

REVIEWER: _____

AGENCY: _____

TOTAL SCORE: _____/100

SUMMER 2023 TANF SCORE SHEET

Select only one box in each row and tally points at the bottom

1. Read the proposals
2. Evaluate them using the rubric below
3. Total the scores and fill in the TOTAL SCORE field at the top of this form.
4. Note any comments in the comments field

TOTAL AVAILABLE POINTS: 100

SECTION 1- PROGRAM & WORK EXPERIENCE- 60 Total Points

Describe the orientation process for the youth.			
UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The orientation and all program led workshops are held during the indicated time frame.	The proposal VAGUELY answers the question. The orientation and/or program led workshops are held outside the time frame.	The question IS NOT ANSWERED or the reader has concerns. Workshops and trainings go beyond the first week.
POINTS:			

Describe the work experience and its structure.			
UP TO 15	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The proposal CLEARLY answers the question. The youth are working more than 20 hours per week. The program is work focused. Specific employers have been identified.	The proposal VAGUELY answers the question. The youth are working less than 20 hours per week. The youth spend a lot of time in program activities versus work activities. Specific employers are not identified.	The question IS NOT ANSWERED or the reader has concerns. The youth are working within the program and there is not an hour by hour schedule.
POINTS:			

Please describe your agency's experience working with youth in the past 3 years.			
UP TO 5	UP TO 5 POINTS	UP TO 3 POINTS	2 POINTS OR LESS
	The proposal CLEARLY answers the question. The agency has considerable experience placing youth in work experience activities during the past 3-years.	The proposal VAGUELY answers the question. The agency does not have considerable experience placing youth during the past 3-years but the program manager does.	The question is not answered or the reader has concerns. The agency is new or does not have considerable experience.
POINTS:			

How do you ensure a safe, welcoming and inclusive environment where all youth are treated with dignity and respect? Include Code of Conduct.

UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The organization is diverse & inconclusive, encourages parent and youth input. The organization has an established Code of Conduct, describing staff training & program staff supervision & protocols for youth & staff behavior. The staff is trained & provides	The proposal VAGUELY answers the question. The organization does not have a Code of Conduct for youth and does not have protocols in place outlining youth and staff behavior.	The question is not answered or the reader has concerns. The organization is not diverse or inclusive. There are concerns regarding potential staff or youth conduct. The organization does not invite input from the youth or their parents.
POINTS:	professional supervision.		

Who will supervise the youth while they are working and how and when will youth receive feedback?

UP TO 10 POINTS	8.0-10.0	6.5-7.9	6.4 or LESS
	The proposal CLEARLY answers the question. Supervision is provided. The program is structured so youth know when they are working and what they will be doing. The youth receive regular feedback.	The proposal VAGUELY answers the question. Supervision is provided. The program is somewhat structured and youth seem to know when they are working and what they will be doing. The youth receive feedback but there is no set schedule.	The question is not answered or the reader has concerns. Supervision is not provided or clear. The program is unstructured. The youth may not receive regular feedback.
POINTS:			

Explain the supportive services that your program offers youth enrolled in this program. (Include transportation, food, agency referrals, etc.)

UP TO 10	8.0 – 10.0	6.5 – 7.9	6.4 or LESS
	The proposal CLEARLY answers the question. The program offers supportive services and referrals and follows up.	The proposal VAGUELY answers the question. The program offers supportive services and referrals but does not follow up.	The question is not answered or the reader has concerns. The program does not offer supportive services or referrals.
POINTS:			

SECTION 2- BUDGET & FINANCE- 40 POINTS

Program Budget	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget is clear and acceptable.	The budget is unclear or needs some minor changes.	The budget is unacceptable.
POINTS:			

Budget Narrative	11.0 – 15.0	6.0 – 10.9	5.9 or LESS
	The budget narrative is complete and clear.	The budget narrative is not clear.	The budget narrative is not complete.
POINTS:			

Can meet the Insurance Requirements	YES OR NO
	If the answer is no the program cannot be considered.

Board List Attached	2.5 POINTS

Organizational Chart Attached	2.5 POINTS

Youth Wages are at or above 65%	5 POINTS

COMMENTS: (OPTIONAL)

Scores of all reviewers on the RFP Committee will be averaged together to get final score

TOTAL POINTS

- 100 Move on for consideration
- 60-69 Save for consideration for second round of funding if funds are available
- 65-68 Place on file for consideration should funding become available
- 64 or Below- Immediate elimination