL	

Recommendation:

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