Advocates for Human Potential (AHP); National Coalition for Homeless Veterans (NCHV); and the U.S. Department of Labor, Veterans Employment and Training Services (DOL-VETS).
Review of Scoring Rubric

From the PY 2015 SGA

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points (maximum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Statement of Need</td>
<td>15</td>
</tr>
<tr>
<td>(See Section IV.B.3.(1))</td>
<td></td>
</tr>
<tr>
<td>2. Overall Approach and Strategy</td>
<td>45</td>
</tr>
<tr>
<td>(See Section IV.B.3.(2))</td>
<td></td>
</tr>
<tr>
<td>(Outreach 10 pts.)</td>
<td></td>
</tr>
<tr>
<td>(Assessment &amp; Intake 10 pts.)</td>
<td></td>
</tr>
<tr>
<td>(Job-Driven Employment &amp; Training 15pts.)</td>
<td></td>
</tr>
<tr>
<td>(Follow-up 10 pts.)</td>
<td></td>
</tr>
<tr>
<td>3. Quality of Linkages</td>
<td>15</td>
</tr>
<tr>
<td>(See Section IV.B.3.(3))</td>
<td></td>
</tr>
<tr>
<td>4. Organizational Capability and Experience</td>
<td>15</td>
</tr>
<tr>
<td>(See Section IV.B.3.(4))</td>
<td></td>
</tr>
<tr>
<td>5. Housing Strategy</td>
<td>10</td>
</tr>
<tr>
<td>(See Section IV.B.3.(5))</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

4. Organizational Capability and Experience: 0 to 15 points

Applicants will be evaluated on the extent to which the narrative illustrates that the organization has the capacity to carry out the program proposed. Please note that the grant review panel members who will be evaluating grant applications submitted as a result of this SGA do not have access to any reporting information systems during the evaluation process. Therefore, if an organization presents past experience administering and managing grants and they do not submit final or most recent technical performance reports, as specified within this SGA, the grant application will receive a low score when evaluated for this element of the evaluation criteria.
What is Required in the SGA: Organizational Capability and Experience

All applicants must fully describe their organization’s ability to manage the operational, administrative, programmatic, and financial reporting requirements specified within this SGA. Applicants must describe key staff skills, experience, history, knowledge, qualifications, capabilities, office locations, and provide an organizational chart. Organizational charts, key staff resumes and detailed staff capability statements do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.

Applicants must also address their capacity for timely implementation of the program, programmatic reporting, and participant tracking. Applicants must have a familiarity with the area and population to be served and the ability to administer an effective program that is ready to start immediately upon the first day of the grant award period of performance. Applicants are also required to fully describe how their proposed program can or will outlast the federal funding being provided under this grant after either the first year of funding or, if awarded, after the possible option year or years of funding. To illustrate the long-term sustainability of the program and the services proposed, applicants must be able to present a diverse funding base or illustrate an organizational strategic plan that illustrates the attainment of financial resources beyond those secured through the HVRP grant. Other evidence such as long-term leases and a strong history of community involvement by the organizations key staff may also be used to present how the program will outlast the proposed HVRP grant funding.

Applicants must complete the PY 2015 Competitive Grants Planned Goals Chart (Appendix C) with proposed programmatic outcomes, including but not limited to, participants served, placements, and jobs retained. This chart does not count toward the 15-Page technical proposal limit, but it does count toward the overall 50-page limitation.
What is Required in the SGA (cont.)

Applicants who have operated a HVRP grant program must include the most recent 4th quarter cumulative quarterly Technical Performance Report (TPR); the most recently completed 4th quarter Technical Performance Narrative (TPN); a copy of the planned goals spreadsheet providing the planned goals for the year the of the most recently completed 4th quarter TPR; and, the most recent financial and technical performance reports for other relevant programs, if applicable. Submission of the planned goals spreadsheet, the 4th quarter TPN, and TPR do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.

Prior HVRP experience is not a requirement for this grant. Applicants who have not previously been HVRP grantees are required to provide related program outcomes from other similar grant programs they have managed that were funded through other sources of revenue, such as non-HVRP funding, state or local funding, philanthropic grants, individual contributions, fee for service, or other sources. Applicants must describe specific outcomes previously achieved against established targets by the applicant within these related programs, such as number of enrollments, number of participants that entered employment, cost per placement into employment, benefits secured, and network coalitions. Applicants with no previous HVRP experience, but who can demonstrate previous experience with similar programs, should submit their most recent financial and programmatic cumulative final year-end performance reports related to those programs. These financial and programmatic cumulative final year-end performance reports do not count toward either the 15-page Technical Proposal limit or the overall 50-page limitation.
The organizational capability and experience section is worth up to 15 points out of 100 points.

