Division of Victim Services
Competitive VOCA and VAWA Grants:

State Fiscal Year  June 2003 to July 2004
Federal Fiscal Year 2003

Grant Review Scoring Form and Program Guidelines

VOCA____
VAWA_____ LE____ P____ C___ D____
County ________________________________
Applicant: ________________________________
Reviewer: ________________________________ Date:______________

After reviewing the application and scoring the individual components please categorize the application as follows:

• Recommend full funding ____
• Recommend partial funding ____
• Do not fund _____

If any part of the application is not recommended for funding, please briefly explain.

Total Application Score.
After completing the final summary scoring sheet, enter your total score here

Total Application Score:
General Instructions

1- Before reading or scoring any application, please read the RFP in its entirety.

2- You must complete one Reviewer Scoring Form for each grant reviewed.

3- You must submit all Reviewer Scoring Sheets to the Division by March 28, 2003.

4- “Conflict of Interest” If you have a potential conflict of interest with any application you have been given to review, please contact the Division so another reviewer can be found.

5- The Reviewer Scoring Form includes four (4) sections and must be completed for each application.

   A-Project Requirements/Narrative
      Needs Assessment
      Goals/Objectives/
      Activities
      Evaluation
      MOU/MAA
      Collaboration

   B-Budget Information
      Budget
      Budget Narrative
      Complete Agency Budget and Salary Sheet

   C-Overall Proposal

   D-Final Summary Scoring
Application Checklist

A complete application should include the items listed below; please check whether or not it was included in the application.

<table>
<thead>
<tr>
<th>Application Requirements</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Check-off Sheet</td>
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<td>Basic Information Sheet</td>
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<td>Title Page</td>
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<tr>
<td>Project Narrative (not to exceed 10 pages)</td>
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<td>MOU/MAA</td>
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<td>Confidentiality Policy</td>
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<td>Complete Agency Budget</td>
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<td>Project Budget</td>
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<tr>
<td>Detailed Budget Work Sheet</td>
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A- Project Requirements

Using the elements below, please rate the project narrative in the appropriate box to the right of each element. Scores will be summarized and totaled on the final scoring sheet.

1- On a scale of 0-5, with 5 being the highest, please rate the Project’s “Local Needs Assessment” as it relates to identifying the need for the project. In determining your rating, please consider the following:
   • The applicant’s explanation of how the particular population or problem will benefit from the project.
   • Applicant used local information
   • Information helped define the problem

Comments on “Local Needs Assessment”:
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2- On a scale of 0-5, with 5 being the highest, please rate the Project’s Goals and Objectives. Please consider the following:
   • Whether the application clearly describes the planning, development, and implementation strategies for a successful project.
   • Goals should be broad but not “world changing” broad, like End Domestic Violence.
   • The objectives should state specifically what the proposed project would accomplish and be measurable.

Comments on Goals and Objectives:
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3- On a scale of 0-5, with 5 being the highest, please rate the Project’s “Activities”. When determining your rating, please consider the following:
   • Level of detail regarding the program activities
   • Extent to which the described program activities would address the problem
   • The extent to which the program activities seem feasible and likely to succeed
Reviewer Scoring Form

- The extent to which the activities address the full range of safety for victims
- Whether or not the proposal includes a timeline and the feasibility of that timeline for a successful project.
- The activities should be the specific task to be done, by whom, in order to meet the stated goals and objectives

Comments on Activities:
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4- On a scale of 0-5, with 5 being the highest, please rate the Project’s “Outcome/Evaluation.” In determining your rating, please consider the following:

- Does the project evaluation measure outcomes or just outputs (numbers).
- What does the project hope will change and how will this change be measured?

Comments on Outcome/Evaluation:
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5- In order to be eligible for support, all proposals must meet the program requirement of a MOU/MAA. To receive a score of 5 for this section, an application should demonstrate meaningful coordination with or participation by, non-profit and non-governmental victim service providers in the program’s community. An application should only receive a 0 for this if the application fails to contain a MOU/MAA.

In determining your rating please review MOU/MAA section in the proposal and consider the following:

- Does the MOU/MAA identify the project’s partners?
- Is it signed by the chief executive officer/or agency director?
- Does it clearly state the roles and responsibilities of each party?
- Does it describe what resources each brings to the project?

Comments on the MOU/MAA:
________________________________________________________________________
6- On a scale of 0-5, with 5 being the highest, please rate “Collaboration” efforts aside from the formal MOU/MAA. Consider the following:

- Has the agency identified the other programs in the community they must work with for the success of the project?
- Have they identified how they must work with them?

Comments on “Collaboration”:

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B- Budgets and Budget Narrative

Each application must include a detailed budget and budget narrative for the proposed project, a complete agency budget and a completed personal budget sheet.

Using the elements below, please rate the budget and budget narrative.

1- Please rate the completeness of the budget on a scale of 0-5 with 5 being the highest. Please place your score in the box to the right. Budgets receiving a score of 5 must do the following:
   - Cover the costs of all necessary components of the project
   - Reflect a clear link between the proposed activities and the proposed budget items
   - The narrative should provide the basis for the computation of all project-related costs

2- Please rate the reasonableness and cost effectiveness of the budget on a scale of 0-5, with 5 being the highest score. A budget receiving 5 must:
   - Request no more than what is stated in the RFP
   - Include only resources, products and activities for project implementation
   - Provide adequate justification for all project-related costs
   - Include only activities and resources discussed in the project narrative

3. Please rate the reasonableness of the match on a scale of 0-5, with 5 being the highest score.
Reviewer Scoring Form

- Match was calculated correctly
- Cash match is listed in budget
- Justification on the value of all in-kind matches is reasonable

4 - Complete agency budget, listing all anticipated income and expenses for July 1, 2003 – June 30, 2004 is attached including a salary break down sheet. Check the box to the right if all appear in the grant proposal.

Comments on Budget, Budget Narrative and Match:
________________________________________________________________________
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C- Overall Proposal

Using a scale of 0-10, with 10 being the highest, provide an overall rating for the proposal.

This is not the summary of score but this should reflect your perception of the application as a whole. Please consider the following:

- Whether the application identifies the organizations responsible for carrying out the proposed project and specifies their roles and responsibilities.
- The organization capacity of the applicant and its partners to fulfill the projects objectives.
- The expertise or experience of key staff to carryout the proposed project.
- The application has given some consideration to measuring the effectiveness of the proposal.
- The proposed project demonstrates meaningful attention to victim safety.

Comments on the Overall Proposal:
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### D- Final Summary Scoring Sheet

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<thead>
<tr>
<th>A. Project Requirements</th>
<th>Element Score</th>
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<tbody>
<tr>
<td>A.1.</td>
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<td>A.2.</td>
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<td>A.5.</td>
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<td>A.6.</td>
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<tr>
<td><strong>Total Program Requirement Score</strong></td>
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<th>B. Budget Scores</th>
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<td>B. 4.</td>
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<th>C. Overall Proposal</th>
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**Total Applicants Score**