SUBJECT: Mayor's Youth at Work Partnership Program

BID #: ESC-0315-21

OPEN DATE: 2/24/2021

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract – April 1, 2021 through July 31, 2022 with four (4) one (1) year renewal options

AGENCY: Kids Hope Alliance

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 1 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to waive as a minor irregularity missing Form 3, Insurance Agent Acknowledgement not submitted by Goodwill Industries, Inc. Recommend approval of award to Goodwill Industries to provide programming for the Mayor's Youth at Work Partnership Program. Period of service is from April 1, 2021 through July 31, 2022 with four (4) one (1) year renewal options. Total expenditure amount not to exceed $1,100,000.00.

Funding Source: 10901.181007.582001.000000.00000000.00000.0000000 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Scores and Evaluation Criteria

ANALYST: _____ Annette Burney

RESPECTFULLY SUBMITTED _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Dr. Saralyn Grass, Chief Programs Officer, Kids Hope Alliance

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

KIDS HOPE ALLIANCE
The Jacksonville Partnership for Children, Youth & Families

MEMORANDUM

TO: Gregory Pease,
Chief of Procurement Division

FROM: Mike Weinstein, Chief Executive Director
Kids Hope Alliance (KHA)

CC: Dr. Saralyn Grass, Chief Programs Officer
April Hart, Assistant Director of Finance
Joyce Watson, Director of Administration
Tyrica Young, Director Research and Grants

SUBJECT: Award Recommendation for BID # ESC-0315-21 Kids Hope Alliance, Mayor's Youth at Work Program (MYAWP)

Index Code: JCOD191ESPTP; 10901 181007

DATE: March 26, 2021

The Kids Hope Alliance (KHA) has completed preliminary evaluations of BID ESC-0315-21 and is recommending that Competitive Sealed Proposal Evaluation Committee (CSPEC) make a final recommendation to the Mayor for funding to Goodwill Industries, Inc. The term of agreement will be April 1, 2021 to July 31, 2022 in the amount of $1,100,000.00.

The contractor did not return the Insurance Agent Acknowledgement (Form 3). KHA request approval to waive it as a minor irregularity.

Accounting Code: 10901 181007 582001 000000 00000000 00000 0000000

The following documentation is accompanying this memo:
Exhibit 1 – Summary of the Award(s)
Exhibit 2 – Evaluators' Scores

In addition:

(i) The scope of services for each of the recommended awards is included in the RFP and in the narrative response submitted as part of the evaluation.
(ii) Other terms and conditions (i.e. duration, service period, etc.) have been included in the responses to the RFP and will be incorporated by reference into the final contract.

Cc: Annette Burney, Purchase Analyst

TITLE: Mayor's Youth at Work Partnership Program BID NO.: ESC-0315-21 OPEN DATE: February 24, 2021 @ 2 P.M. ANALYST: Annette Burney No. Invited: (6) No. Received (1) No Bids: ( ) Recorded By: John Hernandez Announcer: Sokkhar Muon		Goodwill Industries		
	Notes:			
CONTRACTOR DETAILS	15			
ORGANIZATIONAL CAPACITY	60			
STAFFING CHART	60			
PROGRAM DESIGN	180			
PERFORMANCE AND DATA MANAGEMENT	30			
BUDGET	15			
TOTAL POINTS	360			
MINIMUM REQUIREMENTS		Y		
CONFLICT OF INTEREST		Y		
INSURANCE AGENT ACKNOWLEDGEMENT		N		
ADDENDUM (3)		Y		

Mayor's Youth at Work Partnership Program

ESC-0315-21

Vendors	15 Points	60 Points	60 Points	180 Points	30 Points	15 Points	360 Max Points	Overall	Rank
	Contractor Details	Organizational Capacity	Staffing Chart	Program Design	Performance & Data Management	Budget	Total Points	Total % Points (Min. Score - 75%)	
Goodwill Industries									
Aszloyn Wakefield	12.00	50.00	49.00	155.00	15.00	25.00	306.00	85.00%	
Mari Ganues	11.00	40.00	41.00	127.00	11.00	23.00	253.00	70.28%	
John Everett	12.00	48.00	44.00	139.00	11.00	24.00	278.00	77.22%	
Averaged Points & Percentages	11.67	46.00	44.67	140.33	12.33	24.00	279.00	77.50%	

