

VICTIMS OF CRIME ACT VICTIM AND WITNESS ASSISTANCE

VICTIM SERVICES RFA Evaluation

Problem Statement (5 points):

Required Elements:

- Describe the need for resources at the applicant's offices.
- Describe the specific gaps in services, using examples, which illustrate the need for additional resources
- Show how the current lack of services presents undue constraints on the applicant in meeting their goals to serve victims.
- Describe what is preventing the applicant from providing the best possible services and how additional resources will enhance services.

0 points = Absent:

A response to every required element was not provided.

1 point = Deficient:

The response does not address all aspects of the question completely.

Description of the need for the requested resources and/or position(s) is poor.

Description of gaps in service is inadequate and lacks detail and compelling argument for the case presented.

Does not give any supporting evidence of how the lack of services constrains the applicant from meeting its goals to serve victims.

Does not describe what is preventing the applicant from providing the best possible services and how requested resources and/or position(s) will enhance services to crime victims.

2 points = Unsatisfactory:

The response does not address the question completely.

Description of the need for requested resources and/or position(s) is insufficient.

Description of gaps in service is not explained in any detail to make the gaps clear to the reviewer.

Does not give very convincing evidence of how the lack of services constrains the applicant from meeting its goals to serve victims.

Does not clearly describe what is preventing the applicant from providing the best possible services and how requested resources and/or position(s) will enhance services to crime victims.

3 points= Satisfactory:

The response addresses all aspects of the question sufficiently.

Description of the need for an requested resources and/or position(s) is sufficient.

Description of gaps in service is clear and makes a decent argument.

Adequately describes what is preventing the applicant from providing the best possible services and how requested resources and/or position(s) will enhance services to crime victims.

4 points= Good:

The response addresses all aspects of the question clearly and completely.
Description of the need for requested resources and/or position(s) is clear and convincing.
Description of gaps in service is clear and convincing and compelling.
More than adequately describes what is preventing the applicant from providing the best possible services and how requested resources and/or position(s) will enhance services to crime victims.

5 points= Excellent:

The response addresses all aspects of the question thoroughly and arguments are compelling.
Description of the need for the requested resources and/or position(s) is overwhelming.
Description of gaps in service is overwhelmingly clear and convincing.
Clearly and convincingly describes what is preventing the applicant from providing the best possible services and how the requested resources and/or position(s) will enhance services to crime victims.

Points (0-5) _____

Comments _____

Proposed Services and Implementation (20 Points)

Required Elements:

Applicant should describe the services and activities of the program. The applicant should clearly demonstrate how the services and activities address the gap in services described in the problem statement. Justifications for staff and resources should be provided. This will be scored from the program workplan.

0 points = Absent:

This element of the Work Plan is missing.

4 points = Deficient:

The response does not address all aspects of the question completely
Description of the services and activities the requested resources and/or position(s) will perform is poor.
Description of gaps in service that will be addressed is inadequate and lacks detail and compelling argument for the case presented.
Does not give any supporting evidence to justify the staff and resources requested.

8 points = Unsatisfactory:

The response does not address aspects of the question completely.
Description of the services and activities the requested resources and/or position(s) will perform is insufficient.

Description of gaps in service that will be addressed is poor and lacks detail and compelling argument for the case presented.

Provides only minimal supporting evidence to justify the staff and resources requested.

12 points= Satisfactory:

The response addresses all aspects of the question.

Description of the services and activities requested resources and/or position(s) will perform is sufficient.

Description of gaps in service that will be addressed is sufficient and includes adequate detail and reasonable argument for the case presented.

Provides supporting evidence to justify the staff and resources requested

16 points= Good:

The response clearly addresses all aspects of the question.

Description of the services and activities the requested resources and/or position(s) will perform is detailed and thorough.

Description of gaps in service that will be addressed is strong and compelling.

Provides strong supporting evidence to justify the staff and resources requested.

20 points= Excellent:

The response thoroughly addresses all aspects of the question.

Description of the services and activities the requested resources and/or position(s) will perform is extremely detailed and thorough.

Description of gaps in service that will be addressed is overwhelmingly strong and compelling.

Provides extremely strong supporting evidence to justify the staff and resources requested.

Points (0-20) _____

Comments _____

Organizational Capacity (10 Points):

Required Elements:

- Description of the agency's qualifications, expertise and experience in providing direct services to victims. Consider history, experience, geographic locations, scope of services, current staffing and resources available to victim population. Demonstrates coordination of public and private efforts to assist victims. The response to evaluate these criteria may be found in the Project Summary portion of the workplan.

0 points = Absent:

A response to every required element was not provided.

2 points = Deficient:

The response does not address all aspects of the question completely.
Description of the applicant's history and experience is insufficient.
Description of geographic area served and resources and staffing available is not clear.
Demonstration of coordination of public and private efforts to assist victims was insufficient.

4 points = Unsatisfactory:

The response does not address all aspects of the question completely.
Description of the applicant's history and experience is weak.
Description of geographic area served and resources and staffing available is not very detailed.
Demonstration of coordination of public and private efforts to assist victims was weak.