Complete…. Coherent…. Comprehensive!!

Two Layers:
- **Staff**: key staff skills, experience, history, knowledge, qualifications, capabilities
- **Organization**

Organization Layer:
- administrative,
- operational,
- programmatic,
- financial
Staff Experience

- Credentials: MSW, CRC, LPC
- Veterans on staff?
- Formerly homeless persons on staff?
- Length of time with the organization and role
- Shared staffing?
- Administrative staff?
- MUST HAVE: Staff resumes and capacity statements
Experience with Administrative Management

- **Look at who they hired/plan to hire**
  - Credentials and licenses
  - Work experiences
  - Length of service with the organization
  - Veterans, formerly homeless individuals on staff

- **Look at the organization’s structure**
  - Leadership commitment
  - The organization’s mission
  - Board commitment/involvement
  - MUST HAVE: Organizational Chart
Experience with Operational Management

- **Look at start up history**
- **Look at processes for supervising staff and activities**
  - MUST HAVE: Organizational Chart
- **Look for a demonstrated ability to develop and maintain partnerships**
  - SHOULD HAVE: local area network of service providers matrix
- **Look for evidence of monitoring**
  - Do they show an understanding of the planned level of performance using the reporting methodology as described in the Technical Assistance Guide (TAG) for Competitive Grantees?
  - Do their planned goals look reasonable?
Experience with Programmatic Management

- **Look for evidence of other grant awards**
  - They should include a list of all employment and training federal grants and contracts that they have had in the past three years
    - This should include grant/contract officer contact information

- **Look for evidence of implementation success**
  - proposed system to monitor the implementation of program activities and achievements of program outcomes
  - MUST INCLUDE: Competitive Grants Planned Goals Chart

- **Applicants know they need to include this information!**
  - From the SGA: “the USDOL grant review panel members who will be evaluating all grant applications submitted as a result of this SGA, do not have access to any reporting information systems during the evaluation process.”
Experience with Financial Management

- Be sure they have a summary of a recent audit!
- Look for evidence that they use Generally Accepted Accounting Practices
- Applicant must maintain a separate accounting for these grant funds
- Applicant must have a checking account
- **BE SURE THEY DO NOT….**
  - Propose to pay participant wages!
  - Propose salaries in excess of Executive Level II!
  - Propose pre-award costs!
Showing Sustainability

- Financial:
  - Diverse funding base
  - Org plan that shows efforts to diversify

- Community:
  - Long-term relationships in the community
  - Long-term leases
  - Key staff consistency
Location, Location, Location

- Look for organizational charts reflecting HVRP’s place in the service spectrum
- Look for all sites of the project to make sure they are actually urban/non-urban
- SHOULD INCLUDE: Project/Performance Site Location(s) Form OMB Number 4040-0010
Start Up Assessment

- What should you look for?
  - Community readiness
    - Are their linkages in place formally through MOUs?
    - Do they show not only knowledge of but experience with the population?
  - Demonstration of community leadership
  - Demonstration of productive relationships with partners
  - Demonstration of productive relationships with competitive employers
  - Staff readiness
    - Do they already have staff in place, or will they need to hire?
    - How do they plan on identifying candidates quickly?
  - SHOULD HAVE: History or outline of timely start-up
Applicants who have operated an HVRP grant.....

- the most recent 4th quarter cumulative quarterly Technical Performance Report (TPR)
- the most recently completed 4th quarter Technical Performance Narrative (TPN);
- a copy of the planned goals spreadsheet providing the planned goals for the year the of the most recently completed 4th quarter TPR;
- the most recent financial and technical performance reports for other relevant programs if applicable
Applicants who have **NOT** operated an HVRP grant.....

- Must submit most recent financial and programmatic cumulative final year-end performance reports related to those programs.
- Must provide related program outcomes from other similar grant programs they have managed that were funded through other sources of revenue.
- Must describe specific outcomes previously achieved against established targets by the applicant within these related programs.

- **MUST INCLUDE:** specific outcomes against established targets.