ATTACHMENT A - RESPONSE
MYAWP 2020 RFP

A COPY OF THIS ATTACHMENT MUST BE REQUESTED IN WRITING TO ABURNEY@COJ.NET. ALL RESPONSES MUST BE TYPED BELOW EACH QUESTION. HANDWRITTEN RESPONSES WILL NOT BE CONSIDERED AND MAY BE GROUNDS FOR REJECTION.

CONTRACTOR INFORMATION

Contractor Legal Name:_____

Contractor Legal Name must match Contractor's name as listed on the Florida Department of State Division of Corporation website: www.sunbiz.org

Main Administrative Street Address:

City & State: | Zip Code:

Federal Identification Number:

Position	Name	Title	Email	Phone #
Chief Executive Officer				
Chief Financial Officer				
Response Contact				

Is Contractor a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code?
___ Yes ___ No (submit a copy of the determination letter or other proof of tax exemption)

Is Contractor registered as a nonprofit entity under the laws of the State of Florida (must have an "Active" status with the FL Dept. of State (www.sunbiz.org))? ___ Yes ___ No

Is Contractor's file date on Sunbiz prior to 1/1/17? ___ Yes ___ No (submit a copy of Contractor's detailed page)

Has the Contractor (not just individuals employed by the Contractor) operated a youth employment program for at least one (1) year that served at least 100 youth? Operation must have occurred 2017, 2018, or 2019.
___Yes ___ No

Has the Contractor submitted the Insurance Affidavit-Form 3 (executed by Contractor's Insurance Agent)?
____Yes _____No

If Contractor answered No to any of the questions above, Contractor is not eligible to apply. Please do not continue with this application as Contractor will be disqualified upon receipt.

CERTIFICATION OF ACCURACY AND COMPLIANCE

I do hereby certify that all facts, figures, and representations made in this application are true and correct. Furthermore, all applicable statutes, terms, conditions, regulations, and procedures for program compliance and fiscal control, including but not limited to, those contained in the RFP will be implemented to ensure proper accountability of contracts. I certify that the funds requested in this application will not supplant funds that would otherwise be used for the purposes set forth in this project(s) and are a true estimate of the amount needed to operate the proposed program. The filing of this application has been authorized by the Contractor and I have been duly authorized to act as the representative of the Contractor in connection with this application. I also agree to follow all Terms and Conditions of the RFP and Contract, and applicable federal and state statutes. Further, I understand that it is the responsibility of the person signing below to obtain from its governing body the authorization for the submission of this application. Lastly, I hereby attest that all work contained within this response is the unique and original product of the Contractor I represent and has not been plagiarized or duplicated in any way from another Contractor's work product.

CONTRACTOR SIGNATURE (in blue ink)

_____ Authorized Official's Signature

_____ Date

_____ Authorized Official's Title

THE RESPONSE (INCLUDING QUESTIONS) SHOULD NOT EXCEED 19 PAGES

CONTRACTOR DETAIL

1. Provide a concise description of the Contractor, including history, years of operation, general service mission, and primary services provided. Include a copy of the organizational chart and indicate where the proposed program would report. Clearly note the position responsible for the direct supervision of program staff members. If the proposal includes partnerships with other agencies to provide one or more services, describe the roles of each partner and the areas of expertise that they contribute to the proposed program. *(Maximum 15 points-approx. ½ page)*

ORGANIZATIONAL CAPABILITY

2. Describe Contractor's experience in working with diverse populations and how Contractor will implement culturally responsive services that promote equity. Strategies must address culturally responsive engagement and retention efforts that demonstrate an understanding of diverse populations as well as implicit bias and how this might affect service delivery. Discuss Contractor's understanding of equity and inclusion of diverse populations and describe how Contractor's proposed services align with those practices. Discuss Contractor's commitment to a culturally responsive system of care. *(Maximum 15 points–approx. 1 page)*

