

ESG-CV Eviction Prevention Program RFP - Proposals DUE 7/1/20

Proposer:

CAN Service Area: Statewide

Funding Request: \$ 5,300,000

Category		Quality Criteria	Points Guideline	Explanation of Points Calculation	Maximum Possible Points
A	Program Description				53
a	CAN Geographic Distribution	Respondent identifies how services and funding will be available to households in each CAN region (statewide). Proposal must include the plan for the division of resources by CAN region with explanation for how this was decided.	5	Scale 0-5: 0=no plan; 5=strong	
b	Service Capacity/Delivery Plan/Processes/ Protocols	Respondent must describe the elements of your proposed program: 1) What services and targeted financial/rental assistance will be provided to clients to assist them with preventing eviction and addressing their underlying causes of housing instability; 2) The anticipated number of households that will be served; 3) How will you outreach to potential clients and the process for determining client eligibility for services and financial assistance; 4) How your program will work with partners in each CAN regarding waitlist and prioritization of clients if there is more demand than capacity to serve; and 5) What training will be provided to staff and subcontractors, as applicable.	40	Scale 0-40: 0=no plan; 40=high quality plan	
c	Federal Compliance	Respondent's ability to ensure their program meets federal requirements.	5	Scale 0-5: 0=no ability; 5=strong ability	
d	Timeline	Respondent describes anticipated quick project start-up timeline for rapidly establishing policies and procedures, drafting applicable program forms, subcontracting with other eligible organizations as necessary, hiring staff, and implementing the program.	3	Scale 0-3: 0=no ability; 3=strong ability	
POINTS EARNED - SCOPE OF SERVICES			53		

Category		Quality Criteria	Points Guideline	Explanation of Points Calculation	Maximum Possible Points
B	Organizational Capability				12
a	Purpose/Mission/Current Operations	Extent to which the mission, current programs and services currently provided within the geographical area relate to the proposed program.	2	Scale 0-2: 0=not related; 2=very related	
b	Minimum Qualification Threshold	Respondent demonstrates a minimum of 2 years experience providing housing stabilization services or landlord mediation/eviction prevention services to at-risk of homelessness or homeless populations. Respondent demonstrates a minimum of 2 years experience as a recipient or subrecipient of a homeless assistance program funded by the U.S. Department of Housing and Urban Development.		Minimum Threshold	
c	Qualifications/Relevant Experience and References	Respondent's ability to perform the proposed activities, manage a collaborative project, and administer city, state and/or federal grants. Ability of potential subcontractors to implement proposed activities. Ability to leverage community partnerships.	10	Scale 0-10: 0=no ability; 10=strong ability	
POINTS EARNED - ORGANIZATIONAL PROFILE			12		
C	Staffing Requirements				7
a	Key Personnel	Key staff's ability to successfully implement eligible activities	5	Scale 0-5: 0=no ability; 5=strong ability	
c	Staff-to-Client Ratio	Extent to which support staff to client ratio is proposed and the applicable rationale for such capacity	2	Scale 0-2: 0=no ratio; 2=strong ratio	
POINTS EARNED - STAFFING PLAN			7		

Category		Quality Criteria	Points Guideline	Explanation of Points Calculation	Maximum Possible Points
D/E	Data and Technology Requirements/Quality Assurance				10
a	Data Reporting	Respondent has capacity to collect client level data using HMIS or ability to rapidly implement such data collection	1	Yes = 1 No = 0	
b	Quality Assurance Requirements	Respondent describes it's organization strong internal quality assurance process and client satisfaction process and ability to incorporate proposed subcontractors into quality assurance process.	6	Scale 0-6: 0=no ability; 6=strong ability	
c	Contract Compliance/Improvement	Respondent's past contract deficiencies and response.	3	Scale 0-3: 0=poor; 3=strong	
POINTS EARNED - DATA AND TECHNOLOGY/PERFORMANCE MEASURES			10		
F	Cost Proposal Component				10
a	Audited Financial Statements	Extent to which audited financial statements reflect good financial position	2	Scale 0-2: 0=poor financial position;	
b	Financial Management Procedures	The respondent shall submit the respondent's written financial management procedures that include policies/procedures for: (i) managing and tracking cash receipts/disbursements; (ii) budgeting; (iii) procurement; (iv) reconciling expenditures; (v) separation of duties/functions and (vi) payroll.	3	Scale 0-3: 0=poor; 3=strong	
c	Financial Capacity/Mixed Funding	The respondent describes the organization's financial capacity to properly isolate ESG-CV Eviction Prevention Program related income and expenditures. Discusses the internal controls used to ensure the safeguarding of funds to ensure that a thorough record of expenditures can be provided for purposes of an audit. Ability to track staff time.	5	Scale 0-5: 0=poor controls; 5=strong controls	
POINTS EARNED - FINANCIAL PROFILE			10		
G	Budget and Budget Narrative				8
a	Budget	Budget is complete with the attached budget form and complies with the budget directions.	2	Yes = 2 No = 0	
b	Budget Narrative	Budget is reasonable in relation to the proposed statewide service area, number of clients and services to be provided. Administrative costs are reasonable and minimal.	6	Scale 0-6: 0=unclear and inconsistent; 6=clear and consistent	
POINTS EARNED - BUDGET AND BUDGET NARRATIVE			8		
TOTAL POINTS EARNED					100