6 points= Satisfactory:

The response addresses all aspects of the question sufficiently.
Description of the applicant's history and experience is sufficient.
Description of geographic area served and resources and staffing available is adequate.
Demonstration of coordination of public and private efforts to assist victims was sufficient.

8 points= Good:

The response addresses all aspects of the question very well.
Description of the applicant's history and experience is detailed and comprehensive.
Description of geographic area served and resources and staffing available is detailed and comprehensive.
Description fully explains how the applicant promotes, within the community, coordinated public and private efforts to assist victims.

10 points= Excellent:

The response addresses all aspects of the question extremely well.
Description of the applicant's history and experience is very thorough and strongly supports the entity is worthy of funding.
Description of geographic area served and resources and staffing available is detailed, comprehensive and thorough. Paints a clear picture of what the applicant does and how it does it.
Description convinces reviewer that the applicant strongly promotes coordinated public and private efforts to assist victims.

Points (0-10) _____

Comments _____

Program Evaluation (5 points) – Work Plan

Required Elements:

All applicants must demonstrate the use of an evaluation process that they use to measure the effectiveness of their program. The evaluation should be structured to address specific program objectives and goals and determine the extent to which they are being achieved. Evaluations should be used to continuously make any needed adjustments to meet the overall outcome that is being sought through their program.

0 points = Absent:

This element of the Work Plan is missing.

1 point = Deficient:

An evaluation process was included in the Work Plan, but it was not structured to address specific program objectives and goals and determine the extent to which they are being achieved.

2 points = Unsatisfactory:

An evaluation process was included in the Work Plan, but it was loosely structured to address specific program objectives and goals and determine the extent to which they are being achieved.

3 points= Satisfactory:

An evaluation process was included in the Work Plan, but it was minimally structured to address specific program objectives and goals and determine the extent to which they are being achieved.

4 points= Good:

An evaluation process was included in the Work Plan, and it was well structured to address specific program objectives and goals and determine the extent to which they are being achieved.

5 points= Excellent:

An evaluation process was included in the Work Plan, and it was strongly structured to address specific program objectives and goals and determine the extent to which they are being achieved.

Points (0-5) _____

Comments _____

Budget (10 points):

Required Elements:

Budgets will be evaluated for reasonableness of the amount requested for the three-year Agreement period. A detailed budget for the first year must be complete and provide sufficient detail, be reasonable and appropriate for the number of positions to be funded and must be adequately tied to the proposed workplan narrative. Justifications for staff and equipment are clear and compelling. A budget summary and narrative for subsequent years must provide an explanation of any increases. Program match must be sufficient and clearly documented.

0 points = Absent:

The budget detail is grossly insufficient.

The budget and narrative did not tell the same story at all.

The budget and the proposed services to be provided were not well aligned.

The program match was not documented.

2 points = Deficient:

The budget detail is substantially insufficient.

Number of positions and/or salaries requested were not supported; a strong case for positions and/or salary was not made.

Nonpersonal service funding requested was not adequately supported; a strong case for the funding was not made.

The budget and narrative did not tell the same story.

The budget and the proposed services to be provided were only weakly aligned.

Program match was grossly insufficient or not appropriate.

Administrative costs were inordinately high.

4 points = Unsatisfactory:

The budget detail is insufficient.

Number of positions and/or salaries requested were not sufficiently supported; the case for positions and/or salary was weak

Nonpersonal service funding requested was not sufficiently supported; the case for the funding was weak.

The budget and narrative did not adequately tell the same story.

The budget and the proposed services to be provided were only barely aligned.

Program match was insufficient or not appropriate.

Administrative costs were very high and represent an unreasonable portion of the budget compared to direct services.

6 points= Satisfactory:

The budget detail is sufficient.

Number of positions and/or salaries requested was adequate; a case for positions and/or salary was made.

Nonpersonal service funding requested was adequate; a case for the funding was made.

The budget and narrative told the same story.

The budget and the proposed services to be provided were aligned.

Program match was sufficient and documented.

Administrative costs of the budget were reasonable.

8 points= Good:

The budget detail is more than sufficient.

Number of positions and/or salaries requested were well supported; a compelling case for positions and/or salary was made.

Nonpersonal service funding requested was well supported; a compelling case for the funding was made.

The budget and narrative told the same story and were compelling.

The budget and the proposed services to be provided were strongly aligned.

Program match was met and was properly documented.

Administrative costs of the budget were reasonable and justified.

10 points= Excellent:

The budget detail is thorough and clear.

Number of positions and/or salaries requested were strongly supported; a very compelling case for positions and/or salary was made.

Nonpersonal service funding requested was well supported; a very compelling case for the funding was made.

The budget and narrative told the same exact story and were very compelling.

The budget and the proposed services to be provided were very strongly aligned and made a convincing argument for funding.

Program match was clearly met and allowable.

Administrative costs were minimal in relation to the costs of direct services.

Points (0-10) _____

Comments _____