3. Describe Contractor's history of successful community collaboration, including Contractor's participation in any other work groups, or community efforts serving this population. Be sure to articulate the role Contractor played in helping to improve or enhance the overall system of care for the desired population. *(Maximum10 – approx. ½ page)*

4. KHA is committed to promoting the coordination of youth services in Duval County. Describe any clearly defined, meaningful interagency agreements that Contractor already has or will form with other providers that are cost effective and provide a direct impact on participants served. *(Maximum 15 points- approx. ½ page)*

   4a. If applicable, please submit either the specific and complete Interagency/Partnership Agreements for existing collaborations or letters of commitment from the providers Contractor will collaborate with, if funded (these are separate from the page limit).

5. It is anticipated that organizations responding to this RFP have extensive experience and expertise in providing programming to prepare youth to transition into post-secondary education, training, and gainful employment. Proposals must fully support and demonstrate Contractor's specific expertise in transition programming with the population Contractor proposes to serve. Describe Contractor's funding history, experience, knowledge, and/or training in this area. *(Maximum 15 points- approx. 1 page)*

6. STAFFING CHART

   Describe how the program will be staffed. In the chart below, list all positions that will be providing direct and support services. Include the position/job title (which must match the job title used in the budget narratives); minimum education (including degree area) and training; experience requirements; primary duties (not an exhaustive list); and the percent of each position's time that will be devoted to this program. If a proposed program model requires specific staff credentials for program fidelity, the proposed staff must meet those requirements. *Include positions that may be subcontracted or in-kind match.* Chart positions must match positions in the proposed budget.

# of staff	Position/Job Title	Education/ Training	Experience	Primary Duties	% of time devoted to program

STAFF INFORMATION

7. This contract is effective as of April 1, 2021. Provide a timeline for hiring and training of staff to be fully operational no later than May 1, 2021. *(Maximum 15 points - approx. ½ page)*

8. Consider the initial and ongoing staff training requirements, staff supervision, and costs associated with the program. How will program staff be trained and prepared to deal with a diverse population with unique strengths and challenges? Describe the supervision of direct service staff. Include how staff training and supervision strategies will be addressed to ensure quality service delivery. *(Maximum 15 points - approx. 1 page)*

9. Consistency is important to the success of services. Explain what efforts Contractor will make to maintain staff and reduce both burnout and turnover of trained, experienced staff within the program. Include strategies for managing staff workloads and caseload mix, if appropriate, in the response. Include historical staff turnover information for Contractor's organization and the specific department that this program will fall under. Describe current staff recruitment and retention efforts (monetary and non-monetary), including how self-care is incorporated into staff activities/schedules. *(Maximum 15 points-approx. ½ page)*

PROGRAM DESIGN

10. Provide the number of youth Contractor proposes to serve for the components of school year and summer employment. Describe how the number of youth to be served for each of these areas was determined. Explain strategies to be used to maintain engagement of youth. *(Maximum 15 points - approx. ½ page)*

11. Describe how Contractor will coordinate program recruitment strategies with Duval County Public Schools (DCPS), as well as other youth-serving organizations and community partners. Describe current partnerships/relationships with DCPS and/or community partners, and/or how Contractor will develop relationships with schools or other expected referral sources to market Contractor's program for the desired population for both the summer and school year components. Describe Contractor's program's enrollment process. *(Maximum 15 points- approx. 1 page)*

12. Determining each participant's strengths and challenges through a comprehensive initial assessment is critical to the provision of appropriate services. Provide a detailed description of the program's initial assessment, including timeframes for completion. *(Maximum 15 points- approx. ½ page)*

13. Understanding employment and educational services are necessary for the successful transition of youth. Describe the existing support services that are available in the community for youth to obtain and maintain employment and/or participate in continued education. Describe Contractor's history of successful community collaboration with these support services. Explain how the program will provide services to ensure youth are provided well-coordinated services with other systems of care (e.g. education, healthcare, transportation). *(Maximum 15 points - approx.1 page)*

14. How will the program provide Job Coaching? Explain the provision of services in terms of timeframes, communication mechanisms, and addressing immediate and transition needs? Discuss Contractor's preferred Job Coach caseload size and explain why. Explain how staff will manage this caseload size. *(Maximum 15 points - approx. 1 page)*

15. How will Contractor improve the financial stability and economic mobility of participants through Contractor's program services and/or through community referrals? *(Maximum 15 points-approx. ½ page)*

16. Explain Contractor's procedures to ensure the safety and security of youth while participating in the program. Include methods of emergency communication with staff at program site locations, emergency communication with parents, Contractor's safety and security plan to keep unauthorized people from having contact with youth, and Contractor's guidelines for completing accident and incident reports. *(Maximum 15 points - approx. 1 page)*

17. Explain how self-determination and work-related self-advocacy skills including asking for help, saying "I don't understand", and requesting a break can be taught in a concrete way. Outline how the program will ensure hands-on experiential learning activities. *(Maximum 15 points - approx. ½ page)*

18. Describe curricula that can be utilized to teach social interactions. Describe how materials will be age appropriate and accommodating to the diverse learners in the program. Explain the resources that will be utilized, and strategies implemented. *(Maximum 15 points - approx. 1 page)*

19. Discuss how skills needed to thrive as an adult will be incorporated into programming. How will life skills such as problem solving, decision making, effective communication, financial management, time management, and personal care be taught? *(Maximum 15 points - approx. ½ page)*

20. Describe a timeline for job development, job matching, job coach hiring, job coach training, and implementation of supported employment for a minimum of 6 weeks during the summer. Please describe how worksite employers will be educated about the benefits of hiring youth. *(Maximum 15 points - approx. ½ page)*

21. What must youth have accomplished to have successfully completed the program? Please include the guidelines, requirements, and timeframes Contractor will use to determine successful completion. *(Maximum 15 points - approx. ½ page)*

PERFORMANCE MEASURES AND DATA MANAGEMENT

22. Describe the methods Contractor intends to use to pursue data-driven performance management throughout program implementation. Describe how performance measures and data will improve service delivery, case planning, and quality improvement of service systems and community conditions. How will the program collect and incorporate participant and staff feedback and how frequently will this occur? *(Maximum 15 points - approx. ½ page)*

23. Pre, mid (if applicable), and post-testing is required to measure participant progress and program impact. Explain the steps Contractor will take to ensure that every participant is administered performance measurement tools as required. Describe the internal controls utilized to ensure that data integrity is maintained and that test results are accurate and reported in accordance with the outcome schedule. How will staff be trained and motivated to administer performance measure tools, collect data regularly, and meaningfully use the results? *(Maximum 15 points - approx. ½ page)*

BUDGET

24. Proposals must include a line item budget. Request budget form for Annette Burney aburney@coj.net

    When completing the budget narrative, describe each expense/item requested in detail, and ensure that Contractor's method of calculation is clearly indicated (*e.g., 5 staff background screenings at $81.00 per screening*). All budget items must relate to the services described in the program proposal and must reflect reasonable costs. Ensure that any costs associated with performance measure or learning outcome tools are included in Contractor's budget.

    Please note that budgets must include the cost of youth background screenings, youth wages (FL minimum wage for a maximum of 25 hours per week for 7 weeks during the summer), and FICA and Workers Compensation on the youth wages.

    DO NOT SAVE BUDGET FORMS IN PDF!

    (Maximum points: 15) ***Budget chart not included in page limit.***

Attachment B
Evaluation Matrix

The evaluations will be based upon the following criteria. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the Response as non-responsive. The response to each of the criterion will be evaluated relative to the other responses received. Contractors are encouraged to arrange their responses in the exact format as the application in Attachment A, which will offer ready review and evaluation of each criterion. Please note that the final score will be the percentage of points received. For example, receiving 288 points out of a possible 360, would result in a score of 80%. **Contractors must score a minimum 75% of points overall by site to be considered for funding.**

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 Points	ACCEPTABLE RESPONSE 6-10 Points	EXCELLENT RESPONSE 11-15 Points
Contractor Detail Question #1 (Maximum Points 15)	Agency history is less than one year. Description of agency mission or services provided is missing, unclear, or minimally described.	Agency history is less than three years. Agency mission and history somewhat support the plan to provide services for the program described in the RFP.	Agency history is three years or more. Agency mission and history clearly support the provision of services for the program described in the RFP.
Cultural Competence Question #2 (Maximum Points 15)	The response does not address culturally responsive services and/or organizational practices that promote equity. Proposed strategies do not address retention efforts that demonstrate an understanding of populations as well as implicit bias. There is limited experience working with diverse populations.	The response demonstrates a satisfactory understanding of providing culturally responsive services and/or organizational practices that of inclusion is adequately addressed. strategies adequately address retention efforts demonstrate an understanding of diverse well as implicit bias. There is some prior experience working with diverse populations.	The response demonstrates a clear focus on and understanding of the importance of providing culturally responsive services and/or promote equity. The area of inclusion is fully Proposed strategies fully address retention demonstrate an understanding of diverse as implicit bias. Prior experience working populations are clearly described.
Community Collaboration Question #3 (Maximum Points 15)	The response does not address participation or reflects little participation in local strategic planning/community collaboration efforts. There is little to no prior involvement in related systems of care.	The response reflects some participation in local strategic planning/community collaboration efforts. There is some prior involvement in related systems of care.	The response reflects in-depth participation in local strategic planning/community collaboration efforts. There is significant prior involvement in related systems of care.
Interagency Agreements Question #4 (Maximum Points 15)	There are no existing or planned interagency agreements or the interagency agreements are not cost effective and do not directly impact the participants of this program.	There are existing or planned interagency agreements which are moderately cost effective and have some direct impact on the participants of this program.	There are existing or planned interagency agreements which are significantly cost effective and have a clear, direct impact on the participants of this program.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 Points	ACCEPTABLE RESPONSE 6-10 Points	EXCELLENT RESPONSE 11-15 Points
Prior Funding Question #5 (Maximum Points 15)	Agency has not received prior funding and has minimal experience with these or similar services, and/or has minimal experience providing services for the desired population.	Agency indicates 1-2 years prior funding for similar services, including experience serving the desired populations. The agency has some knowledge of the system(s) of care for the desired population. The provision of these RFP services appears a logical progression for the agency.	Agency indicates over 2 years of funding for similar services, including experience and expertise serving the desired populations. The agency has a thorough knowledge of the system(s) of care for the desired population. Proposals fully support and demonstrate the ability to provide services that meet the needs of the desired population.
Proposed Staff Information Question #6 (Maximum Points 15)	Staffing chart is incomplete, or the number/type of staff included does not seem appropriate/adequate for the positions & services identified. Staff education & experience requirements do not appear appropriate or do not align well with job duties.	Staffing chart is somewhat complete. Duties for each position are somewhat described, but only some education & experience appear reasonable for job duties. The number of professional staff may or may not sufficient for the number of participants to be served & service model.	Staffing chart is fully complete. Duties for each position are clearly described, & education & experience appear reasonable for job duties. The number of professional staff is sufficient for the number of participants to be served & service model.
Staff Hiring/ Training Plan Question #7 (Maximum Points 15)	The timeline and/or process for the program to become fully operational is missing, not clearly defined, or unreasonable.	The timeline and process for the program to become fully operational is provided but may lack detail. The plan is reasonable and somewhat supports the program being operational by the deadline.	The timeline and process for the program to become fully operational is clearly explained and comprehensive. The plan fully supports the program being operational by the deadline.
Staff Training and Supervision Question #8 (Maximum Points 15)	A plan to train staff is not supplied or does not directly correlate to serving the desired population and addressing important subject areas in need of staff training. There are minimal details about how the staff will be supervised and how often they will meet with the supervisor to address the major issues associated with serving the desired population.	The plan to train staff is adequate and somewhat correlates to serving the desired population and addressing some subject areas in need of staff training. Staff supervision strategies are adequately explained and appear to promote quality service delivery and address the major issues associated with serving the desired population.	The plan to train staff is comprehensive and directly correlates to serving the desired population and addressing important subject areas in need of staff training. Staff supervision strategies are clearly outlined and lend themselves to ensuring quality service delivery and addressing the major issues associated with serving the desired population.
Staff Retention Question #9 (Maximum Points 15)	Staff retention strategies are minimally explained and lack detail. The Contractor has a history of poor staff retention.	Staff retention strategies are adequately explained and reflect reasonable strategies to increase retention. The Contractor has a satisfactory staff retention history.	Staff retention strategies are clear and represent positive reinforcement and encouragement to maintain consistent employment. The agency explains efforts (monetary and non-monetary) to increase retention rates and includes clear self-care strategies for staff. Strategies appear to be effective, and the Contractor has a good staff retention history.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 Points	ACCEPTABLE RESPONSE 6-10 Points	EXCELLENT RESPONSE 11-15 Points
Number of youth to be Served Question #10 (Maximum Points 15)	Number of youth to be served appears unrealistically high or low. Youth engagement techniques are not clearly defined or lack effectiveness.	Number of youth to be served appears manageable and cost effective. Youth engagement techniques are adequately described and appear reasonable.	Number of youth to be served is well aligned with the program design and cost effective. Youth engagement techniques are well-defined and effective.
Recruitment Strategies Question #11 (Maximum Points 15)	Recruitment strategies appear vague or inappropriate for recruiting the desired population. Agency has no established partnerships with DCPS or other potential referral sources. Enrollment process appears unclear or inadequate.	Recruitment strategies are explained for recruiting the desired population but may lack detail. Agency has some partnerships with BCPS and/or other potential referral sources. Enrollment process appears appropriate.	Recruitment strategies are clearly defined and creatively designed to engage the desired population. Agency has established partnerships with DCPS and other potential referral sources. Enrollment process appears efficient and designed to meet the needs of the families.
Individualized Participant Assessment & Service Plan Development Question #12 (Maximum Points 15)	Description of the program's individual assessment, timeframes, and protocols is lacking or unclear.	Description of the program's plan for individual assessment and reassessment is provided. Timeframes and protocols appear sufficient.	A detailed description of the program's comprehensive individual assessment and re-assessment process is provided. Timeframes and protocols are clearly identified and appear appropriate for the desired population(s).
Collaborative Partnerships Question #13 (Maximum Points 15)	Collaborative partnerships are not clearly defined or do not appear to ensure that comprehensive services would be provided to the desired population. Response conveys minimal knowledge of existing resources and connectivity with other systems of care.	Collaborative partnerships are appropriate, clearly defined, and appear to ensure that comprehensive services from multiple sources would be provided. Response identifies connectivity with some existing resources.	Agency has a history of successful community collaboration which includes a detailed description of the program's relationship with providers and resources specific to the desired population. Response demonstrates a thorough understanding of how to maximize community resources.
Job Coaching Question #14 (Maximum Points 15)	Success Coaching services for supporting youth and families through the transition process are unclear or minimal. Caseload size is unmanageable or not justified.	Success Coaching services for supporting youth and families through the transition process are described, and caseload sizes are reasonable.	The plan to assist youth and families through the transition process is well-defined, effective, and shows a clear understanding of the challenges. The caseload sizes are well justified and appropriate.
Financial Stability Question #15 (Maximum Points 15)	The plan to assist families to become more economically self-sufficient is either missing, not clearly defined, or ineffective.	The plan to assist families to become more economically self-sufficient is defined and adequate but may lack detail.	The plan to assist families to become more economically self- sufficient is well-defined, effective, and shows a clear understanding of the issue.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 Points	ACCEPTABLE RESPONSE 6-10 Points	EXCELLENT RESPONSE 11-15 Points
Safety and Security Question #16 (Maximum Points 15)	Plan for addressing the safety and security of program youth is ineffective, incomplete, or lacks detail. Plans for maintaining communication between staff appears inadequate. Proposal does not address communication with parents/caregivers. Required protocols, such as accident and incident reports, may be missing from safety/security plan.	Plan for addressing the safety and security of program youth is complete and contains sufficient detail. Plans for maintaining communication between staff appears adequate. Proposal adequately addresses communication with parents/caregivers. Required protocols, such as accident/incident reports and drills, are included in the safety/security plan.	Plan for addressing the safety and security of program youth is detailed and comprehensive. Plans for maintaining communication between staff utilize appropriate technology and protocols. Proposal includes a clear and comprehensive plan for communicating with parents/caregivers. Safety/security plan is detailed and comprehensive, describing details such as accident/incident reporting and required drills for fire, tornado, and active shooter.
Self-Advocacy Question #17 (Maximum Points 15)	Strategies for fostering self-advocacy and self-determination in youth and the plan for experiential learning activities are minimally addressed, unclear, or ineffective.	Strategies for fostering self-advocacy and self-determination in youth and the plan for experiential learning activities are adequately explained and reflect appropriate practices for the desired population.	Strategies for fostering self-advocacy and self-determination in youth and the plan for experiential learning activities are clearly explained, include best practices, and are varied to best meet the needs of the desired population.
Social Interactions Question #18 (Maximum Points 15)	Methods and materials to teach social interactions and prevention programming are not provided, not clearly described, or are ineffective. Use of accommodations are not included or lack detail.	Methods and materials to teach social interactions and prevention programming are adequately described and appropriate. Use of accommodations is appropriately described.	Methods and materials to teach social interactions and prevention programming are well described, engaging, and interactive. Accommodations are clearly identified and varied.
Life Skills Question #19 (Maximum Points 15)	Methods for teaching life skills and activities are not clearly described or are not provided.	Methods for teaching life skills and activities are adequately described and appropriate.	Methods for teaching life skills and activities are well described, engaging, and interactive.
Job Development Question #20 (Maximum Points 15)	Implementation of supported employment is minimally described, lacks details and structure, or is not realistic or appropriate.	Implementation of supported employment is adequately described, includes all required elements, and is appropriate.	Implementation of supported employment is fully described, includes all required elements, and appears effective.
Successful Completion Question #21 (Maximum Points 15)	Expectations for successful program completion timeframes and goals are not identified or are minimally addressed.	Requirements for successful program completion are adequately described and reasonable. Time frames and goals are explained.	Requirements for successful program completion are clearly, described and appropriate. Time frames and goals are well explained.
Methods to pursue data-driven performance management Question #22 (Maximum Points 15)	There is little or no discussion of how performance measures and related data will inform service delivery and incorporate participant or staff feedback.	Some description of how performance measures and data will inform service delivery and incorporate participant or staff feedback is provided.	A detailed description of how performance measures will inform service delivery and process improvements is included, as well as a clear and relevant description of how participant and staff feedback will be incorporated into the performance measurement process.

APPLICATION REFERENCE POINT	INCOMPLETE RESPONSE 0-5 Points	ACCEPTABLE RESPONSE 6-10 Points	EXCELLENT RESPONSE 11-15 Points
Measure participant progress and program impact Question #23 (Maximum Points 15)	There is little or no discussion of how performance measurement will be conducted. There is minimal description of internal controls for data integrity, test score accuracy, and outcome reporting. There is no reference to how staff will be trained and motivated to collect and meaningfully utilize performance measure data.	There is a plan for ensuring that every client served will complete performance measures. Adequate internal controls are addressed to ensure data integrity and that test results are accurately scored and reported. A general description is provided on how staff will be trained and motivated to collect and meaningfully utilize performance measure data.	There is a plan that describes specific details regarding the internal controls and processes to ensure high quality data collection and reporting. This includes supervisor oversight, data report analysis, and use of an internal tracking system with clear guidelines for use. A clear and robust process for training and motivating staff to collect and meaningfully utilize performance measure data is provided.
Budget Question #24 (Maximum Points 15)	The budget form is missing, incomplete, or incorrect. Budget amounts seem unreasonable or unnecessary to support the program.	The budget form is complete and accurate. Expenses appear reasonable and support the proposed program. Budget detail adequately describes and justifies anticipated expenses.	The budget form is complete and accurate. Expenses are cost-effective, reasonable, and support the proposed program. Budget detail clearly describes and justifies anticipated expenses.
360	TOTAL POSSIBLE POINTS		
	POINTS AWARDED		
	PERCENTAGE OF POINTS ACHIEVED		

Applications must score a minimum 75% of points overall to be considered for funding.